

# Clerk to Governing Body

(£900 annual honorarium; £150 per meeting)

Required as soon as possible



**The Bishop of Llandaff**  
Church in Wales High School

# Headteacher's welcome

Thank you for your interest in the **clerk to the governors** post current advertised at the school.

We have one clear aim... to make The Bishop of Llandaff the best school in the country! We want our students to succeed academically, develop the broad range of skills necessary to prepare them for adult life and become outstanding citizens of our ever-changing world. We hope to contribute the happiness of each student by providing them with a first-class platform for the future.

The level of academic achievement at The Bishop of Llandaff is very high. In 2017, the school outstanding examination results at both GCSE and A Level. At GCSE 94% of our Year 11 students gained 5 or more A\*-C grades at GCSE, with 85% including English Language and mathematics; 41% of students achieved at least 5 or more A\*-A grades and nearly 40% of all grades were at A\*-A. At A level, students enjoyed similar success with 100% of students achieving the level 3 threshold and 88% gaining A\*-C; 64% of all grades at A\*-B and 38% at A\*-A.

The students, as you will see for yourself should you visit us, are happy, articulate, hard-working and very positive about the school. They genuinely are an asset to our community and are incredibly friendly. They want to receive a high quality education and to be successful. In addition, we have a highly committed, talented team of teaching and support staff who are both enthusiastic and passionate about providing the students in our care with an exceptional education. Our families are unstinting in their support of the school and our governors provide highly effective support to help strengthen the opportunities and experiences available to all of our students.

We have the highest expectations of/for all who work and learn at the school. Therefore, we are only looking for the finest staff to work with our students. This is what they deserve and, ultimately, it is my role to ensure we find, recruit and develop our staff fully. We do not accept poor performance in any area of our work and we do not aspire for anything short of "excellence". As a consequence of the great relationships between staff and students, incidents of poor behaviour are rare; as a community, we laugh a lot and we really enjoy coming to work/school.

As a school we are genuinely committed to developing the talents of our staff. We are a designated hub school within the regional consortia focusing on developing leadership across schools, as well as curriculum leadership of English. This fully reflects the strong reputation of the school, in terms of its provision, outcomes and quality of staff. I believe this post represents an exciting opportunity for someone to join a forward thinking group of staff and help support the school to go from strength to strength.

If you are excited by the prospect of playing a significant role in helping us achieve our ambitions; have a core belief that all students, no matter what their background or ability, can achieve; and have a passion for and clear understanding of providing an outstanding education, then, we would love to hear from you! In return, we will guarantee you the very best level of support, focusing on providing you with the right environment to be the "best you can possibly be".

If you would like to come and see us in action, please feel free to make an appointment with my PA, Leah Pucknell. We are open to visitors every day.

I wish you the very best of luck with your application and I hope to meet you soon!

Marc Belli  
Headteacher





**The Bishop of Llandaff is  
a very good school**  
Section 50 inspection

## About the school and role

The Bishop of Llandaff is an 11-18 Church in Wales High School with over 1300 students on roll including 280 in the sixth form. The school is located in picturesque Llandaff and provides a faith-based education to families across the city of Cardiff, as well as neighbouring areas, including The Vale of Glamorgan, Bridgend and Pontypridd. Built in the 1960s, the school site reflects its age. However, while there are some areas of the site which require modernisation, the members of our community which make up the school, we feel, make it a great place to learn and achieve. Furthermore, over the last three years we have invested heavily in technology and made best use of the site despite its restrictions. The school has a very strong reputation and as a result is heavily over-subscribed in all year groups.

In 2009, the school opened 'The Marion Centre', a specialist resource base to support children with autism spectrum condition. In 2012, the centre moved to new building and a team of dedicated and highly talented staff support students with a range of complex needs. Where possible, students from The Marion Centre are integrated within mainstream learning. However, nearly all students within the centre follow a bespoke programme to meet their individual needs.

## The Governing Body/Role

The Bishop of Llandaff is a Voluntary Aided School. This means religious education and worship is led through the Christian faith and that we are able to apply specific requirements for student entry and staff appointments. The governing body is responsible for the costs of external building repairs. It also means that the governing body are the employers of all staff at the school.

