



Diocese of Salisbury
Academy Trust

'Beyond expectations for all of God's children'



Beamminster
St. Mary's Academy

Chair of LGB

(Local Governing Board)

for the Diocese of Salisbury Academy Trust



**Welcome to the Diocese of Salisbury Academy Trust (DSAT)
and thank you for your interest in working with us. The Trust is based at the
Diocesan Education Centre in the historic village of Wilton, located three miles
to the West of the mediaeval city of Salisbury.**

In this pack we have enclosed some interesting and useful information about the Trust, which works with nine academies across the Diocese. You can find out more about these and the strengths of our organisation on our website at www.dsat.org.uk. We take safeguarding seriously and candidates will be subject to rigorous procedures to ensure that our children are suitably protected at all times. This will include an enhanced DBS check for all successful candidates before employment is confirmed.

This recruitment pack includes:

DSAT Vision and Values

This document outlines the strength of the ambitions that we have for our Trust and our vision for all of the children in the Trust.

Job Advert and how to apply

Please ensure that your application relates to the correct advertisement and that you have been able to find details of how to apply with the correct form.

Job Description and Person Specification

We aim to provide you with a clear indication of the role you are applying for. When completing your application, we ask you to relate your experience and skills to the Job Description and Person Specification in a clear and succinct manner.

Application Form

To apply for the role you are required to complete an application form and return this to the academy or the Trust HR department (please read the instructions carefully) before the closing date. We do appreciate the time taken to complete the application form. Unfortunately CVs will not be accepted.

Equal Opportunities Monitoring Form

We are committed to equality in the workplace and supporting the development of all our employees.

Living and working in our Diocese

We have aimed to capture a brief overview of the rich social and cultural diversity across our beautiful area.





Diocese of Salisbury

Academy Trust

'Beyond expectations for all of God's children'

Our vision is for the growth of thriving Christian learning communities, providing everyone with the opportunity to achieve more than they ever thought possible. Christian service is at the heart of all we do, as we help young people to develop excitement in learning and to live life to the full. We value everyone equally and demonstrate this through our words, actions, community life and the quality of the opportunities we provide.

Children at the heart of all we do

Our young people will be inspired to develop academically and spiritually, aspiring beyond their own and others' expectations.

Faithfulness to our Christian tradition

We put God's love into action through our values of love, reconciliation, hope, forgiveness, peace, grace, justice and joy. Working with our parishes and communities, we encourage an understanding of the significance of faith through teaching, worship and prayer.

Striving for excellence

We love learning and are passionate about the high standards we can achieve in all aspects of life.

Collaboration

We build strong partnerships, learning with and from others as we challenge ourselves to reach new heights. We give of our best and expect the best from one another.

Celebrating success

We celebrate the achievements of every individual and share our successes widely.



'I can do everything through Christ, who gives me strength'



Background to DSAT

The **Diocese of Salisbury Academy Trust (DSAT)** was established at the end of 2013 to provide a home for schools within the Diocese of Salisbury who wanted to convert to academy status. At the start of the academic year 2015-16, the Trust has seven academies, six sponsored and one through voluntary conversion. Whilst the Trust is a separate entity to the Diocesan Board of Education (DBE), they work together in dynamic and strategic partnership to transform provision and outcomes for the children in their care.

Alongside its improvement work in its current member academies, the Trust is working actively with other schools and the Regional Schools Commissioner (RSC) to grow its family of academies. This will enable a greater level of system-led improvements, further opportunities for collaboration between leaders and staff at all levels of the organisation and better economies of scale, vital in the current challenging economic climate.

DSAT provides an opportunity for schools to convert to academy status in a way that is different to many academy trusts.

- Individual schools that can thrive in their own context and in line with their own vision and values;
- A home for church schools committed to maintaining their distinctiveness, based upon their Christian values;
- A home for schools without a Christian foundation, who are wanting to work with us in partnership to secure better outcomes for children;
- A dynamic collaboration, working in conjunction with a range of partners, to deliver tailored programmes of school improvement that will meet the needs of each academy;
- Services available to academies that will support improvements to teaching and learning, allowing schools to focus on their core business rather than being distracted by academy business;
- The flexibility to meet schools where they are on their journey and to adapt to their specific circumstances;
- Opportunities to operate in close partnership and strong relationship with the DBE, the RSC and local authorities for the good of our academies.



