

Governance Support Adviser

Candidate Information Pack

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Introduction from NEAT CEO

July 2018

Thank you for your interest in finding out more about the new role of **Governance Support Adviser** with Newcastle East mixed multi Academy Trust (NEAT).

NEAT is at an exciting point in its journey as a multi-academy trust. The board of directors, local governors, senior leaders and staff are currently shaping our strategic plan for 2018-21 ready to engage with pupils, parents, the local community and partner organisations. Our aim is to ensure not only that we make a positive difference to the lives of our young people and their families but that we can make a greater difference by being together. This work will result in a refocused vision, values and strategic objectives for the next three years.

One of the key elements of our strategy is growth. This may be through achieving sponsorship status to support schools that are currently under performing or by schools that share our vision and values choosing to join the trust. This will present great opportunities to share best practice across a wider group of schools but it will also present challenges in ensuring that we have the right people with the right skills and with the right infrastructure to support a larger number of schools, particularly if they are across a wider geographical area.

The NEAT Central Team will play a key role in enabling the trust to achieve its strategic objectives by providing professional expertise and delivering effective centralised services that support the board, the executive team and school leaders.

We are delighted the board has agreed to invest in expanding the Central Team and create new roles that will develop as the business grows. We are currently based at Benfield School however we are looking to move into our own premises, still within the NE6 area of Newcastle, from September.

NEAT is a great place to work and we believe that we can provide opportunities for long-term career development that will make a difference to the people we recruit as well.

If you would like to find out more about this role before deciding whether to apply, please contact Suzanne Hendey, Acting Director of HR and Governance on 0191 2284091 for an informal discussion.

Yours faithfully



Debi Bailey
Chief Executive Officer

About NEAT

Who we are

NEAT was established in spring 2017 and currently consists of five schools located in the east end of Newcastle upon Tyne:

1. Benfield School: ages 11-18
2. Central Walker Church of England Primary School: ages 2-11
3. Tyneview Primary School: ages 2-11
4. Walkergate Community School: ages 2-11
5. West Walker Primary School: ages 3-11



We are a “mixed” multi academy trust as we have one faith school and four non-denominational schools and the trust is set up to ensure each school preserves its particular status. We work in partnership with the Newcastle Diocesan Education Board to ensure the trust has effective governance arrangements and on strategic matters that particularly affect Central Walker Church of England Primary School.

We chose to form a multi academy trust to build on existing collaboration and deliver an all-through education from 2-18 with a continuous curriculum and seamless transition from primary to secondary.

All of our schools are currently judged “Good” by Ofsted and we continue to strive for improved outcomes for all our pupils and prepare them for life after school.



2,275 pupils



£13 million budget



350 staff

About NEAT



Pupils from all five schools with Debi Bailey, CEO of NEAT and Roger Alston OBE, Chair of the NEAT Board at the NEAT Launch Event in July 2017

Making a difference together

Each school is encouraged to have its own ethos and character but to work collectively as one trust to achieve our shared vision and aims.

Our vision

Our young people and their families will be healthy, happy, achieve well and be given the opportunities to make the most of their talents and fulfil their potential.

Our mission

To make a real difference to the outcomes for our families through real partnership and engagement.

Our aims

- To raise aspiration for all our children and the communities we serve through outstanding learning and achievement
- To nurture strong partnerships with parents and the local community, holding the welfare of our young people at the heart of everything we do
- To provide a high level of support to ensure that the mental and physical health of our children and their parents/carers is as good as it can possibly be
- To invest in the long term development of all staff through ongoing professional development, professional networks and encouraging peer to peer support
- To uphold the belief that all NEAT schools are working together for the common mission of all the local communities they serve
- To ensure that NEAT is a driving force at the forefront of education – locally, regionally and nationally

About NEAT

Our governance arrangements

We have a strong and effective Board of Directors, who are also trustees of the charitable company. The directors bring an extensive range of skills and expertise from education, health, sports and cultural organisations as well as global private sector companies.