There are 20 governors in total with a wide variety of skills and experiences. Governors work closely together with the headteacher and the school in formulating the aims and policies of the school. No individual governor has any over-arching authority; sub-committees have delegated powers awarded by the governing body as a whole. The chair, however, has the authority to answer letters, deal with emergencies and works closely with the headteacher to provide support.

The clerk to governors is an important role in providing support to the governing body. This helps governors effectively work and make decisions in line with national guidance and legislation. The clerk will need to have the necessary skills and expertise to give the governing body efficient administrative support and guidance on procedures to be followed at meetings and their duties and powers. The clerk is fully accountable to the governing body. The governing body cannot delegate any of its responsibilities to the clerk, but the clerk would be expected to carry out administrative support to the governing body.

All clerks are entitled and expected to attend training by the local authority/regional consortia to help them fulfil their duties effectively.

# Ethos

As a faith community, The Bishop of Llandaff seeks to be a unique place of learning where students (and staff) develop their God-given talents and gifts. The school is fully committed to the principles of openness and acceptance, tolerance and forgiveness. These values and attitudes help shape the formation of all who work and learn at the school and the uniqueness of each individual is celebrated.

Each year group is made up of at least 180 students, with 150 of these places reserved for foundation places. These are predominantly made up of students from a Christian background. However, there are students who attend the school from all world faiths. In addition, the school reserves up to 30 places for those who live within the community but do not necessarily have a faith background.

As an equal opportunities employer, the school appoints members of staff who, whatever their own beliefs, and backgrounds, will actively support its mission and ethos. The school develops its distinctive Christian character through learning, religious education, prayer, worship and action.

## School Mission and Core Purpose

**“Our mission is to be a Christian school which welcomes students of all faiths and those with no faith background. We fully celebrate all forms of diversity as we firmly believe this enriches our school and strengthens the bonds between us. We believe that each member of our community is on a path of self-discovery, growing to know themselves “as they are fully known” in the image and likeness of God. We provide a forgiving and loving environment for all our students, where everyone is respected and treated equally.**

**Our core purpose is to enable all our students to know themselves and to do good in our world by living out our gospel values of LOVE, ACCEPTANCE, RESPONSIBILITY and FORGIVENESS. This environment encourages each student to reach their full potential and nurture God-given talents”.**

**Worship is a dynamic part of every school day, far more than is usual in a secondary school**

Section 50 inspection





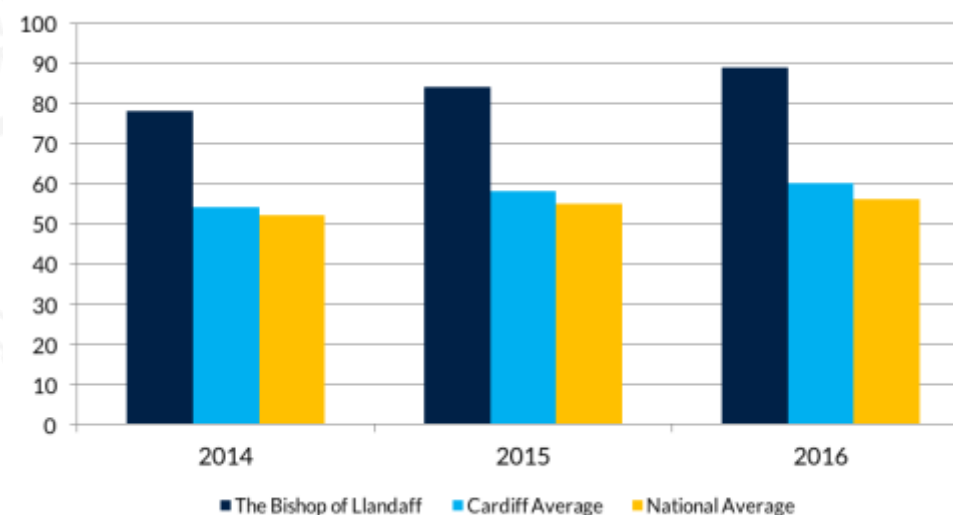
## School performance

The Bishop of Llandaff consistently performs above local and national averages at all key stages. We are very proud of the efforts of our students and staff. However, we are not complacent and are constantly seeking ways to improve in the very few areas which are less effective. We work tirelessly to build on our successes and raise performance where needed to help make the school the best in Wales. Performance against most indicators places the school in the top 25% of similar schools (based on free school meals entitlement).

