



Recruitment Pack

Head of Governance

Location: Exeter
Salary: Grade J (£49,498-£52,528 Full Time Salary)
pending April 24 NJC pay award
Plus relocation package if appropriate

Closing Date: 11.59pm Sunday 10th November 2024
Interviews: To be confirmed
Contract: Permanent, flexible hours considered
(salary pro rata)



Welcoming and developing great people

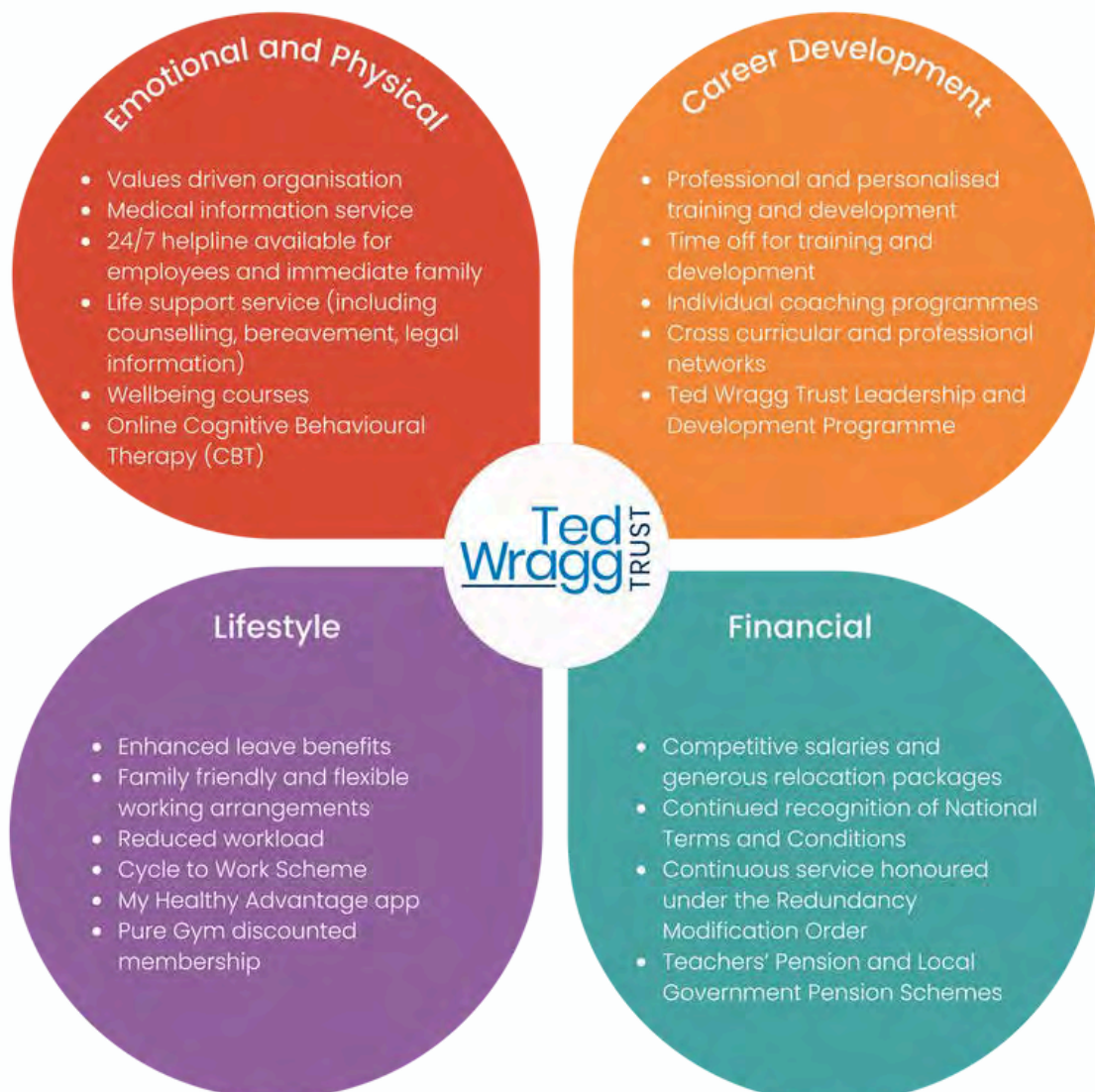
Working with the Ted Wragg Trust is an incredible opportunity for anybody wanting to further their career and professional development. The Trust schools are relentlessly positive, vibrant and ambitious; now is a truly wonderful time for a hardworking, inspirational leader, with a passion for social mobility, to join the team.

