

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Trust Governance and Policy Manager
<b>SALARY:</b>	Competitive £
<b>RESPONSIBLE TO:</b>	Chief Operating Officer (COO)
<b>JOB PURPOSE :</b>	Under the direction of the COO the Trust Governance and Policy Officer will be responsible for the strategic development of governance across the Trust. To support the development and consistent implementation of Trust policies and procedures to ensure that best practice is in place within all academies in the Trust. The role will also encompass some additional Trust wide responsibilities relating to overseeing compliance and the co-ordination of information for Directors.

### **MAIN DUTIES/RESPONSIBILITIES**

#### **Governance:**

1. To act as the Trust's Company Secretary, providing advice and support to the Members and Directors of the Nicholas Postgate Catholic Academy Trust (NPCAT), the Local Governing Bodies (LGBs) and SLTs of the schools across the NPCAT in all matters related to the governance of the Trust; ensuring compliance with their legal duties and responsibilities.
2. To lead on the production and delivery of an annual Trust wide Governance Development Plan to support the professional development of Directors and Governors.
3. Work with Trust Executive Leadership Team (ELT) to ensure clear linkage between Trust wide and individual school improvement priorities and the Trust Governance Development plan.
4. Work with Directors and Governors, in partnership with the Trust ELT, to support their capacity to focus on raising standards by having a significant strategic influence on school improvement.
5. To ensure that the Board of Directors and LGBs are appropriately constituted and vacancies are filled in a professional, compliant and expedient manner.
6. Designing and delivering or the procuring of, where applicable, cost-effective, high impact CPD initiatives, both in person and online - including induction, mentoring and coaching - for newly appointed Directors/Governors.
7. To record and evaluate all Director and Governor CPD.
8. To lead on the development of a Trust and LGB area of the Virtual Learning Environment to provide an online area for Directors and Governors to access and to explore options for making Trust meetings paperless.

9. Provide termly updates as agreed with the Chief Executive Officer, Chief Operating Officer and Chairs, on key policy changes and developments and to ensure at all times the effective flow of information across the various layers of governance.
10. Maintain and update as appropriate the Academy Trust Scheme of Delegation, Terms of References and membership of committees, and to advise on continuous compliance with these key elements of the governance framework.
11. Develop positive working relationships with Directors/Governors and parents, and provide support and advice to on the provision of any parental or other external complaints to the Trust and LGBs.
12. To clerk all Trust Board and Sub-Committee meetings and to manage the in-house or external clerking service to ensure the following are carried out:
  - Agreeing of an annual schedule of meetings and business no later than 30 September each year
  - Agreeing and issuing of agendas prior to meetings
  - Attending meetings, advising on DfE and Trust issues, procedures and providing advice on governing body responsibilities in line with their legal responsibilities, and those laid out in the Master and Supplemental Funding Agreements.
  - Producing the minutes of meetings on agreed timescales, ensuring that key decisions and captured and that appropriate records of support and challenge are accurately recorded.
  - Ensuring that all actions from meetings are followed up in a timely manner.
  - Ensuring all pecuniary interest declarations are up to date and accurate
  - Responsibility for ensuring that Companies House records and kept up to date, either by liaising and instructing the Trust's legal adviser and/or personally submitting relevant returns and updated information.
  - Responsibility for maintaining all Academy Trust company records.
  - Responsibility for updating all GIAS (Getting Information About Schools) DfE records in respect of both Trust and LGB appointments.
13. Provide support and advice to the Trust/LGBs and parents on the process of pupil exclusions and admissions appeals, including the establishment of specialist panels where required.
14. Co-ordinate any other meetings relevant to the work of the Board of Directors and local governing bodies.

### **Policy & Compliance:**

1. To support the process of self-evaluation of governance and compliance activities and to carry out internal compliance checks to ensure that academies are working to Trust policies, procedures and practices, including statutory requirements.
2. Support the co-ordination of annual internal policy audits including overseeing that all agreed follow-up actions are completed within timescales.
3. Develop and update NPCAT policy and procedure register as required to ensure consistency and best practice is maintained across the academies.
4. To support the COO with the production of reports and data as requested demonstrating that statutory requirements are being met, including the production of the Trust's Annual Governance Statement.

