



The **GALLERY TRUST**



A community of special schools

**Governance Professional
Candidate Information Pack
October 2024**

Welcome

We are delighted that you are interested in the position of Governance Professional at The Gallery Trust.

We are seeking a skilled and effective professional to join our high performing and ambitious central Trust team on our mission to improve outcomes and enhance the life prospects of students with Special Educational Needs and Disabilities in Oxfordshire.

The Gallery Trust is a successful and expanding Trust and has grown from a single special academy in 2013 to the largest special school MAT in Oxfordshire with seven schools across the county. The Trust is continuing to grow, with a further free special school in the pre-opening stage and other exciting services and growth initiatives under way, including our Outreach offer and Training Hub. Our schools deserve high calibre support so they can continue to move forward, and this new role will be an integral and vital part of the team, leading on the delivery of robust governance at every tier within our governance structure.

We are very proud of what we have achieved, and we are looking for an exceptional person to join us as we build on our successes and embrace the opportunities and the challenges ahead.

If you are inspired by our work, are keen to work collaboratively and with authenticity with key stakeholders, and are enthusiastic at this opportunity to play an influential role in the future of The Gallery Trust, then we will be very pleased to receive your application.

With very best wishes



Chris Scrivener
Chair of Trustees



Kay Willett, MBE
Chief Executive Officer

Governance Professional

**Working pattern: 30 hours a week, 39 weeks per year:
Grade 11: Actual annual salary £27,892 to £30,182 (pay award pending)
Full time equivalent salary £39,186 to £42,403 (pay award pending)**

**Membership of Local Government Pension Scheme
Generous holiday entitlement**

Flexible working options can be discussed, including the possibility of hybrid working

The Gallery Trust, a special Multi Academy Trust, is seeking to recruit an experienced, proactive and knowledgeable Governance Professional to support governance at all levels within the Trust.

This new post offers an exciting opportunity to join an expanding and successful Trust, and is vital in ensuring that the Trust demonstrates robust governance and meets its statutory and advisory requirements. The successful candidate will provide the Board and its committees with authoritative guidance on all areas of governance and constitutional necessities, offer exemplary clerking support, and support every tier of the governance structure to function effectively and efficiently. As governance lead, you will achieve excellent standards of compliance and regularity, and take responsibility for governance documents, management of information, and the maintenance and improvement of systems, processes and communications.

This role will act as an expert resource and support for all stakeholders involved in governance, including Members, Trustees, Local Academy Boards, senior staff and Head Teachers. You will play a lead role in the policy review cycle and will support colleagues with work on compliance in areas such as audit and risk. You will be an excellent communicator, organiser and your meticulous attention to detail will be demonstrated throughout your work.

You will welcome the opportunity to take a flexible approach to your role: while this role will be based at the Trust Central Offices at Northern House Academy in Oxford, the Trust is willing to consider a hybrid working model for this post and is flexible about working hours and work location. The post holder will be required to attend Board meetings in person, which are held at least 6 times a year in an Oxfordshire school (predominantly in Oxford). Remote or on-site attendance at committee and panel meetings which take place in the late afternoon and early evening will be required (weekdays and termtime only), and the post holder will accommodate these hours within their core working hours. You will demonstrate excellent time management skills, not only in structuring your working week, but also in meeting demands and competing deadlines.

The role is line managed by the Chief Operating Officer but also reports to the Chair of the Trust Board.

Experience of working in the education or charity sector is an advantage, but it is vital that the successful candidate subscribes to the Trust's values and ethos, and demonstrates a strong commitment to improving the lives of students with special educational needs and disabilities.

In return for your energy and enthusiasm, we can offer you the opportunity to work for a successful, expanding and secure public sector organisation in a supportive, well-resourced and committed team. Benefits include access to CPD, a generous local government pension scheme, 30 days holiday a year plus bank holidays, and a negotiable working pattern.

This post is subject to satisfactory references which will be requested prior to interview, an Enhanced DBS check, health check, evidence of qualifications and verification of the right to work in the UK.

Benefits of working at The Gallery Trust

Career Progression

- Be a key member of a friendly and supportive staff team who are dedicated to achieving the best for every one of our pupils
- Participate in high quality professional development opportunities which are tailored to your needs and to your career aspirations
- Develop your career in The Gallery Trust, an expanding and successful organisation which offers opportunities for progression, secondments and collaborative working with colleagues across our schools

Financial

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Perkbox membership
- LGPS pension with to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work

Wellbeing

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- Free car parking and cycle storage

Application Process

To apply for this post, please email an application form to application@thegallerytrust.co.uk or by post to The Gallery Trust, Northern House Academy, 23 South Parade, Summertown, Oxford, OX2 7JN

Application deadline: 5pm on Tuesday 12 November 2024

Interviews will be held: Wednesday 20 November 2024

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher. If you have previously worked in a school, your referees must include your most recent Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently 7 special academies in the Trust located throughout Oxfordshire, with a further academy scheduled to open in 2026. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.