Tim Rutherford – Deputy CEO – Ted Wragg Trust

All our employees have a real opportunity to make a significant difference to the life chances of our children, especially those from deprived communities.

In the Trust, our staff work collaboratively to share ideas and expertise. We pride ourselves on a shared approach to school improvement. This has been particularly supportive in these challenging times.

Our benefits



In our Trust, we are committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity. We believe that individual difference offers unique contribution which serves to make our Trust a positive place to work and learn. We are committed to good employment practice so we may attract and retain employees from diverse backgrounds and communities.



Welcome from the Ted Wragg Trust CEO, Moira Marder

On behalf of the Ted Wragg Trust, I would like to thank you for your interest in the role of Head of Governance

The Ted Wragg Trust is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core. This is a hugely exciting time for our growing Multi Academy Trust. We have grown to 13 schools located in Exeter, Plymouth and Crediton and work closely with other local schools and Trusts.

We are incredibly proud of our Trust and the potential it has to further improve standards of education for all children, no matter what their starting point or their background. Our collaborative approach offers benefits to our students and staff, sharing best practice in teaching and learning, staff development, coaching, school improvement structures and supportive professional services. The Trust board is highly ambitious and committed and we are looking for an individual who shares the same values.

We look forward to receiving an application from an ambitious, selfless and collaborative leader ready to transform lives and strengthen our communities to make the world a better place.





Job Description

Job title: Head of Governance

Location: Exeter

Responsible to: Trust Board with day to day line management from Deputy Chief Executive Officer

Key purpose of the role

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place' by ensuring inspirational and forward-thinking governance which instils excellence in all areas of the organisation's work

Your responsibilities

- Provide leadership which ensures sector leading and proactive governance at all levels of the organisation.
- Develop a culture of effective communication between the members, Board, its committees, and the executive leadership team which positively echo into all areas of the organisation enhancing the perception of governance as a vital and constructive element of our collective success.
- Lead on the development of all critical instruments of governance including, ensuring alignment with the Trust's Articles of Association and Scheme of Delegation.
- Ensure the Trust operates in compliance with the Academies Handbook, Charity Commission, and Department for Education (DfE) requirements.
- Promote governance that strengthens communities and aligns with the Trust's vision and values
- Provide advice and support to the Members, Trust Board and the Executive on governance matters.
- Lead the governance team in a way that is collaborative and supportive, promoting continuous improvement and best practices in governance. Ensure that governance arrangements are well-coordinated and that meetings are effectively managed at all levels, members, trust board and LGB including all sub committees.
- Ensure all statutory reporting and filings are completed accurately and on time, including returns to Companies House.
- Develop and implement a comprehensive induction and training program for Trustees and Governors.
- Work with the Executive to ensure that all areas of strategic development, risk and assurance are appropriately understood at all levels.
- Ensure the development of our vibrant Local Governing Boards (LGBs).

Grading criteria

- Deliver great management (as defined by TWT's habits for great managers) for more than one group of employees who carry out a diverse range of duties.
- Use creativity and innovation to establish the best course of action for each specific situation without guidance.
- Deal with a range of complex and contentious matters, requiring support, persuasion, advocacy and sensitivity, within the application of operational guidelines. The outcome will have significant implications, on others, the service or the school/Trust.
- Be responsible for monitoring and evaluating important policy, practice and provision affecting whole school or service and make recommendations for change and for managing implementation.
- Make decisions which have a major impact on school/Trust policies and/or activities across a number of areas or affecting a large number of people or wider communities
- Work subject to constant change and the management of conflicting priorities and deadlines.
- Be the organisations expert in this specialist area.



