



Central MAT Office

The Diocese of Coventry Multi Academy Trust
St James' C of E Academy
Barbridge Road
Bulkington
Bedworth CV2 9PF

Candidate Information
Governance Manager
Central Team

About the Multi Academy Trust



The Trust

The Diocese of Coventry Multi Academy Trust Academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

Our Vision

Our vision, based on John 10:10, is for every adult, every child and every academy in our trust to come together in order that we may pursue life in all its fullness. We have a vision of building a better future for all within our academies, who in turn will positively impact their communities.

Our Strategic Goals

To achieve our object, mission and vision, we will focus on the following five high-level goals:

- Deliver excellent education;
- Ensure strong and effective governance at all levels;
- Build a strong and sustainable infrastructure;
- Become an employer of choice;
- Drive sustainable growth

About the Role

The trust is looking to appoint an inspirational and highly effective Governance Manager who is committed to supporting academies to educational excellence and further develop the distinctive Christian character of educational provision and the school community.

The role has come about as a result of organisational growth, and recognizing the positive impact such a role can have on the academies within the Trust.

We are looking to appoint someone who is ambitious for ongoing improvement and is a strong influencer and collaborator.

You will work in partnership with the central Operations and Trust Leadership teams as well as academy staff including Headteachers and Academy Governance Committee Chairs in each of our academies to manage governance activity across the Trust.

Based centrally, you will work with multiple academies across Coventry and Warwickshire.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- Full time - We are offering a salary of £36,925 to £46,925 per annum depending on experience
- Full time - A 37 hour working week, flexible for governance meetings outside of normal working hours
- Eligibility to join the Local Government Pension Scheme

Applications

Thank you for your interest in this post. Candidates with questions about this role can learn more by contacting Louise Beale via email louise.beale@covmat.org

Please note the closing date for applications is 1st November. Completed applications and supporting documents should be sent via email to hr@covmat.org

Interviews are planned to take place on 8th or 9th November.

Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,700 Multi Academy Trusts in England. Highlighted as a leading diocesan Trust and a model of good practice by the Department for Education in 2016, the trust is now home to twenty-two academies spread across the Diocese of Coventry. This scale makes us one of the top 150 largest Multi Academy Trusts in the country.

Our vision, “together, pursuing life in all its fullness”, is based on John 10:10 and reflects the Church of England’s vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategy focuses on five core aims. Among these are the desire to offer an **excellent education** and to be an **employer of choice**. To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 4,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development for ambitious people, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme. In addition, there is a superb package of employment benefits, including access to the Cycle to Work Scheme, membership offers and retail discounts.

Our most recent SIAMS inspection resulted in an “excellent” judgement. But we are not standing still and you would be joining the trust at an important stage in our development. We are on the verge of another period of growth, we are reviewing our school improvement offer and our central support structure, and our pupil numbers continue to rise.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

Michael Cowland, CEO

Coventry Diocese

The Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Mrs April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools/academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- support the process of academy conversion;
- promote the establishment of new church schools;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- champion inclusion and equality including advising on admissions policies and managing appeals;
- protect the status of church schools
- and promote the importance and the continuance of the voluntary sector.



'I believe that schools are at the heart of the church's mission to the nation and play a very important role in the life of their own parishes and communities.'

The Diocese is proud of its Church of England Schools which educate about 18,300 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working with the values of Jesus Christ every day.

Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'

Bishop Christopher



Our Academies



St Laurence's CofE Primary School
Old Church Road
Coventry
CV6 7ED



St Bartholomew's CofE Academy
Bredon Avenue, Coventry
CV3 2LP



Queens CofE Academy
Bentley Road
Nuneaton
CV11 5LR



Stretton CofE Academy
Stretton Avenue
Coventry
CV3 3AE



St James CofE Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF



Harris CofE Academy
Harris Drive
Overslade Lane, Rugby
CV22 6EA



St Nicolas CofE Academy
Windemere Avenue
Nuneaton
CV11 6HJ



Studley St Mary's CofE Academy
New Road, Studley
B80 7ND



St John's CofE Academy
Winsford Avenue
Coventry
CV5 9HZ



All Saints Bedworth CofE Academy & Nursery
Off the Priors, Mitchell Road
Bedworth
CV12 9HP