Governance Professional Job Description

Responsible to: Chief Operating Officer

Job Purpose:

To support the Trust's vision, strategic priorities and improvement plans for governance, and to deliver a high-quality strategic and operational support service in the areas of governance and compliance.

Introduction:

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. The performance of all duties and responsibilities shown below will be under the reasonable direction of the Chief Executive Officer. The Chief Executive Officer will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's grievance procedure will be used to resolve any disagreement arising out of the job description.

Role Purpose

- Oversee governance effectiveness within The Gallery Trust, ensure governance adheres to good practice and complies with statutory and regulatory requirements, including charity and company law
- Manage the efficient operation of the Trust board and its committees, including Local Academy Boards and Rapid Improvement Boards
- Provide effective clerking and minuting services, including the administration of meetings and distribution of documents, for the Board and its committees, including Rapid Improvement Boards and a number of Local Academy Boards
- Ensure governance at all levels is carrying out its functions
- Act as the main point of contact for queries relating to governance within the Trust
- Support the development of the Trust's governance framework and improvements to its systems, processes and structures
- Ensure effective communications are maintained within the tiers of governance and stakeholders such as the DfE
- Manage the effective maintenance of policies and the policy review process
- Work with senior leaders to achieve compliance and required quality standards in areas across the Trust, including risk management, data protection, audit and risk
- Undertake project work commensurate with the grade of the role

Specific responsibilities:

Provide support to the Board and its committees

- Provide a high standard of clerking services to the Board and its committees, including Rapid Improvement Boards and a number of Local Academy Boards, producing accurate and timely minutes and following up on action points

- Advise on governance legislation and procedural matters, including during meetings
- Act as the first point of contact for Members, Trustees and Local Academy Boards for queries and requests for advice and support
- Offer advice on best practice in governance, including on committee structures, training opportunities and annual self-evaluation, to all committees
- Facilitate networks and communication between all tiers in the governance structure
- Where necessary seek advice and guidance from third parties on behalf of the Board
- Inform the Board of any changes to its responsibilities as a result of a change in status or changes in relevant legislation (e.g. Academy Trust Handbook)
- Respond to concerns and complaints related to governance
- Present training and verbal/written briefings

Governance administration

- Set the cycle of Trust board and committee meetings
- Observe deadlines for the distribution of committee documentation, including agendas, minutes and associated documents
- Ensure all meetings are inclusive, quorate and well structured
- Satisfy all aspects of meeting compliance as stipulated in relevant documents, including the Trust's articles of association and the Academy Trust Handbook, and in accordance with arrangements agreed by the board
- Ensure governing structures are developed in parallel with organisational growth strategies
- Develop record management and communication methods that are fit for purpose and maintain confidentiality
- Record attendance and take appropriate action in relation to absences
- Develop and oversee systems for board self-evaluation and review, including commissioning of external reviews in consultation with the Chair of Trustees

Governance Compliance

- Manage information and documentation that clearly details the Trust's governance arrangements and satisfies other statutory requirements
- Maintain appropriate records of committee membership, training, attendance, terms of references
- Maintain the Trust policy register and advising on policy review and approval cycle: management of policies
- Ensure copies of statutory policies and other statutory documents such as the scheme of delegation and registers of interests are prepared and published as agreed and in line with statutory requirements: monitor the compliance of these documents
- Ensure that governance-specific risks are included in the Trust's risk register
- Assist the Chief Finance Officer with the production of the annual report and governance statement
- Ensure 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
- Ensure that documentation, including minutes, complies with required standards

Governance Membership

- Advise the Board and appointing bodies in advance of the expiry of individual memberships
- Chair that part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections
- Ensure that Enhanced Disclosure and Barring (DBS) and all eligibility checks have been completed at all levels of governance tiers

- Oversee the 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 organisation
- Manage operational processes and procedures for recruitments, appointments, inductions, training and CPD
- Liaise with the Company Secretary regarding membership changes and annual submissions

Management of information

- Develop, review and maintain governance documents, such as schemes of delegation, terms of reference, role descriptions, Local Academy Board handbook, governance plan, register of interests, and code of conduct
- Maintain up to date records of the names, addresses and category of members, trustees and Local Academy Board members, and their term of office
- Ensure TORs are reviewed annually
- Maintain a record of signed minutes of meetings, and ensure copies are sent to relevant bodies on request, the Company Secretary and are published as agreed at meetings
- Maintain records of correspondence
- Manage information systems

