

### JOB DESCRIPTION

<b>Job Title</b>	<b>Trust Governance Professional - Discovery Educational Trust (DET)</b>
<b>Grade</b>	Scale 8, Points 25 – 28 (including Outer Fringe Allowance)
<b>Work Pattern</b>	Term time plus two weeks (one to be worked during summer closure period).
<b>Post</b>	Part-time and hybrid (18-25 hours per week) A flexible approach to working hours is required to meet the deadlines and demands of the role.
<b>Reports to</b>	Chair of the DET Trust Board (TB) and Chief Financial and Operating Officer (CFOO).
<b>Location</b>	Hybrid role, which requires attendance at all DET Member, TB and Committee meetings, which are held virtually and physically across the DET estate (Westcliff-on-Sea and Brentwood). The ability to travel to all DET Schools is, therefore, an absolute requirement.  The role offers flexibility to work remotely where in person attendance is not required.
<b>Internal Stakeholders</b>	Members, Trustees, Chief Executive Officer (CEO), CFOO, TB and Committee Chairs.
<b>Direct Reports</b>	Trust Clerk(s).
<b>Job Purpose</b>	<p><b>The role of the Governance Professional is to:</b></p> <ul style="list-style-type: none"> <li>• Provide independent governance advice, guidance and effective administrative support to the TB and its Committees.</li> <li>• Support the TB to meet high standards of governance, including fulfilling legal or regulatory requirements and decision-making.</li> <li>• Help the TB to understand its role and legal duties.</li> <li>• Support the Chair to facilitate strategic debate and decision-making.</li> <li>• Promote the flow of information throughout the governance structure, including between the TB, its committees including local committees and members.</li> <li>• Provide impartial advice to the Trust on governance, constitutional and procedural matters. New regulations require a TB to have regard to advice from the Governance Professional regarding exercising its functions.</li> <li>• Work with the Trust Clerk(s) to ensure that the correct resource and time are allocated to the TB and its Committees.</li> <li>• Ensure that the TB is properly constituted.</li> <li>• Manage information effectively in accordance with legal requirements.</li> </ul>
<b>Provision of advice to the TB</b>	<ul style="list-style-type: none"> <li>• Advise the Trust on governance legislation and procedural matters, where necessary, before, during and after meetings.</li> <li>• Act as the first point of contact for Members/Trustees/Local Governors with queries on procedural matters.</li> <li>• Have access to appropriate legal advice, support and guidance, and, where necessary, seek advice and guidance from third parties on behalf of the Trust.</li> <li>• Inform the Trust of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.</li> <li>• Offer advice on best practice in governance, including on committee structures.</li> <li>• Lead on self-evaluation exercises for TB and Committees.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that statutory policies are reviewed and approved in a timely manner in line with the Trust policy review schedule.</li> <li>• Lead on the production of the annual calendar of Member/TB/Committee meetings and tasks.</li> <li>• Send induction materials to new Members/Trustees/Local Governors and ensure that they have access to appropriate documents, including any agreed Code of Conduct.</li> <li>• Manage the induction of Members/Trustees/Local Governors taking on new roles, in particular TB or Committee Chair.</li> </ul>
<b>Effective administration of meetings</b>	<ul style="list-style-type: none"> <li>• With the Chairs and the CEO, and HTs, prepare focused agendas for the Member, TB and TB Committee meetings.</li> <li>• Liaise with those preparing papers to ensure that they are available on time, and distribute the agenda and papers as required by legislation or other regulations.</li> <li>• Ensure that all meetings are quorate.</li> <li>• Record the attendance of Members/Trustees/Local Governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent Members/Trustees/Local Governors of the date of the next meeting.</li> <li>• Draft minutes of all Trust meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and where relevant and if agreed by the Trust, the Headteacher (HT).</li> <li>• Circulate the reviewed draft to all Members/Trustees/Local Governors, the CEO and other relevant body or persons as agreed by the TB and within the timescale agreed with the TB.</li> <li>• Proactively follow-up any agreed action points with those responsible and inform the Chair of progress in a timely manner, i.e. in advance of meetings.</li> </ul>
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Assist Chairs with the recruitment of Members/Trustees/Local Governors.</li> <li>• Advise Members/Trustees/Local Governors and appointing bodies in advance of the expiry of a Member/Trustee/Local Governor term of office, in order that elections or appointments can be organised in a timely manner.</li> <li>• Chair that part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections.</li> <li>• Maintain a record of training undertaken by Members/Trustees/Local Governors.</li> <li>• Advise the Trust/TB on succession planning (of all roles, not just the Chair).</li> </ul>
<b>Manage information</b>	<ul style="list-style-type: none"> <li>• Maintain accurate and complete records of the names, addresses and category of all Members/Trustees/Local Governors and their term of office, and inform the TB and any relevant authorities of any changes to its membership.</li> <li>• Ensure complete and current library of governance documents, including, for example, Terms of Reference and membership of any Committees and Working Groups and any nominated Trustee/Local Governor, e.g. Safeguarding, SEND, is always available via GovernorHub.</li> <li>• Maintain a record of signed minutes of meetings in school and ensure that copies are sent to relevant bodies on request and are published as agreed at meetings.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that there are governance specific risks included on the Trust Risk Register.</li> <li>• Support the production of the annual Trustee Report and Governance Statement published within the Trust's annual accounts.</li> <li>• Maintain records of relevant Trust correspondence.</li> <li>• Support with requirements of Internal Scrutiny and External Audit programmes.</li> </ul>
<b>Management of Trust Clerk(s)</b>	<ul style="list-style-type: none"> <li>• Manage and quality assure work of the Trust Clerk(s), delegating responsibilities as appropriate.</li> <li>• Offer guidance and support to Trust Clerk(s).</li> <li>• Co-ordinate the training, development and performance management of Trust Clerk(s).</li> </ul>
<b>Personal Development</b>	<ul style="list-style-type: none"> <li>• Undertake appropriate and regular training and development to maintain knowledge and improve practice.</li> <li>• Keep up to date with current educational developments and legislation affecting Trust/school governance.</li> <li>• Participate in regular performance management.</li> </ul>
<b>Additional Services</b>	<p>The Trust Governance Professional may be asked to undertake the following additional duties:</p> <ul style="list-style-type: none"> <li>• Clerk any statutory appeal committees/panels that the TB and Committees are required to convene.</li> <li>• Assist with the elections of Parent and Staff Governors.</li> <li>• Participate in, and contribute to, the training of Members/Trustees/Local Governors in areas appropriate to the Governance Professional role.</li> <li>• Maintain a file of relevant Department for Education (DfE) and Local Authority (LA) guidance documents.</li> <li>• Ensure that all meetings and correspondence are compliant with DET Data Protection Policies and GDPR legislation.</li> <li>• Prepare briefing papers for the TB/Committee, as necessary.</li> <li>• Conduct skills audits and advise on training requirements and the criteria for appointing new Members/Trustees/Local Governors relevant to vacancies.</li> <li>• Perform such other tasks as may be determined by the Trust from time to time.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To ensure that all duties and services provided are in accordance with the DET Equality and Diversity in Employment Policy and the DET Equality Statement and Objectives.</li> <li>• To share the Trust commitment to safeguard and promote the welfare of children and young people.</li> </ul> <p>These responsibilities are neither exclusive nor exhaustive and the post holder may be required to undertake other appropriate duties within the context of the job, skills and grade.</p>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• All DET staff must adhere to the DET Safeguarding and Child Protection Policy and associated procedures including engaging in annual safeguarding training.</li> </ul>