The **Salisbury Diocesan Board of Education (SDBE)**, formed in 1830, is one of the oldest formal diocesan bodies. Many of the church schools were founded before that date, and the Board, or Council as it was called then, was formed to support their work and to promote new schools. The Diocese today extends over 2000 square miles, with a population of just under 860,000. There are a total of 195 schools and academies serving 40,000 children. We work across a number of counties and local authorities, working closely in mutually beneficial partnership with them in order to progress the life-chances of the children in our care. We are open to both church and non-church affiliated schools across the region.

Local Governance: The role of the Chair

“The chair, with support from the vice chair, is responsible for ensuring the effective functioning of the board. It is the chair’s role to give the board clear leadership and direction, keeping it focused on its core functions.”

Departmental advice for school leaders and governing bodies of maintained schools and management committees of PRUs on The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 January 2014

Job Advert

Job Title	LGB Chair
Academy Name	Beaminster St Mary’s Academy
Location	Beaminster, Dorset, DT8 3BY
Hours	As required
Job Type	Voluntary
Contact	Gemma Kiddle office@dsat.org.uk
Closing Date	4 th December 2017
Start Date	January 2018

Our school

Beaminster St Mary’s Academy is one of 12 schools currently working together as part of the Diocese of Salisbury Academy Trust (DSAT). We work together to both support and challenge each other ensuring that we translate our vision of excellence into practice and put the children at the centre of all we do.

We currently have a vacancy for a Foundation Governor to serve as Chair of the Local Governing Board (LGB) for Beaminster St Mary’s Academy. This important role includes working closely with the school and Trust to raise standards and accelerate improvement in order to ensure the provision of the best possible education for our children.

At St Mary’s we aspire to helping all of our children achieve to the best of their ability, but also keep them safe, happy and excited by their learning as we continue on our journey of improvement. Our motto is ‘where children come first’ and we put the children at the heart of all we do.

As a Church school, we aim to prepare children for their future by achieving a high level of academic success underpinned by Christian values chosen by the children. We work together to provide an excellent education, which allows all children to use their God given gifts to the full, within an inclusive and caring Christian ethos. We wholly uphold the belief that we are all one in God.

Our vision

- To deliver the best standard of education.
- To be a place where high aspirations are embraced by all.
- To be a school to which all are proud to belong.
- To be fully involved in the life of the community.
- To provide a safe and stimulating learning environment where children flourish.



Our values

Because we believe that we are all one in God, we acknowledge Jesus taught values of friendship, respect, kindness, trust and responsibility.

St Mary's Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Our school values the diversity of our workforce and welcomes applications from all sections of the community. The successful candidate will be required to have DBS check in line with the Government's safer recruitment guidelines.

Visits to our school are welcomed. For further information or to make an appointment to visit the school or request an application form, please contact Mrs Cox or Mrs Vaughan in the School Office on **01308 862201**.

How to Apply

If you are interested in this position and would like to have a more detailed conversation before making the decision to apply for the post, please give us a call on 01722 746948 or email office@dsat.org.uk and we will be happy to help you with as much detail as possible to support this process. We encourage visits to our academies and conversations with our Headteachers and these can be arranged between yourself and the school.

When you have enough information to make your decision to apply, please complete all sections of the application form.

Job Description

Job Title: Chair to LGB

Reports To: Chair to DSAT Board, Chief Executive

Main Job Purpose:

To provide leadership to the governing board and ensure that governors fulfil their functions for the proper governance of the school.

Line Management Responsibilities:

Headteacher, Local Governing Board

Main Duties:

1. Leading Governance in School

- To ensure that the LGB and Headteacher have a shared sense of purpose
- To ensure that the LGB sets a clear vision and strategy for the school, supporting and in line with the aims and values of the Trust
- To lead the LGB in monitoring the Headteacher's implementation of the school strategy
- To ensure that the LGB has a clear action plan for development and a programme for monitoring and evaluation

2. Leading and developing the team

- To ensure the LGB has the required skills to govern well and that appointments made fill any identified skills gaps
- To ensure all governors receive appropriate induction, ongoing training as needed and have a thorough understanding of their role
- To ensure members of the LGB act reasonably and in line with the Trust's agreed code of conduct
- To develop a good working relationship with the vice chair, ensuring s/he is kept fully informed and delegating tasks as appropriate
- To ensure that board members feel valued and encourage their development
- To carry out a performance review of each governor

- To ensure that there is a plan for succession for the chair, vice chair and any committee chairs, and that by recommending limits on office, there is always a mix of new and experienced members