Compliance

- Support colleagues with the achievement of compliance and the management of risk in specific task areas, and monitoring compliance across the Trust

Additional Duties

- Clerk any statutory appeal committees/panels the Board is required to convene
- Maintain archive materials
- Prepare briefing papers for the Board, as necessary
- Perform such other tasks as may be determined by the Chair and the Trust's executive team

Administration:

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
- Take a lead role in the development and maintenance of recording and information systems
- Provide detailed analysis and evaluation of data and produce detailed reports/lists/information/data as required by colleagues and external agencies
- Produce, and respond to, complex correspondence
- Be responsible for the completion and submission of complex forms and reports
- Work in accordance with Government regulations and procedures of the Trust as appropriate to its status as a charity and limited company

General Responsibilities:

- Comply with Trust policies and procedures on safeguarding and child protection
- Remain aware of changes to statutory requirements and policies affecting area of work
- Provide cover for colleagues in Trust establishments
- Carry out other duties as may be reasonably assigned by the CEO, Finance and Operations Director or Interim COO

- Take on additional responsibilities, commensurate with the level and responsibility of the post, which might from time to time be determined
- Be aware of and support difference, and ensure equal opportunities for all
- Contribute to the development and implementation of the overall ethos and aims of the Trust
- Develop constructive relationships and communicate with other agencies and professionals
- Attend meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to a relevant person.
- Safeguarding and promoting the welfare of all pupils
- Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and colleagues in accordance with the requirements and locally adopted policies; including taking responsibility for raising concerns with a manager.

SELECTION CRITERIA

Governance Professional

Essential	Desirable
Education/Training	
<ul style="list-style-type: none"> ● Good education qualifications or appropriate experience with proven competence in literacy ● Training in clerking and governance 	<ul style="list-style-type: none"> ● Educated to Degree level or above or substantial relevant experience ● Level 4 Certificate in Academy Governance
Professional Knowledge and Experience	
<ul style="list-style-type: none"> ● Experience of working in a governance role ● Knowledge of governance law, structures, policy and practice ● Understanding of charity law or governance legislation ● Extensive experience of servicing a range of committees: clerking and taking minutes ● Experience of a senior administration role in an office environment: an understanding of the key principles involved in delivery of effective administration and organisational support ● Knowledge of Data Protection, GDPR and confidentiality issues ● Competent with ICT, including MS Office and Google Drive and willingness to undertake training in other software packages ● Proven ability to work within policies and procedures ● Experience of developing effective working relationships with a range of stakeholders 	<ul style="list-style-type: none"> ● Extensive knowledge of governance law, structures, policy and practice in the education sector ● Awareness of current issues relating to the governance of schools and academy trusts ● Experience of working in a senior administrative capacity in the education sector ● Knowledge of the functions of a Board of Trustees ● Experience of working in the management of risk and achievement of compliance
Abilities, skills and competences	
<ul style="list-style-type: none"> ● Excellent interpersonal, written and communication skills ● Excellent minute taking skills ● Ability to work under pressure, prioritise workload and manage conflicting priorities to meet strict statutory deadlines ● Ability to present information in a logical, clear and concise format and to communicate this effectively to colleagues, both verbally and in writing ● Ability to work collaboratively with a diverse range of colleagues and on own initiative ● Ability to work with autonomy within set boundaries 	

<ul style="list-style-type: none"> ● Self-motivated with the ability to identify priorities quickly and accurately to ensure that deadlines are met ● Highly effective organisational and planning skills ● Meticulous attention to detail, a methodical approach and accurate keyboard skills ● Compliance with Academy and Trust ● Must enjoy working as part of a team, be adaptable and supportive of colleagues ● Willing to work flexibly on a range of tasks which are commensurate with the grade of the post 	
Personal Skills and Qualities	
<ul style="list-style-type: none"> ● Service-focused attitude: the desire to achieve and maintain quality and standards ● A positive and flexible approach to work with a 'can do' attitude ● Enthusiasm and drive for working within school environments ● Willingness to undertake training, as required and to learn new skills and procedures ● A commitment to equality and diversity, supporting a culture of mutual respect for each other and the environment ● Genuine commitment to the ethos and work of The Gallery Trust ● Commitment to safeguarding, and the welfare of children and young people ● A respectful approach to children and young people with SEND ● Flexibility to undertake any reasonable travelling requirements, to fulfil the tasks and responsibilities of the role ● Ability to travel to schools throughout Oxfordshire 	

Please ensure that your application demonstrates clearly how you meet the above essential criteria