Each NEAT school has its own local governing body, which includes parent and staff members alongside individuals with a wealth of knowledge and active involvement in their school communities. The Board of Directors delegates the operational running of each school to the principal/headteacher and the local governing body and they are held accountable for the school's performance through the CEO and the Chair of the Trust Board.

We have a subsidiary company, NEAT Active Limited, which has a separate Board of Directors. It runs the commercial activities linked to community use of the Benfield Sports Centre, as well as the Newcastle PE and School Sport Service.

About the Newcastle Teaching School Alliance

Walkergate Community School was awarded teaching school status in July 2017. All of the schools in NEAT are part of the Newcastle Teaching School Alliance along with eight primary schools from another multi academy trust within Newcastle.

This is an exciting development for both Walkergate and the trust as a whole as it gives us the opportunity to work with other partners within the alliance and across the wider school network. As a learning organisation we want to contribute to best practice and transform our own schools by learning from others, developing and training our staff and accessing educational research, innovative teaching practices and funding opportunities.

All teaching schools are tasked with providing high-quality school-led initial teacher training, providing high-quality school-to-school support to spread excellent practice and providing evidence-based professional and leadership development for teachers and leaders.

Examples of projects already in progress include:

- providing leadership and/or teaching and learning support to a small number of primary and first schools
- leading on headteacher induction across Newcastle schools
- leading on assessment and moderation for early years, key stage 1 and key stage 2 across Newcastle
- working in collaboration with a research school to develop an action research approach to school improvement
- delivering accredited Outstanding Teacher Programme and Improving Teacher Programme.