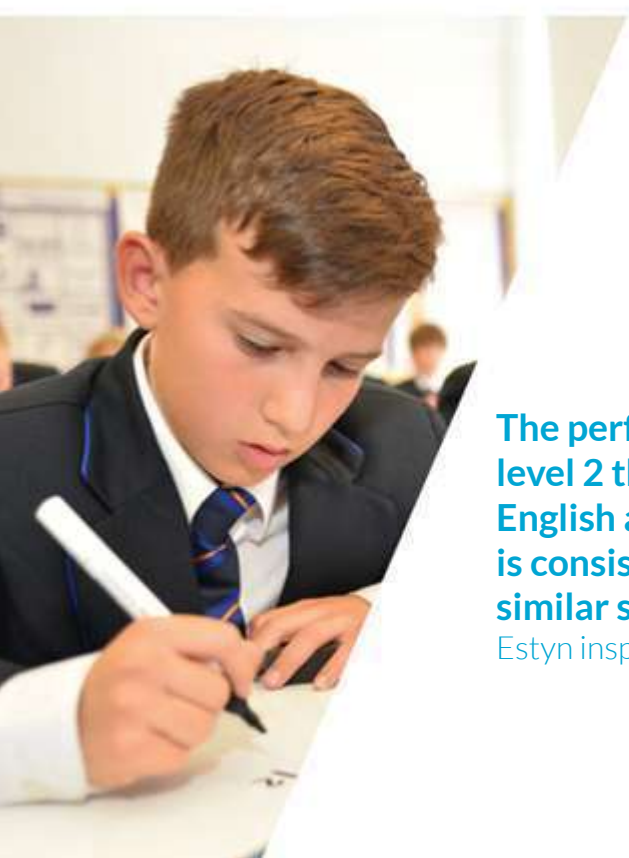
### GCSE Results

In 2017, 94% of students achieved 5 or more A\*-C grades at GCSE, with 85% including English Language and mathematics. These results, which include our autistic resource base, place the school well above the average performance within the city of Cardiff and nationally. We are very proud that our performance at GCSE places the school as the 2<sup>nd</sup> highest performing comprehensive school in Wales and the top performing faith school in Wales.

**% 5 or more A\*-C including English and mathematics\***



\*comparative performance prior to reformed qualifications and measures introduced in 2017.  
Comparative data not yet available for 2017



**The performance against the level 2 threshold including English and mathematics is consistently above similar schools**  
Estyn inspection

### At AS/A Level

In the sixth form, examination results are very strong. The school consistently performs better than the national average and when compared to similar schools for the indicators against level 3 threshold and average wider points score. Each year, a high proportion of our students gain places at Russell Group universities as well as Oxbridge. We have a strong track-record of students gaining places to read medicine and veterinary science. Our high quality support helps ensure all students are prepared to progress to university or work.

# Job description

**Job Title** Clerk to Governing Body

## CONTRACT DETAILS

**Salary Scale** £900 annual honorarium  
£150 per meeting (minimum of 12 meetings per year)

## LINE MANAGER

Chair of Governors

## JOB PURPOSE

To provide support to the governing body in effectively fulfilling its duties, not least by ensuring governors have efficient administration support, offering procedural advice and guidance.

## RESPONSIBILITIES

### Meetings

- To work effectively with the chair/chairs of sub-committees and headteacher to prepare agendas for all meetings;
- To produce, collate and distribute the agenda and papers at least five days in advance of meetings;
- To attend and provide administrative support of all statutory and non-statutory meetings of the governing body;
- To record the attendance of governors at meetings and any apologies (if consent given);
- To advise the governing body on governance legislation and procedural matters where necessary;
- To record all decisions accurately and objectively;
- To send draft minutes to the chair/chairs of sub-committees and headteacher for amendment/approval;
- To circulate approved draft minutes within agreed timescales;
- To liaise with the chair to receive updates of action points;
- To chair that part of the meeting at which the chair is elected; and
- To produce, collate and distribute the Annual Report to Parents.

