|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| **Post Reference:**  | 2046 |
| **Academy:** | White Rose Academies Trust |
| **Job Title:** | **Head of Governance** |
| **Grade:** | PO6 (£44,624 to £47,665) |
| **Hours:** | Full time, all year round |
| **Accountable to:** | Trust Board (through the Chair of Board of Directors) |

 |

The White Rose Academies Trust is a Leeds-based multi-academy Trust with a reputation for raising ambitions, engaging local communities and rapid school improvement.

The Trust consists of three secondary schools - Leeds City Academy, Leeds East Academy and Leeds West Academy, and also welcomed its first primary school (Alder Tree Primary Academy) on 1st December 2020.

We believe the Trust is a highly desirable place of work for an ambitious professional, who will be joining one of the most supportive and talented teams in the country.

**Role:**

The Head of Governance is a leadership role within the White Rose Academies Trust central operations and services structure. The post-holder will report independently to the trust board, whilst working collaboratively with the Trust Business Director and Group Director of Governance to support operational delivery of trust strategic objectives.

The Head of Governance is responsible for overseeing all aspects of governance effectiveness and compliance within the Trust, ensuring governance adheres to good practice and meets all statutory and regulatory requirements. This will be achieved by:

* supporting the efficient and effective operation of the trust board, its committees and local accountability boards (LABs)
* leading on the development of the trust’s governance framework and driving improvements to its systems, processes and structures
* managing and co-ordinating the delivery and ongoing improvement of governance support across the trust

The Head of Governance will also act as Company Secretary, including:

* preparing annual company reports, compliant with both financial and legal requirements
* providing advice on constitutional and procedural matters
* communicating with other professionals (e.g., lawyers and auditors) and stakeholders (e.g., DfE, ESFA,RSC)
* keeping up to date with policy, legal and statutory requirements
* notifying relevant authorities of any changes to membership

White Rose Academies Trust is a local Trust dedicated to raising and fulfilling the ambitions of young people. Our academies throughout Leeds are at the heart of the communities they serve, which is why we are committed to delivering an outstanding education to every one of our students.

The Trust employs over 450 outstanding professionals who are committed to unlocking the potential of the next generation. Our CPD Programme is focused on innovation, leadership development and delivery of excellence for vulnerable groups. Our Beginner Teacher Programme is amongst the best in the region. We are on a significant journey which will see all of our schools Ofsted rated as World Class within five years.

White Rose Academies Trust is a member of Luminate Education Group, other members include Harrogate College, Keighley College, Leeds City College and Leeds Conservatoire. The Group provides expertise, international networks, and highly desirable employability prospects within education and beyond.

**Closing date:** Monday 6th June 2022 9am

**Shortlisting date:** Monday 6th June 2022

**Interview date:** W/C 13th June 2022

**Start date:** As soon as possible

For more information, please visit our website at  [[White Rose Academies Careers](https://www.whiteroseacademies.org/careers)](https://www.whiteroseacademies.org/post/business-administration-apprentice) .

To apply, please complete the application form and return to recruitment@whiteroseacademies.org by the closing date. Please note we are unable to accept CV’s.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

**PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.**