



<b>POST</b>	CLERK to CORPORATION (Governing Body)
<b>SALARY SCALE</b>	Appointment will be made on the Sixth Form Colleges' Association Salary spine for Support staff, Scale Point 37 £48,639 to Scale Point 39 £50,818 per annum pro-rata. Actual pay based on 0.4 FTE will be Support Pay spine point 37-39 £19,455 - £20,327 per annum. This post is a Senior Postholder position.
<b>HOURS PER YEAR</b>	Hours will vary but on average approximately 2-3 days term time or 0.4FTE per week (2 days) over the course of the academic year. (740 hours, excluding holiday allowance.)
<b>RESPONSIBLE TO</b>	The Chair and the Corporation
<b>START DATE</b>	As soon as possible

**\*Applications from all faiths are welcomed\***

### **The Role**

The College is seeking to appoint a high performing individual with outstanding communication, administrative and organisational skills to support the functions of the Full Governing Body of the College. Clerks are governance professionals who are good at organising others, willing to continually embrace changes to education and both highly motivated and committed to their role. The Clerk will provide advice and guidance to the governing body on governance, constitutional and governance matters and will provide highly effective procedural and administrative support. You will ensure the governing body works within legal compliance and meets the regulatory framework. The Clerk will also hold a unique communication position in the triumvirate of Chair of Corporation, Principal of Notre Dame and the Governing Body. You will embody the core competencies of always behaving ethically and with probity, acting positively and striving to provide excellence in everything you do.

Completion of the National Training Programme for Clerks to Governing Bodies would be desirable but a willingness to work towards this would be accepted.

It is essential as Clerk to be reliable and able to work flexible hours and to be available for all Board meetings and associated events.

This role is predominantly evening work to cover approximately all Committee and Full Corporation meetings per year. Meetings normally start between 4.30pm-6.30pm. Apart from attendance at meetings, the role could be potentially in part carried out from home. Access to a computer, home printer and the internet from home would be essential, although a workstation in College will also be provided.

### **Main duties and Responsibilities**

- To ensure that the business of the Corporation Board is conducted effectively, efficiently with a high standard of governance.
- To ensure that the Governors and Board operates within their powers and follow agreed and proper procedures in accordance with legislative and other statutory requirements.
- Provide high-quality independent, unbiased and impartial advice to members of the Board on all matters relating to governance.
- Provide high quality administrative and organisational support including the preparation of accurate and fair minutes of all the committee and Full Corporation meetings per year and maintaining the Notre Dame Catholic Sixth Form College Corporation's administrative and organisational records and papers.
- Advise the Corporation and its Committees on its statutory duties and responsibilities.
- Advise the Corporation and its Committees on the proper operation and exercise of their powers and on the application of the College's Instrument and Articles of Government, education acts, other laws/regulations and Policies affecting its work.
- Advise the Corporation and its Committees on items such as, procedural matters; quoracy; the conduct of their business; matters of governance practice; obtaining or making available professional advice where appropriate.
- Draw up for approval, and keep under review, Standing Orders and Terms of Reference for the conduct of business of the Corporation and its Committees.
- Take appropriate action if and when the Corporation, its Chair or one of its Committees appears to be at risk of acting outside their powers or to be proposing actions that may be unlawful.
- In consultation with the Chair and Principal, plan the calendar of forward programme of meetings of the Corporation and its Committees, identifying the main items to be taken at those meetings and liaising with those members of staff or Governors preparing papers for forthcoming meetings.
- Ensure that an appropriate annual cycle of business is in place for the Corporation and its Committees. This includes setting targets and monitoring the performance in relation to academic achievements and retention, quality assurance, admissions/enrolments, financial control and forecasting, Regularity and risk management issues.
- Summon meetings and prepare and despatch agenda and papers in a timely manner for Corporation and Committee meetings, including ad-hoc committees/meetings e.g. appeals, appointment of Senior staff etc.