Person Specification

Qualifications

- Professional Qualification (NVQ5/6/ Degree) in relevant discipline Essential

Experience

- Proven Experience in a senior governance role within an education or charitable organisation Essential
- Strong understanding of the regulatory requirements for academy trusts Essential
- Managing and leading a team of governance professionals Essential
- Experience of Strategic planning and risk management Essential

Key skills

- Excellent organisational and project management skills Essential
- Strong Communication and interpersonal skills Essential
- Ability to provide clear concise advice on complex governance issues Essential
- High level of integrity and professionalism Essential
- Ability to work effectively under pressure and manage multiple priorities Essential
- Able to fulfil all aspects of the role with confidence and fluency in English Essential

Values

- Ambitious:** works hard, has the highest standards and is positive for the future. Essential
- Selfless:** is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities. Essential
- Collaborative:** builds strong relationships and networks. Essential

Ted Wragg Trust

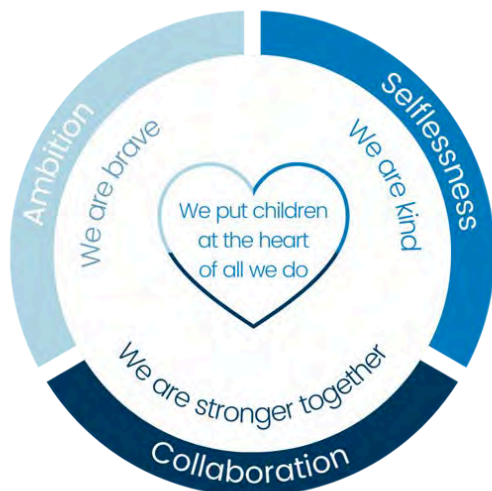
Ted Wragg TRUST

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An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



Our Values



How will we succeed?



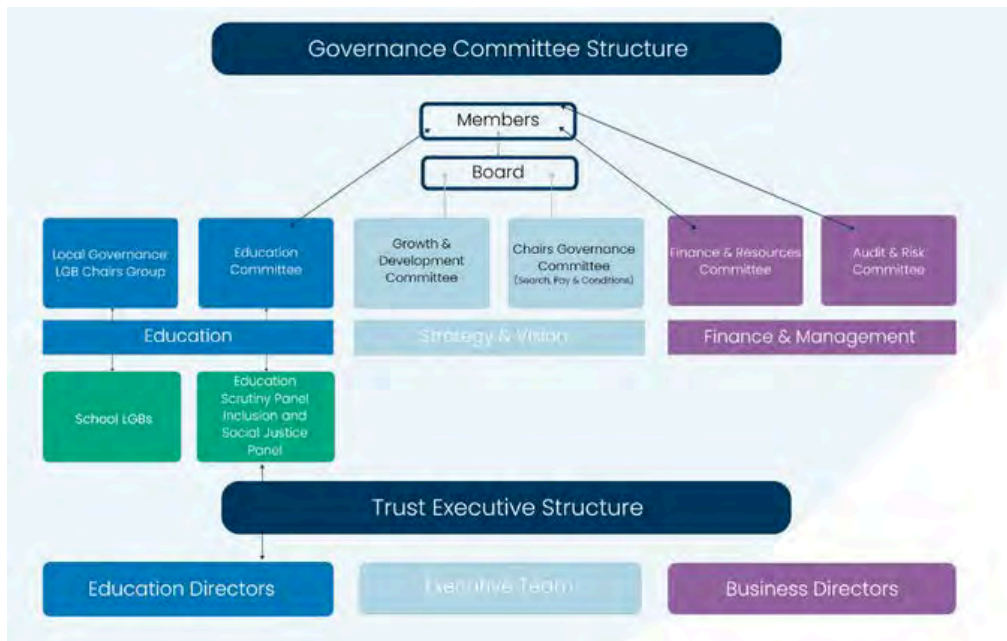
Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Our Governance Structure





How to Apply

Please apply via our vacancy page on our Trust website.

A link to our vacancy page can be found here:

<https://www.tedwraggtrust.co.uk/vacancy>

Closing Date: 11.59pm, Sunday 10th November 2024

Interviews: to be confirmed





Thank you for your application