**Job Profile**

Title: Governance Professional

Pay & Grade: £44,711 - £ 49,764 Grade 8 SCP 35-40

Location: All Saints Multi Academy Trust, Head Office, Liverpool

Reports to: Deputy CEO

**Job focus**

To oversee 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 and its committees.
* ensuring governance at all levels is carrying out its functions.
* leading on development of the trust’s governance framework and driving improvements to its systems, processes, and structures.

managing and coordinating the delivery and ongoing improvement of governance support across the trust, including relevant training, ensure the trust is fully statutory compliant.

**Responsibilities**

**Leading governance services**

* Work with executives, and strategic and operational leads to ensure support for governance is compliant, and effective and contributes towards strategic priorities being met.
* Act as the lead adviser on issues relating to the governance of schools and or the Trust.
* Develop and implement the MAT’s strategy for effective governance support services.
* Design and monitor the governance support structure.
* In line with organisational growth, assess capacity and develop governance structures within the Trust.
* Ensure effective communications are maintained with governing boards, governance professionals, and stakeholders such as the DfE.
* Write and present training and briefings to Members, Directors and Local Academy Councils.
* Facilitate external reviews of governance and compliance.
* Lead adviser for issues relating to governance of MATs
* Act as the main point of contact for queries relating to governance within the trust, and proactively update those governing by providing advice and guidance on:
* complex technical issues that relate to governing structures, procedures, and the legal framework that underpins them.
* Quality assuring governance advice given by others ensuring that it is informed by an intelligent assessment of risk.
* Risk informed assessments of options for support and interventions to strengthen governance;
* Evidence-based best practices, policy, and thought leadership in school governance.
* Provide strategic leadership in ensuring the clerking of meetings of the trust board and its committees are appropriate, meet statutory procedures and practices, and are of a high quality, ensuring these enable the successful delivery of strategic objectives.

 **The Governance Professional will therefore have a key role in:**

* Keeping the board focused on its core strategic priorities, its strategic leadership responsibilities and its duty to maintain the highest professional standards of conduct and ethics;
* Setting the cycle of trust board and committee meetings and preparing focused agendas;
* Supporting chairs and clerks with ensuring all meetings are inclusive and well-structured.
* Satisfying all aspects of meeting compliance as stipulated in the Trust’s Articles of Association and the Academy Trust Handbook, and in accordance with arrangements agreed upon by the board;
* Work with the Chief Finance and Operations officer to develop governing structures (particularly in relation to committee structures and the scheme of delegation), to develop routines across schools (hubs, locality models etc.) and to monitor effectiveness.
* Work with the Chief Finance and Operations officer to ensure governing structures are developed in parallel with organisational growth strategies.
* Develop, review and maintain governance documents, such as Articles of Association, schemes of delegation, terms of reference, role descriptions and Governors’ code of conduct.
* Developing record management and communication methods that are fit for purpose and maintain confidentiality.
* Work with the Chief Finance and Operations Officer to oversee a strategy and protocol for recruiting governors and trustees that ensures the board, and its committees are properly constituted, inclusive, diverse and meet the needs of the organization;
* Lead on the strategy and planning of governance induction and CPD; and
* Work with the Deputy CEO in developing and overseeing systems for board self-evaluation and review, including the commissioning of external reviews.
* Leading on compliance
* Managing information and documentation that clearly details the Trust’s governance arrangements and satisfies other statutory requirements, including (but not limited to):
* Maintaining appropriate records of trust board and academy committee membership, along with any terms of reference.
* Maintaining a Trust policy register and advising on the policy review and approval cycle.
* Ensuring copies of statutory policies and other statutory documents such as the scheme of delegation and register of interests are published as agreed (on the trust and/or school website) and in line with statutory requirements.
* Ensure that governance-specific risks are included in the Trust’s risk register;
* Supporting production of the annual report and governance statement published with the Trust’s annual accounts.
* Managing the flow of information between the trust board and academy committees and members, maintaining an up-to-date record of academy committee business.
* Developing trust-specific documents such as a governance code of conduct and skills matrix.
* Maintaining the trust’s online governance portal or equivalent.
* Overseeing the application of policies, procedures, and relevant legislation/guidance across the trust

**Management**

* Be involved in the recruitment and induction of the governance support team/clerks.
* Briefing and train clerks on their roles and responsibilities.
* Manage any budget and resources allocated to the governance support function
* Maintaining relationships and communication
* Develop and maintain productive working relationships while maintaining independence by:
* Working collaboratively and holistically with stakeholders in and outside of the organisation so that governance supports and enables the operational delivery of strategic objectives.
* Ensuring relevant authorities are notified of changes to membership and governance structures as appropriate; and
* Being a role model for effective and ethical governance.
* Providing coordinated support
* Acting as a central point of contact
* Providing advisory support to boards
* Being an expert resource for clerks and the wider organisation
* Quality assuring advice – acting as a high-level resource
* Responding to issues including concerns and complaints related to governance
* Facilitating networks and communication between governing boards
* Delivering wider and targeted support
* Overseeing recruitment, election/appointment and induction for different governance tiers
* Organising reviews and self-evaluation
* Presenting training, briefings and at events
* Organising targeted support and intervention when circumstances require

**Compliance monitoring across a group of schools**

• Maintaining a central records system to include attendance at meetings and training sessions by members, directors, governors, trustees and governance professionals

• Routine reporting, such as regarding board vacancies

• Ensuring different tiers of governance are properly constituted

• Monitoring compliance with schemes of delegation

• Ensuring systems and controls are in place to comply with obligations under education legislation, funding agreements, charity legislation, company law, data protection legislation, safeguarding guidelines and health and safety legislation

**Personal development**

Maintaining continuing professional development in the role of lead governance professional which includes:

• Liaising with relevant professional organisations and networks such as NGA, CST and ASCL

• Undertaking regular training including the pursuit of professionally recognized qualifications

• Keeping abreast of policy developments affecting academy trust governance

• Participating in regular performance management, led by the chair of the board of trustees

**Data Protection**

• Provide advice and support to staff and stakeholders on data protection and GDPR matters and compliance requirements.

• Draft new, and amend existing, internal data protection policies, procedures, and guidelines.

• Monitor changes to legislation and make appropriate changes to internal documents, communicate and train staff and stakeholders on changes, where appropriate, across the Trust.

**Corporate Responsibilities**

The Trust is committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment. The Trust also expects all staff and volunteers:

* to pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy’s activities.
* to be aware if health and safety within areas of personal control.
* to participate in the Trust’s Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date; and
* to maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

**Additional Notes**

* The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.

This job profile is accurate as of March 2025.