



LEARNING
ACADEMIES TRUST

**GOVERNANCE
PROFESSIONAL
RECRUITMENT
PACK**

BELIEVE YOU CAN, TOGETHER WE WILL

www.learningat.uk 01752 914160 @ hr@learningat.uk

About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust's mission is:

Together we will... work with our children, families, and communities to provide exceptional learning opportunities for all our children

All of our schools are committed to the following values:

Aspiration Excellence Collaboration Inclusivity Kindness Respect



We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 18 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 5000 children and employs over 900 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website www.learningat.uk

A message from our Chair of the Trust Board...



Mr John Butcher

Thank you for showing interest in joining the Learning Academies Trust. We are proud of our achievements to date and our recognition as a truly collaborative and united partnership of Plymouth primary schools. It is our aim to support our schools with expert advice from a central team of experts covering estates, IT, finance and HR. Furthermore, our school improvement offer demonstrates a shared, supportive understanding of curriculum delivery that meets the needs of our young people.

The LAT believes that strong communication between the strategic direction provided by the Trust Board and its local governing bodies is also significant in establishing a coherent and shared vision with common values embedded in our practice. I truly hope you will want to explore this exciting professional opportunity and we would be delighted to share our offer with you during the application process.

A message from our CEO...



Mr Simon Spry

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools, we have high expectations to deliver the very best for our children.

If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website or Twitter feed @learningatceo.

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk hr@learningat.uk

About Learning Academies Trust

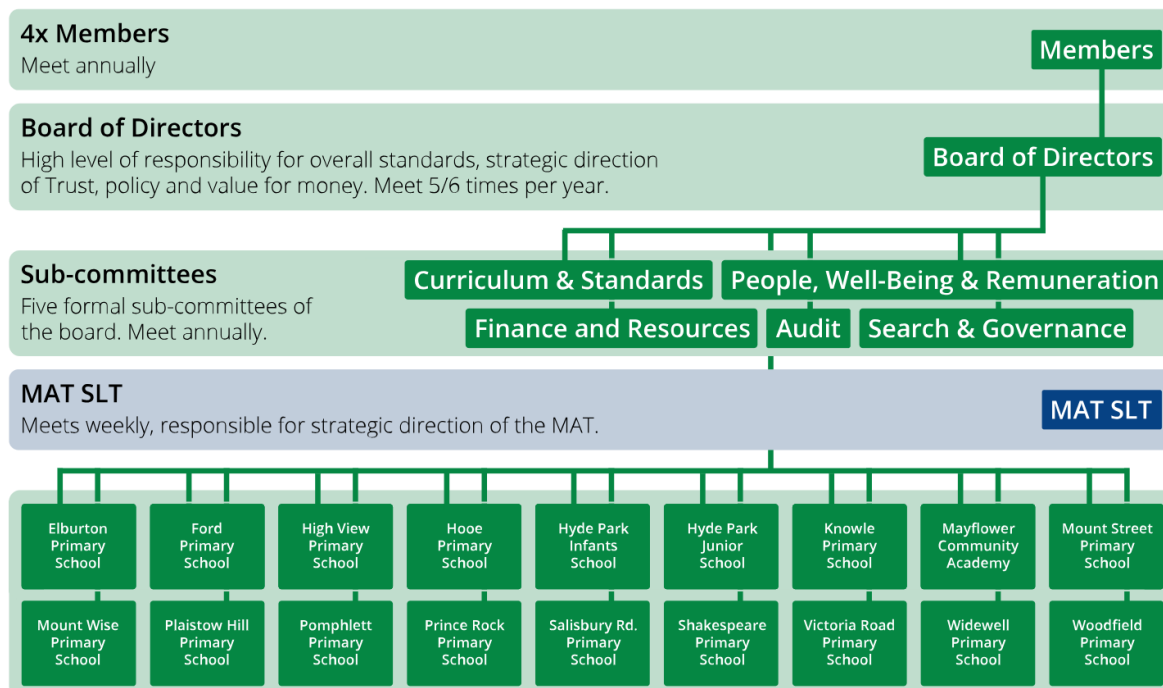
CEO: Mr Simon Spry

Location: Salisbury Road, St Judes, Plymouth, PL4 8QZ

Approximate number of pupils: 5000

Approximate number of staff: 900

The Learning Academies Trust Structure



Governance Professional Job Description

Job Title	Governance Professional
Location	LAT Central Office
Responsible to	Head of Governance
Job Type	Temporary (until 31 st August 2025)
Salary FTE	Grade D £24,702.00 – £27,334.00
Actual Annual Salary	£9,268.00 - £10,256.00
Hours/weeks	15 hours per week, 42 weeks per year
Closing Date	9am, Friday 25 th October 2024
Interview Date	TBC
Start Date	As soon as possible

Job Summary

Provide a professional clerking service to the Trust Board and its committees, ensuring an efficient and effective functioning of the Trust's processes and governance arrangements are appropriate and work effectively.

