



## Job Profile

<b>Job Title:</b>	<b>Trust Governance Officer (TGO)</b>
<b>Salary:</b>	<b>Within current range £14.13 to £15.93 – LCC Grade 10</b>
<b>Post Name:</b>	
<b>Key Base:</b>	<b>The Castle Rock School</b> <i>With the flexibility to work at other schools within the MAT as required.</i>
<b>Hours:</b>	<b>30 hours per week, 39 weeks per year</b>
<b>Responsible to:</b>	Chair of the Board of Trustees Board of Trustees Chief Executive Officer (Contractual line manager)
<b>Accountable to:</b>	Chair of the Board of Trustees & Chief Executive Officer
<b>Responsible for:</b>	Any staff directly responsible to the TGO role and part of the central governance team.
<b>Core Purpose:</b>	<ul style="list-style-type: none"> <li>To develop young people's potential academically, socially, morally, spiritually and emotionally in a stimulating and challenging environment in order to produce young people who can think independently, behave responsibly and continue to learn successfully.</li> <li>To positively support the development of the MAT in accordance with the Development &amp; Improvement Plans.</li> </ul>
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>Lead all aspects of governance across the Trust, ensuring compliance and effectiveness. This includes the recruitment, induction and training of Trustees and local governors and clerks to the board of Trustees.</li> <li>Line manage appointed clerks to secure effective arrangements for the clerking of committees including local governing bodies.</li> <li>Provide advice and guidance to the members, Trustees, local governors, CEO, CFOD and Heads of School on matters related to governance.</li> <li>Ensure compliance with all aspects of governance relevant to a Multi Academy Trust.</li> </ul>

**JOB PURPOSE & RESPONSIBILITIES****Corporate****As a member of the Trust Leadership Team (TLT):**

- Take a full and active part in the leadership, operation and development of the trust to maximise the potential benefit to our pupils.
- Undertake duties to ensure the safety and wellbeing of pupils.
- Contribute to system leadership through purposeful collaboration with partner trusts, schools and other organisations

**Strategic****Lead and manage governance across the trust including compliance and:**

- Ensure that functions operate in accordance with statutory regulations.
- Interpretation of new legislation and guidance and identification of the implications for the trust.
- Maintain core governance documents such as Schemes of Delegation, Terms of Reference and Articles etc.
- Support the Chair and CEO in publishing and communicating the Trust improvement and Development plans to all relevant personnel on the Board and LGB's.
- Ensure effective procedures for the recruitment, appointment, induction, review and development of staff in the central team, Local Governors and Trustees.
- Develop and implement procedures to evaluate the effectiveness of the teams and feed directly into improvement planning within own specialism area.
- Establish standard operating procedures within own remit and other processes to maximise the efficiency of the teams and provide for service continuity in the event of staff absence.
- Develop an on-going customer service focus.
- Work collaboratively and supportively to develop and share good practice within teams, across the trust and into partnerships with other schools and relevant bodies.
- Secure arrangements to source external advice where appropriate according to Trust procurement policies.
- Co-ordinate and organise Trustee and Governor activities to support the Trust as needed.

**Effective Governance****Lead and manage governance across the Trust including compliance and:**

- Work with the board, the Chair of the Board, CEO and CFOD to develop and implement a strategy for the development of governance to secure the knowledge, skills and effective behaviours needed for effective governance. across the trust, in line with the DfE Competency Framework for Governance.
- Ensure there are appropriate arrangements for the effective recruitment, appointment, induction, development and succession planning for Trustees and local governors.
- Liaise with and support the members of the Trust and ensure there are appropriate arrangements for the appointment of Members, Trustees and Local Governors.
- Provide support and guidance in preparation for and during external reviews of aspects of governance (on at least a 3 yearly basis) including Ofsted inspections, ESFA SRMA, financial and other audits and external reviews of governance.
- Develop effective arrangements for the internal self-review of governance including the continued review and development of key our performance indicators.

## JOB PURPOSE & RESPONSIBILITIES

- Secure effective arrangements for the delegation of responsibilities to Local Governing Bodies and oversight by the board including effective communication.
- Work in collaboration with the Board and Chief Executive Officer to research and advise on best practice to support the efficiency and effectiveness of governance of the Trust.
- Develop and apply a Code of Conduct for those involved with governance.

### Clerking

#### **Undertake the role of Clerk to the Board of Trustees**

- Provide professional clerking for the members of the trust, the board of Trustees, committees and panels as outlined in the DfE Clerking Competency Framework.
- Recruit, lead and develop clerking support when appropriate to ensure there is professional clerking for local governing bodies to enable the LGB's to effectively discharge their responsibilities within schemes of delegation and policies.
- Ensure that there is an efficient and effective calendar of meetings for all aspects of governance for each academic year.
- Provide advice and support to the Chair and CEO regarding delegations across the governance of the board and its committees.
- Develop and implement annual programmes of work and meeting agenda for the board and local governing bodies
- Act as the correspondent for the Trustees to support the trust's responsibilities with the Charity Commission and Companies House including the filing of accounts, reports, statutory returns and memberships where requested by the Company Secretary.
- Support the CFOD with regard to the filing of accounts, reports, and statutory returns to the ESFA where requested.

### Compliance & Due Diligence

#### **Secure appropriate arrangements to enable the trust and schools to maintain compliance for all aspects of governance including requirements from:**

- The articles of association and funding agreements.
- The DfE Governance Handbook and ESFA Academy Trust Handbook.
- Requirements for the publication of information on Trust and school websites.
- The maintenance and publication of Registers of Interest and register of persons with significant control for all Members, Trustees and Local Governors.
- Statutory Guidance on Keeping Children Safe in Education (including ensuring there are appropriate arrangements for obtaining DBS clearance for Trustees and Local Governors)
- Policies and Schemes of Delegation
- With the support of the CEO and CFOD, ensure there are appropriate arrangements for the development and review of policies across the trust.
- Support and undertake aspects of due diligence and governance assessments for schools or trusts potentially joining the trust.

### Additional Duties

- As a member of staff working in and with schools to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students.

## JOB PURPOSE & RESPONSIBILITIES

- To ensure awareness of and compliance with personal responsibilities and requirements communicated to the CFOD in policies and procedures including Health & Safety.
- As a member of staff in a trust that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.
- To carry out such other duties which may be required from time to time within the grading of the post

## SPECIAL FACTORS

The nature of the work may involve the jobholder carrying out work outside of normal working hours.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This Job Profile sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

This job description is current at the date shown, but following consultation with you, may be changed by school leaders to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The Apollo Partnership Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

***Apollo Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to checking through the Disclosure and Barring Service (DBS)***

Postholder's signature:			
Printed:		Date:	
SLT signature:			
Printed:		Date:	