- Attend, in person, all meetings of the Corporation and its Committees and preparing an accurate record of Minutes and actions of the proceedings in a timely manner.
- Ensure actions identified at Corporation and its Committee meetings are followed-up and reported during the next meeting under Matters Arising.
- Ensure compliance with the law as regards public access to Corporation and Committee papers and requirements of publishing governance documents on the College website.
- Make arrangements for safe custody of the official record of the Corporation's business and maintain a record of outstanding business.
- Facilitate effective communication channels on Corporation matters between the Chair, Principal and Senior Leadership staff in the College.
- Act as correspondent for the Corporation and its Committees.
- Maintain a record of the terms of office for membership of the Corporation and its Committees and ensure adequate succession planning.
- Notify the Corporation and Diocese where appropriate of any resignations or vacancies in membership, and with reference to the skills needs of the Board:
  - a) Foundation Governors - liaise with the Diocese over arrangements for appointment and reappointment of Foundation Governors
  - b) Staff, Student and Parent - make arrangements for elections
  - c) Co-opted – convene a meeting of the College's Search committee to identify appropriately qualified/skilled/experienced candidates
- Facilitate induction sessions for new Governors with the Chair and Principal.
- Maintain a Code of Conduct for the Corporation and a Register of the Financial and Personal Interests of Governors; advising Governors on Declarations of Interest; ensuring all Governors are eligible to serve and all appointments are valid.
- Ensure the Governors' skills audit and training records are reviewed on a regular basis, to aid succession planning and to identify training issues.
- Maintain an attendance record of Governors, notifying any Governors whose membership lapses as a result of non-attendance or who become disqualified for some other reason.
- Administer any scheme for the re-imbursment of Governors' expenses.
- Demonstrate active commitment to the College's Catholic ethos, Ethical Leadership, Equality policies, Health and Safety and quality assurance frameworks.
- Participate in the College's quality assurance arrangements as appropriate, e.g. preparing the Governance self-assessment report, Ofsted inspections etc. and identify areas for improvement in governance.
- Monitor the Public Interest Disclosure procedure (Whistleblowing) and review the policy as review dates require.
- Take part in an appraisal process and personal development as appropriate, usually conducted by the Chair and Vice Chair on an annual basis.

## PERSONAL AND PROFESSIONAL REQUIREMENTS

### Method of Assessment

A = Application    I = Interview    T = Task    C = Certificate/s    R = References.

<b>Essential</b>	<b>Method of Assessment</b>
GCSE grade 4 or above/ or equivalent in English Language and Maths	A, I, R
Excellent provision of all aspects of administration	A, I, R
Ability to provide accurate, timely and concise meeting agendas and minutes	A, I, R
Organised, methodical and accurate approach to work	A, I, R
Work to high levels of confidentiality and professionalism	A, I, R
Excellent listening and interpersonal/communication skills	A, I, R
Ability to communicate effectively and develop effective relationships with Chair of Corporation, Governors, Principal, SLT, staff, external agencies etc.	A, I, R
Pro-active commitment to being up-to-date with all that is legal and/or regulatory and ensure timely communication to Full Board and to College.	A, I, R
Ability to remain impartial and comply with data protection legislation and maintain confidentiality	A, I, R
Excellent attendance and punctuality record	A, R
Ability to work on own initiative and organise own workload	A, I, R
Experience of working with information technology applications especially Microsoft Word and Excel.	A, I, R
Excellent time management skills and experience of managing multiple tasks	A, R
Able to work to tight deadlines	A, I, R
Flexible approach and positive attitude to work	A, I, R
Have an ability to set and achieve high standards for themselves and colleagues	A, I, R
Approachable manner, flexible manner with a positive 'can-do' approach and positive attitude to work	A, I, R
Ability to remain calm under pressure	A, I, R
Commitment to participating in CPD for self and Governors	A, I, R

Display the values, attitudes and behaviours consistent with the Catholic Mission & Ethos of the College and the Framework for Ethical Leadership in Education	A, I
Commitment to Safeguarding and promoting the welfare of young people. (All appointments are subject to satisfactory Disclosure and Barring Service check)	A, I
Have full regard for the College's Equality and Diversity and Health and Safety requirements	A, I

### **Desirable**

Educated to Degree level	A, C
Ability to analyse and produce statistical data	A, I, R
Knowledge of Health and Safety at work	A, R
Experience of working in an educational establishment	A, I, R

## **COMPLETING YOUR APPLICATION FORM**

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage, we will pay particular attention to how well your experience and skills fit **the criteria of the main duties and responsibilities of the post above and you should address these clearly in your application.**

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality, we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. The post is also subject to a satisfactory Social Media check. If you are selected for interview you will be required to consent to the necessary enquiries being made.