The Governance Professional is required to work irregular and unsociable weekday hours. They will be required to attend meetings in the evening and daytime (weekdays and term time only).

Key Relationships

Internal Relationships

Head of Governance

Chair to the Trust Board

Trust CEO

External Relationships

Ofsted and other regional and national professional associations and statutory bodies.

Key Roles and Responsibilities

Support the Head of Governance in the following areas:

Organise meetings, hearings and appeals:

- Work with stakeholders to prepare agendas.
- Convene meetings and distribute paperwork in a timely manner.
- Oversee election of Members and Directors.
- Record attendance/apologies.
- Follow up with non-attendees.
- Take meeting minutes.
- Circulate draft and approved minutes.
- Follow up on agreed action points.

Administration and record keeping:

- Maintain membership records on Get Information about Schools (GIAS) & the Trust's website.
- Maintain governance documents such as terms of reference and signed minutes.
- Maintain a record of board CPD.
- Maintain records of board correspondence.
- Maintain governance communication.
- Draft correspondence on behalf of the Trust Board / Head of Governance.

Provide advice and guidance:

- Advise on legal duties and governing practice.
- Advise on constitutional requirements.
- Advise on board procedures.
- Advise on statutory guidance and policies.
- Advise on annual tasks and decisions.
- Advise on governor CPD.
- Access external advice as appropriate.
- Support issue resolution.

Ensure compliance:

- Ensure meetings are quorate.
- Oversee the review of required policies.
- Liaise with the IT Department to organise the publication of governance information on the Trust's websites.
- Liaise with the Trust's Head of Governance to ensure compliance with the requirements of the Academy Trust handbook and Trust Governance Handbook.
- Liaise with Trust's Data protection Officer (DPO) to ensure compliance on data protection requirements.
- Support the recruitment processes of the Trust Board.
- Liaise with the Trust Safeguarding Lead and HR Department to co-ordinate safeguarding & recruitment checks on new Board members.
- Notify disqualifications, expiry of office etc.
- Complete statutory registers and filing returns.

Additional information

- You are required to uphold and promote the Trust's policy on Data Protection and GDPR, to be mindful of their responsibilities under the act/s in processing personal data and of the Implications of unauthorised disclosure.
- As part of the wider duties and responsibilities, you are expected to promote and actively support the Trust's responsibilities towards safeguarding.
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated activity.

Person Specification

Job Title	Governance Professional
Location	LAT Central Office
Grade	Grade D

Attributes	Essential	Desirable
Education/ Qualifications	GCSE at Grade C and above, or equivalent qualification in Maths and English	Level 3 Certificate in the Clerking of School and Academy Governing Boards
Experience	Breadth of clerking experience Experience in clerking/minute taking	Experience working in an educational setting
Knowledge	Knowledge of MAT systems: structures, accountability and funding	

	<p>Up to date knowledge of governance legislation, procedures and regulations relevant to an educational setting and organisation</p> <p>Knowledge of the core functions of a Trust Board</p> <p>Elements of effective governance and board practice as they apply to the Trust</p>	
Skills	<p>High literacy, numeracy and IT skills</p> <p>Proficient written and verbal communication skills</p> <p>Minute taking</p> <p>Good organisational and planning skills</p> <p>Flexible approach with a good eye for detail</p> <p>Strong people skills and able to build relationship relationships with various stakeholders</p> <p>Advisory skills: ability to recommend a course of action</p> <p>Risk aware: able to articulate risk in the relevant context</p> <p>Problem solving skills</p> <p>Time management skills with the ability to meet tight deadlines and manage competing demands</p>	
Personal Attributes	<p>Personal integrity and commitment to the principles of public life</p> <p>Maintain confidentiality</p>	

	<p>Confidence and resilience</p> <p>Courage to professionally challenge (where necessary)</p> <p>Commitment to professional development</p>	
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Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

How to apply

If you believe you can demonstrate the dedication, skills and passion required, we look forward to receiving your application. Please click the link to submit your application form. Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date.

Please note, the closing date is for guidance only. Successful applicants will be invited to interview at the earliest available opportunity. Learning Academies Trust reserves the right to close the vacancy early if a suitable candidate is found.

With 18 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies, please join our talent pool and we will be in touch as soon as we have a suitable position.