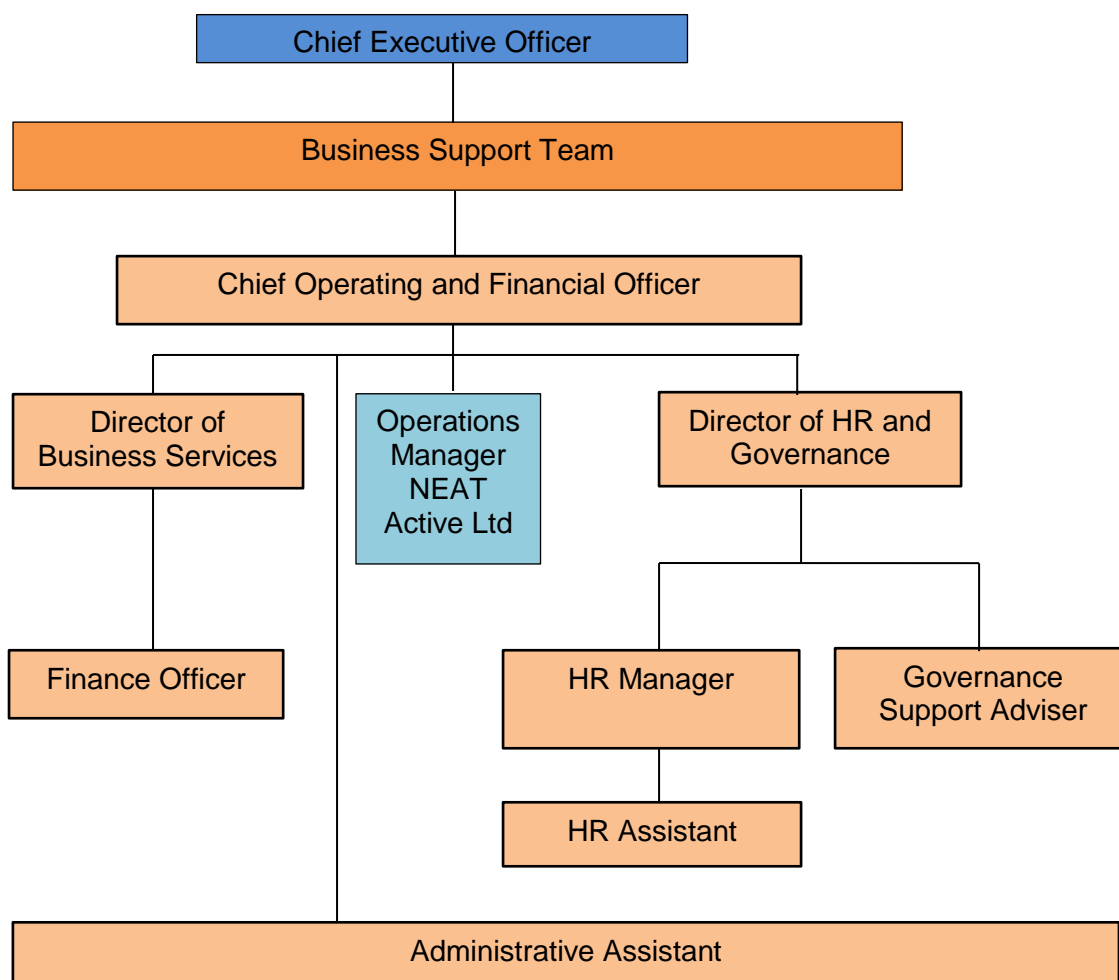
About the NEAT Central Team

The NEAT Central Team delivers core services across NEAT and its subsidiary company, NEAT Active Ltd. In 2017-18 this focused on establishing finance, governance and some HR services, although most HR advisory and HR transactional services are currently delivered through a service level agreement with an external provider until April 2019. We also provide a family support, welfare and attendance service to our young people and their families.

The expansion of the business support services within the NEAT Central Team is crucial in enabling the trust to grow. This model allows school leaders to focus on school improvement and teaching and learning and ensures there are effective support services that are responsive to meet the particular needs of our business.

The trust has chosen to invest in increasing capacity and from September 2018 we are recruiting to three new posts: HR Manager, Governance Support Adviser and Administrative Assistant. We intend to add an HR Assistant post in April 2019 as we bring HR transactional services in-house.

This diagram shows our new organisation structure from September 2018:



The advert

Newcastle East mixed multi Academy Trust
Benfield Road, Newcastle upon Tyne NE6 4NU
0191 228 4090

Governance Support Adviser
Permanent, 37 hours per week, Full Year
£23,866-£27,358 per annum

This is a new post designed to give greater capacity to delivering an effective governance support service across our multi-academy trust of five schools and our trading subsidiary company.

The role will primarily provide a clerking, advisory and training service to the local governing bodies of our four primary and one secondary school, as well as ensuring the effective administration of all aspects of corporate governance on behalf of the Clerk to the Directors.

You will also have a lead role in ensuring effective information governance across NEAT and NEAT Active Ltd, in liaison with our external Data Protection Officer, by providing advice and guidance on data protection and information security and providing a centralised response to data subject requests, freedom of information requests etc. Support for our communication and marketing activities and embedding equalities and diversity across the trust will also be in your remit.

Ideally you will have completed or be studying for a recognised Clerks' Development/Training Programme as we believe that the clerk has a professional role to play in enabling effective governance throughout our multi academy trust. It is essential that you have previous experience as a Clerk and have highly effective planning and organisational skills to ensure the trust's business runs smoothly. As a clear and fluent communicator, you will have excellent literacy skills and be able to draft a wide range of written communications and deliver effective briefings/training sessions. Knowledge of data protection, freedom of information etc legislation in relation to schools and academies will be an advantage.

It is essential that you are able to travel between head office and school sites in north east England, although initially your work will be focused on the east of Newcastle. This role involves working early evenings during term-time to clerk meetings and attend briefings. We operate an accrued time policy to enable staff to take this time off in addition to their annual leave entitlement, and therefore there is more flexibility over working hours during school holidays. We also provide membership of the Local Government Pension Scheme.

Please contact Suzanne Hendey, Acting Director of HR and Governance/Clerk to the Directors on 0191 2284091 if you would like to discuss this opportunity informally.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. You will need to have an enhanced criminal records check by the Disclosure and Barring Service.

A completed application form, criminal records declaration form and equal opportunities monitoring form must be submitted by **9am** on **Monday 16 July 2018** by email to admin@neat.org.uk.
Shortlisting date: Monday 16 July/Interview/assessment for shortlisted candidates: Thursday 26 July

The job description

Job Title:		Governance Support Adviser			
JE Code:	A4334	Evaluation:	479 points	Grade:	N6
Effective Date:	June 2018		Status:	Final	
Responsible to:		Director of HR and Governance			
Responsible for:		N/A			
Job purpose:		To provide an effective advisory and administration service to the trust, its academies and NEAT Active Ltd in relation to corporate governance and information governance.			