3. **The Chair, the Headteacher and Accountability**

- To build a professional relationship with the Headteacher which allows for honest conversations, acting as a sounding board and ensuring there are no surprises at meetings
- To maintain regular contact with the Headteacher to support as required and challenge where necessary
- To ensure that there are transparent and effective processes for the recruitment and induction of the Headteacher
- To ensure appropriate governors involvement in the recruitment of senior leaders
- To ensure all governors concentrate on their strategic role, receive information fit for purpose and hold the Headteacher and staff to account
- To oversee and participate in the Headteacher's performance review, ensuring that appropriate continuing professional development (CPD) is provided
- To ensure that the Headteacher provides staff with an understanding of the role of the LGB and acts as link between the two
- Where required, represent the LGB in its dealings with external partners and be an advocate for the school
- Represent the LGB to the Board of Directors through regular meetings with the Chair of the Board and of other LGBs within the Trust (usually three times a year)
- To attend school functions (plays/sports days/prize givings) as appropriate and encourage other governors to do so
- To ensure that complaints made to the LGB are dealt with in a timely and effective manner
- The chair will also play a lead role in any decision to suspend the Headteacher

4. **Leading school improvement**

- To ensure the LGB is involved at a strategic level in the school's self evaluation process and that this feeds into the key priorities
- To ensure the LGB's business is focused on the key strategic priorities
- To take the lead in representing the LGB at relevant external meetings with agencies such as Ofsted, the Department for Education and the local authority
- To ensure the LGB has mechanisms in place to obtain and listen to the views of parents, pupils and staff
- To ensure the LGB adopts a visits protocol which is linked to monitoring key strategic priorities
- To attend, where possible, the Academy Improvement Meetings as part of the work of the Academy Improvement Director
- To ensure that the LGB has fulfilled its statutory and advisory functions such that it is ready for inspection at any time
- The chair should already have a good knowledge of the school and will need to consider whether s/he needs to continue such formal monitoring visits or whether these are now best delegated to the team

5. **Leading LGB Business**

- With the Clerk and Headteacher, to plan for the LGB meetings, ensuring that agendas focus on the LGB's key responsibilities and strategic priorities and reducing unnecessary paperwork

- Chair meetings (usually six per year) effectively and promote an open culture on the LGB that allows ideas and discussion to thrive while ensuring clear decisions are reached as quickly as possible
 - To collaborate with the clerk to establish effective working procedures and sound committee structures
 - To ensure that decisions taken at the meetings of the governing body are implemented
 - To ensure the LGB appoints a professional clerk capable of providing advice on the LGB's functions and that s/he is appraised and developed
6. **Safeguarding**
- To fully comply with the Trust's safeguarding policy.
7. This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Person Specification

Candidates should be able to demonstrate a good selection of the following

Skills and Abilities

- Negotiation and diplomacy skills
- Strong communication skills
- Good organisational skills
- Ability to think strategically
- Ability to prioritise
- Ability to chair meetings well
- Ability to have courageous conversations and made courageous decisions
- Ability to get the best out of a team
- Capacity to process information quickly and understand relevant data
- Ability to delegate
- An ability and desire to set the Christian ethos within the academy
- Analytical skills and the ability to understand and question written and numerical information
- The ability to establish good working relationships with Board Members, DSAT Services and staff at all levels within the academy
- The ability to carry out monitoring and evaluation of the work of the academy
- Communication skills including listening
- An ability to develop an in-depth working knowledge of the academy and its stakeholders

Knowledge

- Good understanding of the environment in which the school is operating and wider education policy
- Good understanding of the legal responsibilities of the LGB as both individuals and a corporate entity
- An understanding of the current Ofsted and SIAMS requirements
- An understanding of how school's performance is measured
- An understanding of the key priorities facing schools both locally and nationally
- An understanding of safeguarding requirements

Personal Attributes

- Commitment to the school and the Trust
- Personal integrity
- Interest in the education of children and the wider community
- An enquiring mind and desire to understand how the academy is impacting the performance of pupils
- Self motivated and dependable
- Persistent and able to work with other governors and leaders in difficult circumstances and to remain objective
- Effective team worker, able to share ideas and make best use of resources
- Able to understand and interpret sensitive information and apply appropriate levels of confidentiality

Other Special Requirements

- A commitment to the demands of the role
- A commitment to developing skills and knowledge through training and networking opportunities
- Commitment to equal opportunities and anti-discriminatory policies
- Able to liaise with and promote the aims of the academy to the local community