### Membership

- To maintain a database of names, addresses and category of governing body members, and their term of office;
- To send a welcome pack to new governors;
- To maintain copies of terms of reference, committee membership and nominated governors, eg. SEN, Child Protection, literacy etc;
- To advise governors and appointing bodies of expiry of terms of office and of new governors;
- To ensure a register of governing body pecuniary interests is maintained and reviewed annually that statutory policies and documents are in place; and
- To support governors and staff at the school in the procedural aspects of the recruitment process for new governors eg. Election of parent and/or staff governors.



**Students are  
thoughtful and  
questioning about  
their work and they  
show very good  
problem solving skills**  
Estyn inspection

# Job description continued...

## Professional Development

- To successfully complete training on the role of the clerk;
- To keep up-to-date with current developments and legislation relating to school governance.

## Advice and information

- To provide advice to the governing body on procedural issues in line with Governors' Wales guidance documentation;
- To have access to appropriate HR and legal advice;
- To ensure that new governors have a copy of the Welsh Governments' Guide to the Law and Governors Wales' Handbook for School Governors in Wales and other relevant information;
- To take action on the governing bodies agreed policy to support new governors;
- To advise on the requisite contents of the school prospectus and annual report to parents.



I have been really impressed by the support my daughter has received from school. Teachers provide 'super' revision sessions and encouraging feedback

Parent

# Personal specification

The successful candidate must

- have good interpersonal skills;
- have strong listening, communication and literacy skills;
- be able to organise their time and work to deadlines;
- be able to maintain confidentiality;
- be able to remain impartial;
- have an openness to learning and change;
- have a positive attitude to personal development and training;
- have a flexible approach to working hours;
- have strong IT skills;
- be able to write agendas and concise accurate minutes of meetings (in a timely manner);
- be able to maintain databases and have strong record keeping skills;
- be able to organise meetings effectively;
- have knowledge (willing to develop) of governing body procedures and education guidance;
- have knowledge (willing to develop) of the respective roles and responsibilities of the governing body, the headteacher, the local authority, diocesan authority and the Welsh Government;
- be able to support the Christian ethos of the school; and
- have knowledge of data protection legislation.

Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). The Bishop of Llandaff is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We welcome applications from all sections of the community irrespective of race, gender, sexual orientation, disability, religion or age.

**The school is excellent  
at developing person  
qualities and  
achievements**

Section 50 inspection



An aerial photograph of Cardiff, Wales, showing the city's urban landscape, the Cardiff Bay waterfront, and the Millennium Stadium. The image is split diagonally, with the city view on the left and white text on the right.

# Living in Cardiff

Cardiff is a unique capital which offers the infrastructure expected of any modern capital whilst at the same time boasting an enviable quality of life. Cardiff's residents believe the city is one of Europe's best as a place to live and work.

Cardiff itself is a 'city of parks' with more green space per person than any other Core UK city and has been described as the 'epitome of cool' by the renowned Lonely Planet travel guide. Visitors and residents alike enjoy a varied social life including the hustle and bustle of the city centre and the relaxed contemporary dining and bars in Cardiff Bay. Cardiff offers all of the features and benefits of a capital city, at a low cost, compared not only to other capital cities, but to other Core Cities in the UK.

For a capital city, Cardiff is compact and manageable. It has excellent employment opportunities, has experienced significant growth in employment and offers a range of large national and multi-national employers, based in and around the city-region. As the capital of Wales, Cardiff benefits from large employers such as the Assembly Government, Cardiff Council and NHS Wales as well as many UK and Welsh headquarters for organisations such as the BBC and charities such as Barnardos.

## Travel

Getting around is quick and easy making the daily commute less of a chore, and you can access all the facilities expected of any modern capital without the stresses and strains of life in an over-populated concrete jungle.