St Oswald's CofE Academy
Addison Road
Rugby
CV22 7DJ



St Michael's CofE Academy
Hazel Grove
Bedworth
CV12 9DA



Leamington Hastings CofE Academy
Birdingbury Road, Hill,
Leamington Hastings, Rugby
CV23 8EA



Leigh CofE Academy
Plants Hill Crescent
Tile Hill, Coventry
CV4 9RQ



Salford Priors CofE Academy
School Road
Salford Priors, Evesham
WR11 8XD



All Saints CofE Academy LW
Warwick Road
Leek Wootton, Warwick
CV35 7QR



Burton Green CofE Academy
Hob Lane
Burton Green, Coventry
CV8 1QB



Long Itchington CofE Academy
Stockton Road
Long Itchington, Southam
CV47 9QP



Southam St James CofE Academy
Tollgate Road
Southam
CV47 1EE



Dunchurch Boughton CofE Infant Academy & Nursery
School Street
Dunchurch
CV22 6PA

Governance Manager

Job Description

CORE PURPOSE

The role is responsible for ensuring effective governance across the Trust by leading on governance support services and arrangements within the Trust family of schools, ensuring that they are consistent with Trust wide practice.

The Governance Manager will report to the Head of Operations and Compliance and will line manage Trust Governance Professionals/Clerks.

The role is working from home and/or at our Coventry based office at St Bartholomew's CofE Academy, Bredon Avenue, Coventry, CV3 2LP with an expectation to work from the office one day per week during term time (usually Wednesdays). There will also be a need to flex working hours to attend routine governing body meetings and occasional events that may fall outside normal working hours.

PRINCIPLE RESPONSIBILITIES

Main Accountabilities to include:

- Oversee the delivery of the Academy Governance Committee (AGC) clerking service across the Trust, ensuring that services are timely and meet quality expectations; clerking meetings and panel hearings where necessary.
- Provide advice to AGC's, officers and staff of the Trust regarding governance legislation, procedural matters, responsibilities, best practice, policies, induction, learning and development etc.
- Ensure effective administrative support to the AGC's for example, meeting arrangements, agenda setting, paper preparation and distribution, meeting quoracy and attendance, quality assuring minutes, publishing minutes, follow up on action points etc.
- Ensure AGC's are properly constituted, for example advising on expiry of terms of office, undertaking and supporting governor recruitment, maintaining up to date records of interest, DBS checks, completing training etc.
- Manage information effectively in accordance with legal requirements and those of the Trust.
- Ensure compliant data protection practice.
- Line manage clerks / governance professionals.
- Development and delivery of governance events, such as a Trust wide governance conferences or strategy days.
- Develop and support induction processes for new governors and Directors.

- Support induction processes for newly joining governing bodies as new schools join the Trust.
- Develop and deliver Director, AGC member and clerk training and governance development sessions as required.
- Manage training records for Directors and monitor induction and training records for AGCs, ensuring compliance with training requirements.
- Develop, manage and monitor an annual calendar for governance.
- Ensure the Trust's governance arrangements are informed by good practice, key developments and innovative practice within the sector.
- Ensure that governance records, controls, databases and public information (including websites) are statutory and regulatory compliant, and effective for Trust use.
- Manage the standardisation of clerking for AGC's (setting agendas, collating meeting papers and storage on Sharepoint, minute taking, tracking academy policies and flagging for review, clerking panels, managing clerking cover)
- Management of appointment and leavers processes for Directors and AGC members across the Trust, including keeping GIAS up to date, governor recruitment and compliance checks.
- Manage Register of Interests and Code of Conduct for Directors and central team.
- Monitor Register of Interests and Code of Conduct for AGC's
- Responsibility for the direct governance support of Trust meetings including the Annual General meeting, Board meetings and Board committee meetings, to include: agenda preparation and correspondence; finalising and sending out papers; meeting and minute taking; writing up minutes; draft minute finalisation with officers and chair; minute circulation and filing; meeting administration such as recording attendance.
- Responsibility for the direct governance support of a number of AGCs as above.
- Monitoring and training to improve consistency of AGC monitoring visits and reporting.
- Monitoring and training to improve consistency and quality of clerking of agenda, minutes and records of attendance.
- Develop, manage and monitor skills audits and self evaluations for Directors and AGC's.
- Report to the Trust Governance Committee.