5. Liaise with the COO and NPCAT external advisers to ensure a consistent approach to change control within NPCAT suite of education and non-education policies to reflect changes in legislation and compliance.
6. Support the COO in the annual review of NPCAT policies, procedures and practices, ensuring that the production of all revised policy and procedure documents is quality assured prior to presentation to the Directors of NPCAT Board.
7. To ensure the policy content of the NPCAT and its portfolio of primary and secondary academy websites is fully compliant meeting Ofsted, DfE and ESFA requirements.
8. To act as the Trust's Data Protection Lead in support of the CEO and COO with responsibility for ensuring full compliance with General Data Protection Regulations (GDPR) across the Trust and all its academies.
9. To respond to any Trust level Freedom of Information (FOI) requests and to advise academies on how to respond to any such requests received at a school level.
10. To lead on safeguarding compliance across the Trust and to co-ordinate on a termly basis for Directors a summary of safeguarding information and activity across of all the Trust's academies.
11. To develop and continuously update the Trust's Strategic Risk Register in conjunction with the COO for consideration at each Trust's Board and/or the respective Sub-Committee meeting.

#### **Other Responsibilities:**

- Undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by the COO, CEO and Directors.
- To uphold and promote the Catholic ethos of the Trust

#### **Safeguarding, Equality & Diversity and Health & Safety**

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and Race Equality Scheme.
- To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

**These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the NPCAT may determine.**

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.**

**THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE**

**PERSON SPECIFICATION  
TRUST GOVERNANCE AND POLICY MANAGER**

<b>ESSENTIAL</b>				<b>DESIRABLE</b>		
	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>
<b>Qualifications &amp; Education</b>	E1	NVQ level 4 or equivalent	AF/C	D1	Educated to degree level or equivalent in relevant discipline	AF/C
<b>Experience &amp; Knowledge</b>	E2	3 years experience working with schools and their governing bodies	AF/I	D2	Experience of working in an Education environment and dealing with safeguarding issues	AF/I/R
	E3	Understanding of the main issues and key agendas within Policy Development and Governor Support	AF/I/R	D3	Knowledge or experience of working with stakeholders	AF/I/R
	E4	Knowledge of the statutory and mandatory education and non-education regulatory requirements within schools, academies and Multi Academy Trusts	AF/I	D4	Understanding of supervision and appraisal systems	AF/I/R
	E5	Knowledge of principles underpinning Service Level Agreements/Best Value	AF/I			
	E6	Experience of preparing reports and/or presentations	AF/I			
	E7	Experience of working as part of a team	AF/I/R			
	E8	Experience of delivering training	AF/I			
<b>Skills</b>	E9	Sound management skills – including budget management and data protection	AF/I	D5	Sound leadership skills	AF/I
	E10	High level of IT Skills, including knowledge and experience of Windows	AF/I/R	D6	Minute taking skills	AF/I

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE and Microsoft Office.	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E11	Attention to detail and accuracy	I/R			
	E12	A strong communicator with well-developed presentation skills and the analytical ability to communicate effectively with a variety of audiences	AF/I			
	E13	Excellent organisational and prioritisation skills	AF/I/R			
	E14	Ability to perform under pressure and meet deadlines	AF/I			
<b>Personal Attributes</b>	E15	Ability to work on own initiative or as part of a team	AF/I/R			
	E16	High level of personal integrity and confidentiality				
<b>Special Requirements</b>	E17	Ability to access reliable transport in order to carryout the travel requirements of the post	AF/I			
	E18	Willingness to work outside normal working hours	I			
	E19	Suitability to work with children	D			
	E20	Commitment to the Catholic ethos and aims of the Academy Trust	AF/I			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
D	Disclosure
I	Interview
R	References