The world has woken up to Cardiff as a superb convention destination. It's a young capital city that is compact, vibrant, cosmopolitan - and great value for money. Over the past decade Cardiff has been completely rejuvenated, building on its history to become the dynamic capital of Wales. Delegates are charmed by the combination of old and new that unite to create an exciting modern city. As well as this, Cardiff is the closest capital to London being just 2 hours away and is easily accessible by rail, road and air.

## Events

Cardiff is a designated Centre of Culture with world-class performance venues that attract thousands of visitors each year. The Wales Millennium Centre, St David's Hall and the New Theatre look after the big set pieces in the performing arts. Chapter Arts Centre and the Sherman Theatre offer an alternative buzz. The capital boasts international sporting, music and cultural events. With venues such as the Millennium Stadium and the Wales Millennium Centre as well as the Motorpoint Arena Cardiff and St David's Hall, Cardiff can lay claim to some of the best events the UK has to offer.

Cardiff hosts a range of international and regional events, attracting people of all ages and tastes. From world famous artists, international sporting events, to local food & drink festivals, there will always be something to keep you busy.

**Cardiff is considered  
the 'third best' capital  
city in Europe**  
European Union Survey,  
2017

# What we offer as an employer

We want to ensure that we attract the very best candidates to work at The Bishop of Llandaff so that we support our ambitious vision for the school and, most importantly, for all of our students. However, we also do all that we can to be an exemplar employer and we are pleased to offer a number of benefits to our staff team.

In supporting staff to become “the best they themselves can possibly be”, the school actively seeks to invest in the highest quality of training for all teaching and support staff. A significant number of our teachers are involved in classroom based action research, identifying the most effective strategies to impact positively on the outcomes and provision for students. This work is shared systematically across the school.

We have an extremely supportive Governing Body that works closely with the Headteacher, leadership team and other school staff to promote high standards of educational achievement and to drive the strategic direction of the school. We have a committed team of talented staff, and a vibrant community of aspirational and hard-working students.

We have strong relationships with the Local Authority, regional consortia and Welsh Government. The Bishop of Llandaff is a forward thinking community and constantly working with other schools to identify and implement the most effective strategies to raise standards.

Employees of The Bishop of Llandaff have access to a number of other benefits. These include dry cleaning services, MOT repair support and full access to the school’s health and fitness room. We work tirelessly to be an employer that invests in staff. As a result, staff are happy, motivated and successful.

## Method of Appointment

Please apply by **completing the appropriate application form** and, in no more than two sides of A4, write a **supporting statement** which meets the personal specification and outlines

- your reasons for applying for this position and a vision of what you will bring to the role;
- your experiences to date which you feel make you a suitable candidate; and
- an indication of your strengths, both personally and professionally.

All applications should be completed electronically and sent to Leah Pucknell, PA to Headteacher at [pucknell@bishopofllandaff.org](mailto:pucknell@bishopofllandaff.org) FAO Canon Mark Preece, Chair of Governors.

You are asked to give the names of two referees, one of which should be your current Headteacher/employer. We will contact the referees of short-listed candidates prior to interview.

## Recruitment Timeline

<b>Closing Date</b>	20 <sup>th</sup> October 2017;
<b>Short-listing</b>	Week Beginning 23 <sup>rd</sup> October 2017;
<b>Interview Date</b>	Week Beginning 6 <sup>th</sup> November 2017; and
<b>Start Date</b>	To be confirmed with successful candidate





**The Bishop of Llandaff High School**

Rookwood Close

Llandaff

Cardiff

CF5 2NR

**Website:** [www.bishopofllandaff.org](http://www.bishopofllandaff.org)

**Twitter:** @bishop\_llandaff

**Useful Statistical Information**

Age Range 11-18

NOR 1,300

% eFSM 7.3%

% SEN 6.1%

% EAL 2.4%

Student Teacher Ratio 16.5

**GCSE Results**

5A\*-C inc. En/Ma 85%

5A\*-C 94%

5A\*-A 41%

Capped Points Score 425

**A Level Results**

A\*-A 38%

A\*-B 64%

A\*-C 88%

A\*-E 99%