Other:

- Work in collaboration with the Trust Central Team and all Trust staff as appropriate.
- Develop and maintain strong relationships with Leadership teams.
- Cover for absent colleagues and undertake other duties commensurate with the grade.
- Be willing to travel to any Academy within the Trust as required.
- Maintain knowledge and skills in appropriate technology and undertake any training as necessary.
- Safeguard and promote the welfare of children and vulnerable adults for whom you are responsible and whom you come into contact with.

- The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust the Governance Manager will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. School leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a trust culture which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the trust's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

This Trust is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

The trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the trust reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
Qualifications and Professional Development						
1	5 GCSE's (including Maths and English Grade C or above)	✓		✓		
2	A Level / NVQ level 3 or equivalent	✓		✓		
3	Degree (or equivalent)		✓	✓		
4	Successful completion (or evidence of registration) of Governance Clerking Development programme, the Governance Leadership programme, or equivalent		✓	✓		
5	Evidence of relevant, recent Continuous Professional Development	✓		✓		
6	Willingness to undertake professional development	✓		✓	✓	
Professional Experience and Knowledge						
1	Experience of managing and delivering organizational governance and compliance	✓		✓	✓	
2	Managing organizational, office or contracted services, setting and securing key performance indicators within time and quality constraints	✓		✓	✓	
3	Line management experience including appraisals, staff inductions, development and training	✓		✓	✓	
4	Working within the DfE's clerking competency and governance competency frameworks		✓	✓	✓	
5	Experience of establishing strong relationships across a range of stakeholders	✓		✓	✓	
6	Effective information management and sharing	✓		✓	✓	
7	Experience of setting up and implementing administrative processes and procedures	✓		✓	✓	
8	Experience of organization and administration of organizational meetings, events and conferences within time and resource constraints	✓		✓	✓	
9	Track record of using sector good practice, collaboration and professional networks to inform and develop services	✓		✓	✓	
10	Experience of working within the Education sector		✓	✓	✓	
11	Experience of developing and delivering training		✓	✓	✓	
Skills and Abilities						
1	Strong knowledge and understanding of governance and compliance	✓		✓	✓	
2	Knowledge of data protection principles		✓	✓	✓	
3	Knowledge of the education system including knowledge of relevant legislation and regulatory requirements regarding governance in education		✓	✓	✓	
4	Service and contract management skills with an ability to hold others to account for service and contract delivery		✓	✓	✓	✓
5	Ability to build strong working relationships with a range of internal and external stakeholders	✓		✓	✓	✓

6	Strong listening, verbal and written communication skills, including proficient skill in governance minute taking	✓		✓	✓	✓
7	Strong IT skills including word processing, using spreadsheets and presentation software	✓		✓	✓	
8	Flexible, adaptable and willing to meet the needs of the Trust	✓		✓	✓	
9	Possess a full driving license and have use of vehicle for business purpose and appropriate insurance and be willing to travel to sites across the Trust	✓		✓	✓	
10	Willing and able to flex working hours to attend routine governing body meetings and occasional events that may fall outside normal working hours	✓		✓	✓	
Personal Qualities & Ethos						
1	A passionate belief in the Trust's vision <i>Together, pursuing 'life in all its fullness' (based on John 10, 10)</i>	✓		✓	✓	
2	Commitment to the aims of the Diocese of Coventry Multi Academy Trust	✓		✓	✓	
3	Commitment to support the Trust's agenda for safeguarding, equality and diversity and health and safety	✓		✓	✓	
4	A motivated self-starter with the ability to work flexibly, both working collaboratively and independently	✓		✓	✓	✓
5	Ability to act with integrity to ensure confidentiality is maintained	✓		✓	✓	
6	Ability to follow rules, processes, and principles of public sector and Trust governance	✓		✓	✓	
7	Excellent interpersonal skills with the ability to promote the adherence of the Trust's policies and procedures	✓		✓	✓	

I _____ (name) hereby confirm that I have received a copy of the Job Description for the post of **Governance Manager**.

Signed

Date