**Completed applications should be returned via the TES Portal.**

**Closing date: 9am on Monday 09 October 2023.**

**It is intended that interviews will take place on Thursday 12 October 2023.**

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.

## About Notre Dame Catholic Sixth Form College

Notre Dame Catholic Sixth Form College is one of the top sixth form colleges in the country with a historical track record of success. We are extremely proud of all our students' achievements, especially the individual progression that they each make in their time with us. The success is built upon teamwork between staff and students. Our staff are passionate about working with young people and always go the extra mile to provide guidance and support to help them succeed.

We are in a prime central location adjacent to Leeds University, within walking distance of the city centre with good transport connections to the rail/bus stations, uniquely situated down a tree lined avenue which provides a peaceful almost non-urban setting. Parking on site is provided.

Our core activity is to provide education for students aged 16-19, offering a range of A Level and BTEC courses, at both level 2 and 3. We are a highly successful college of approximately 2000 full time 16-18 year olds and oversubscribed each year. Student destinations are excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, and with an increasing number of students opting for apprenticeships. Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter.

## An Outstanding College

We are very proud our recent Ofsted inspection has again graded the College for all areas as **Outstanding** demonstrating a sustained track record of outstanding both academically and pastorally. Our results at A level and BTEC/CTEC as measured by ALPs are consistently outstanding, which puts Notre Dame Catholic Sixth Form College one of the top Sixth Form Colleges in the country. There is a culture of high expectations and rigorous quality improvement in all areas with students continuously achieving well above their target grades and making a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

## Our Community

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment that lives by its mission to build a community based on faith and trust. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage). Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Links with the Catholic and local high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationship with the Diocese of Leeds are maintained through the foundation governors. The College has outstanding links with both the local and wider community. The curriculum departments also contribute widely to the links with local community groups, employers, charities and local primary schools.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama and overseas visits. There is a first-class programme of student support and a very active Chaplaincy group.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

### **Staff at Notre Dame Catholic College**

Notre Dame Catholic College has achieved all of its success through the hard work, skills and commitment of all staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Notre Dame's curricular and pastoral offer to its students.

A core focus on **Staff wellbeing** is key to our success, the college provides numerous initiatives throughout the year to support wellbeing and everything we do is underpinned by the Framework for Ethical Leadership in Education.

### **What our staff say about Notre Dame Catholic Sixth Form College**

*"Being a new member of staff what I have enjoyed most about the environment is the diversity. Students from such a variety of backgrounds provided an opportunity within the classroom to gain different perspectives."*

**Teacher of Geography**

*"I have worked at Notre Dame for 15 years, as it is a college which puts the students at the front and centre of everything we do. As a community we are diverse and inclusive providing a space for students to discover themselves academically, socially and spiritually."*

**Enhancing Excellence Coordinator, Head of EPQ and Teacher of Biology**

*"A great community spirit! Staff and students work well to make a caring, positive environment."*

**Head of Geography**

*"There is a very friendly, supportive atmosphere at Notre Dame and as a member of staff I feel valued."*

**Teacher of Criminology and Senior Tutor**

*"I love the shared vision of helping students reach their potential not just intellectually, but emotionally and spiritually. It really does come through in what is valued here."*

**Teacher of Philosophy, Theology and Ethics**



**Notre Dame**  
CATHOLIC SIXTH FORM COLLEGE

## WHAT OUR STUDENTS SAY ABOUT US



Name: Somtochi Agim

School: St Thomas a Becket Catholic High School

Programme of study: A-level Biology, Psychology and Media Studies

What do you like most about Notre Dame?: "I love the diversity at Notre Dame and how there is a clash of culture and it makes Notre Dame lively. There is also so much freedom and opportunity to express yourself no matter what faith or background you come from."

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Name: Jack Johnson

School: The Famley Academy

Programme of study: A-level Psychology, PE and History

What do you like most about Notre Dame?: "The best thing about Notre Dame for me was the freedom; choosing between studying, going to get food or meeting friends really made Notre Dame an enjoyable experience."

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Name: Neil Davies-Odusanya

School: Cardinal Heenan Catholic High School

Programme of study: A-level Maths, Physics and Computer Science

What do you like most about Notre Dame?: "Notre Dame is a fantastic multicultural college I am proud to be part of. The teachers are very supportive and there are many extra curricular opportunities such as TEAM ND".