## PERSON SPECIFICATION

General	Detail	Examples
<b>Qualifications and Experience</b>	Specific Qualifications and Experience	<p>Good standard of education (A Level or equivalent).</p> <p>Senior Governance Professional or Clerking experience operating within a multi-academy trust or organisation of similar complexity.</p> <p>Ability to produce smart, accurate minutes efficiently.</p>
	Knowledge of Relevant Compliance and Governance Framework	<p>Experience of governance in an education or corporate setting.</p> <p>Experience of effective engagement across all levels from Executive Management to auxiliary staff.</p> <p>Effective stakeholder/relationship management.</p>
	Literacy	Outstanding literacy skills.
	Numeracy	Outstanding numeracy skills.
	Accuracy	Focused attention to detail.
	Technology	Highly competent ICT skills, specifically, Office suite. Embraces opportunities to use technology to improve process and efficiency.
	Confidentiality/Data Protection	<p>Extensive understanding of procedures and legislation relating to confidentiality, specifically, GDPR.</p> <p>Understanding of need for professional confidentiality.</p>
	Self - Motivation	A proven self-starter with the ability to shape a role and make it their own.
<b>Communication</b>	Written	<p>Outstanding written communication skills with an ability to tailor correspondence to fit the audience.</p> <p>Able to summarise complex meeting dialogue succinctly and note salient points.</p>

	Verbal	<p>Ability to communicate effectively at all levels. Articulate and measured.</p> <p>Ability to overcome barriers to effective communication.</p>
	Negotiating	<p>Highly effective negotiation and influencing skills and the ability to achieve best possible outcomes.</p> <p>Ability to manage difficult or challenging situations/conversations effectively.</p>
<b>Working with Children</b>	Curriculum/School Organisation	Good understanding of the learning experience provided by DET Schools in relation to the role.
	Health and Wellbeing	Understand the importance of physical and emotional wellbeing of both yourself and others.
<b>Working with Others</b>	Stakeholder Management	<p>Establish effective relationships with all stakeholders, internal and external.</p> <p>Represent DET with external stakeholders as required.</p>
	Relationships	<p>Ability to build strong and effective relationships across all stakeholders, quickly gaining confidence and trust.</p> <p>Be accessible and approachable at all times.</p>
	Team Work	<p>Work effectively as part of a team, but also on own initiative and with minimal supervision.</p> <p>Be a role model for DET values and behaviours.</p> <p>Be collaborative.</p> <p>Provide “expert” insight empathetically.</p> <p>Train and develop others as necessary. Ability to transfer new knowledge to the workplace and share knowledge on a practical level as required.</p>
	Information Sharing	Develop and implement highly effective systems to share and safeguard information.
<b>Self-Management</b>	Organisational Skills	Ability to prioritise and organise. Role involves many and conflicting priorities requiring a

		<p>methodical and calm approach in order to be effective and deliver.</p> <p>A positive and creative approach to tackling tasks.</p>
	Time Management	Excellent organisation skills with the ability to use own initiative and work to tight, strict deadlines.
	Problem Solving Skills and Decision Making	Ability to anticipate, assess and deliver solutions to problems with clear, logical thinking.
	Creativity	<p>Demonstrate a highly creative approach to work.</p> <p>Able to resolve complex problems independently.</p>
<b>General</b>	Equality, Diversity and Inclusion	Knowledge of and commitment to equal opportunities and anti-discriminatory practice.
	Health and Safety	Good understanding of Health and Safety.
	Child Protection	Good understanding and compliance with Child Protection procedures.
	Continuing Professional Development	<p>Demonstrate a clear commitment to develop and learn in the role.</p> <p>Ability to evaluate own performance and effectively address areas for development.</p>