Job Purpose:

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Corporate Governance

- In conjunction with the Director of HR and Governance, organise an annual schedule of governance meetings and plan the associated business.
- Act as Clerk to committees established by the trust's Board of Directors as directed by the Clerk to the Directors (typically local governing committees, admissions, exclusions, complaints and staffing matters).
- Support the efficient and effective administration of the above meetings including preparation of draft agendas and minutes and following up agreed actions.
- Provide advice to the above meetings on governance, constitutional and procedural matters and on the content of papers, seeking further guidance from third parties as necessary
- Contribute to recruitment, induction, development and appraisal processes for directors/trustees and local governors and ensure the single, central register of recruitment and vetting checks is updated accurately and on a timely basis.
- Develop and maintain office systems and records and collect, compile and present data both manually and electronically in order to ensure accurate and up-to-date governance records and meet statutory reporting requirements.
- Contribute to the trust's annual review of the effectiveness of governance
- Draft routine updates to trust policies and develop supporting documentation and toolkits.
- Monitor the overall compliance of the trust and its academies with statutory and regulatory policy requirements.

2 Information Governance

- Act as the key internal point of contact for the trust, its academies and NEAT Active Ltd on information governance, seeking specialist advice from the appointed Data Protection Officer
- Co-ordinate the accurate and timely maintenance of the information asset registers and ensure that privacy notices are updated and data protection impact assessments are carried out as appropriate.
- Co-ordinate responses to data subjects exercising their statutory rights (including subject access requests) and to parties making freedom of information requests.
- Investigate information security breaches and ensure agreed actions are implemented across trust, its academies and NEAT Active Ltd.
- Ensure that the trust proactively publishes the information set out in its Information Publication Scheme and school and trust websites are compliant with statutory requirements
- Provide briefing and training to staff on information governance matters

3. Communication and marketing

- Draft and design internal and external communications on behalf of the trust including newsletters, press releases and website content, liaising with external agencies as appropriate

4. Equalities and diversity

- Support the development and implementation of an effective approach to embedding equalities and diversity into provision for pupils, their families and employees
- Provide advice and guidance on equalities and diversity matters and ensure that equalities impact assessments are carried out as appropriate

5. Team administration

- Assist in the training of, demonstration of duties to, and giving support to staff.

Trust responsibilities

- 1 Work to fulfil the vision and values of the trust.
- 2 Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
- 3 Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
- 4 Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
- 5 Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
- 6 Participate in appraisal, training and development and other activities that contribute to performance management.
- 7 Attend and participate in regular team and 1:1 meetings.

The person specification

Job Title: Governance Support Adviser
JE Code: A4334
Date: June 2018
Status: Final

Area	Essential or Desirable	Criterion	Assessment Method
Knowledge and Qualifications	E	Understanding of how the statutory age education system operates	A, I
	E	Knowledge of educational legislation, guidance and legal requirements	A, I
	D	National Clerks' Development Programme (or equivalent)	A, I
	E	Awareness of governance arrangements in multi-academy trusts	A, I, T
	D	Awareness of charity and company law as they apply to academy trusts	A, I
	D	Knowledge of data protection, freedom of information etc legislation in relation to schools and academies	A, I, T
Experience	E	Producing accurate minutes of meetings	A, I
	E	Providing governance and clerking support to school governing bodies/a multi-academy trust board	A, I, R
	E	Investigating queries in a responsive manner	I
	E	Keeping accurate and confidential records	A, I
	D	Acting as clerk to admissions, exclusions, complaints etc hearings	A, I
Skills and Abilities	D	Delivering governor briefings and training	A, I, T
	E	Clear and fluent communicator	I
	E	Ability to draft written communications and present in person to a range of audiences	I, T
	E	Excellent literacy skills with accurate spelling, punctuation and grammar	A, T
	E	Excellent planning and organisational skills	I
	E	High level of ICT literacy to set up templates, labels, flowcharts, tables etc.	A, I, T
	E	Ability to recognise and disseminate good practice across governing bodies	I
	E	Ability to plan, prioritise and manage own workload independently to meet deadlines	A, I
	E	Developing and maintaining contacts with outside agencies and stakeholders.	A, I
	E	Attention to detail and ensuring the accuracy of data input	A, I, T

Area	Essential or Desirable	Criterion	Assessment Method
	E	Has a positive attitude to learning and continuous improvement	A,I
Other	E	Ability to safeguard children and young people	I, R
	E	Able to travel between head office and school sites in north east England	A, I
	E	Ability to work early evenings to attend committee meetings and governor training events	A, I

Assessment methods: Application form (A); Interview (I), Task (T), References (R)

Living in North East England

Famous for the friendliness of its people, North East England combines vibrant city life with breathtaking countryside and a spectacular coastline within easy reach.

Transport links within Newcastle upon Tyne and surrounding areas combine bus services with the Tyne and Wear Metro, whereas the East Coast Main Line provides accessible rail travel to Edinburgh, York and London. Located only 6 miles from the city centre, Newcastle International Airport offers over 80 domestic and overseas destinations.

Lonely Planet sums up the city as follows, “Against its dramatic backdrop of Victorian elegance and industrial grit, this fiercely independent city harbours a spirited mix of heritage and urban sophistication, with excellent art galleries and a magnificent concert hall, along with boutique hotels, some exceptional restaurants and, of course, interesting bars.”

<https://www.lonelyplanet.com/england/northeast-england/newcastle-upon-tyne>

Newcastle upon Tyne was also ranked the Best City for Families in a 2017 survey comparing outstanding schools, housing prices, nearby parks, job opportunities, average salaries and crime levels across the UK.



Working for NEAT

We offer our staff:

- great opportunities for continuing professional development and a career pathway across the trust
- membership of the Teachers' Pension Scheme (for teachers) or the Local Government Pension Scheme (for support staff), which the trust also contributes to on your behalf
- recognition of previous service with other schools, academies, local government etc
- access to flexible working/accrued time policies wherever practicable
- access to a staff wellbeing offer including use of the sports facilities at Benfield Sports Centre
- good public transport links via Tyne and Wear Metro and road links from the A19 and A1058 Coast Road.

NEAT commitment to equality and diversity

We are committed to advancing equality and diversity within NEAT and in our relationships with partner organisations, suppliers and contractors. Equality is about creating a fairer society where everyone has the opportunity to fulfil their potential. Diversity is about recognising and valuing difference in its broadest sense. Both of these are at the heart of our inclusive approach as an employer and education provider.

We embrace our duties to eliminate discrimination and harassment, promote equality of opportunity for all and recognise and value diversity in employment and in the delivery of services to young people and their families.

We seek to attract and retain a progressive and diverse workforce and aim to provide a stimulating, rewarding and dynamic working environment where all colleagues can thrive, develop and fulfil their aspirations.

NEAT commitment to safeguarding children and young people

The trust and our schools are highly committed to safeguarding and promoting the welfare of children and young people.

We want to ensure candidates support this commitment. During the recruitment process we ask all applicants to tell us in confidence about any criminal convictions they have. This does not mean that you cannot work for NEAT if you have a criminal conviction as we will consider the age of the conviction, whether it is relevant to the job you applied for and any mitigating factors before making a decision. The successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS).

You should also expect that we will explore any gaps in your employment history, why you want to work with children and young people and if you are able to keep them safe from harm at interview. We also request information about your suitability to work with children from your referees, one of which must be your current or last employer.

Applying for this vacancy

Please read the job description/person specification for the post and the guidance notes thoroughly before completing an application form. Your completed application form, criminal record declaration form and equalities monitoring form must be **e-mailed** by **9am** on **Monday 16 July 2018** to: admin@neat.org.uk. Please note that we do not accept CVs.

Please contact Suzanne Hendey, NEAT Central Team on 0191 2284091 if you have any queries about the application process.