



**GREENSHAW**  
LEARNING TRUST

**Head of Governance  
and Compliance**

**ALWAYS  
LEARNING**

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Dear Candidate,

Thank you for your interest in the role of Head of Governance and Compliance for the Greenshaw Learning Trust (GLT).

This is an exciting opportunity to join GLT and become an integral member of the Shared Service. We require an experienced Governance professional to provide the highest level of governance and regulatory compliance to the Trust. You will be responsible for leading the development of the governance framework and structure, ensuring it is efficient and effective. You will lead and manage the governance function, driving improvements to its systems, processes and structures and delivering a high-quality service to the Trust.

As one of the highest performing multi-academy trusts in the country, we currently comprise of 30 schools: seven in South London, five in Berkshire, one in Surrey, 14 in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.


GLT has at its heart effective collaboration and the sharing of the very best practice not only throughout the organisation, but across and with other like-minded educational organisations, further improving the life chances of as many young people as possible.

GLT schools are supported by the Trust's Shared Services team, consisting of specialists who provide a range of high-quality services to support schools and help them to provide the very best learning environment for their students.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

For further information about our vision, achievements and the structure of our Trust including the Shared Services team, please visit our website at [www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk). If you have any questions or would like a confidential conversation with our Director of Growth and Development, Jason Gregory, please do not hesitate to contact Stella Hall, Recruitment Marketing Manager on 07729 082243 to arrange this.

Yours faithfully



Will Smith  
Chief Executive Officer

## Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, governance, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking and procurement..

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3000 people and educates nearly 19,000 students. Further information about our schools can be found [here](#).

## **The Greenshaw Learning Trust Mission Statement**

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## **Greenshaw Learning Trust Employee Benefits**

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Childcare Voucher scheme
- Car benefit scheme
- My Health discounts

## Terms and Conditions

- Line Managed by:** GLT Director of Growth and Development, and when requested to report to the Board of Trustees.
- Line Management:** This post will include line management responsibilities
- Contract:** Permanent
- Salary:** Salary calculated in line with NJC pay scale, points 51-55  
National Pay Scales - £57,771 - £62,375  
Outer London Pay Scales - £60,402 - £64,776  
(Starting point and salary will be determined on appointment, subject to experience. Pay points will also be aligned with relevant regional NJC pay scale, dependent on the location of the postholder)
- Hours of Work:** 36 hours per week, full time all year round.
- Place of Work:** The principal place of work will be the employee's home location, with a requirement to travel to Greenshaw Learning Trust schools where appropriate. There are however shared office spaces available in Sutton, Gloucester and Plymouth should you prefer not to work at home.
- Medical Examination:** The appointment is subject to a satisfactory medical report
- Superannuation:** Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- Holiday Entitlement:** The annual holiday entitlement is 26 days plus 2 extra-statutory days
- Probation Period:** New employees are required to complete a six-month probationary period
- Disclosure & Barring Service Check:** This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
- Right to Work Check:** This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

## Job Description

The GLT Head of Governance will support the GLT CEO, GLT Executive Officers and GLT Board of Trustees in the following areas:

### **Governance Strategy and Impact**

- Support the efficient and effective operation of the Greenshaw Learning Trust Board and its committees, contributing to the strategy agreed by the Board of Trustees.
- Lead the development of the governance framework and culture for a growing Trust, particularly at local level and ensure that it is consistent, effective and empowered to deliver high quality challenge and support complementing the strategic objectives of the Trust.
- Monitor the external environment and provide regular updates on relevant topics and best practices to stakeholders across the business, including the leadership team and board
- Monitor and report to the CEO and the Board of Trustees on the operation, performance and impact of governance across the Trust.
- Develop strong and positive relationships with the chairs of local boards and the chair of the Board of Trustees.
- Provide effective leadership of the governance function supporting the team of clerks to deliver a high quality service to the Board of Trustees, its committees and at local level.

### **Governance effectiveness**

- Provide advice and guidance to ensure that the members of the Board of Trustees and its committees discharge their duties in compliance with the appropriate legal and regulatory framework, including the trust scheme of delegation and the committees terms of reference
- Ensure the Board of Trustees and its committees are properly constituted and appropriate standards maintained in accordance with the Code of Conduct and the Nolan principles.
- Develop effective and inclusive recruitment practices which promote diversity, and advise on election and appointment procedures
- Lead a programme of regular evaluation of the quality of governance, including skills audits and individual reviews for those governing and develop and implement a trust-wide induction process and professional development for governors.
- Ensure Members, Trustees and Governors have access to appropriate documents, including any agreed Code of Conduct.
- Maintain up to date records of the names, addresses and category of Trustees and Governors and their term of office, along with any terms of reference, and inform the Board of Trustees and any relevant authorities of any changes to its membership.
- Ensure that:
  - The Board and its committees receive highly effective administrative support
  - An annual calendar for Board and committee meetings means agendas and papers as required are distributed in a timely fashion
  - Board and committee meetings have focused agendas and those preparing papers for meetings are supported to make sure they are available on time
  - Accurate and consistent copies of minutes are approved in a timely fashion, are sent to relevant bodies on request and are published as agreed at meetings
  - Delegated committees of the Board, such as complaints, exclusions and appointment committees are well supported and members of each committee are trained appropriately

### **Compliance**

- Provide guidance to ensure that the Trust works in compliance with the appropriate legal and regulatory framework and provide advice on procedural matters relating to governance
- Perform the functions of the Company Secretary in ensuring that statutory returns and annual reports are completed and submitted on time, to ensure that Companies House information and the data required by GIAS is accurate and meets compliance requirements.
- Interpret, analyse and proactively maintain knowledge of up-to-date statutory and regulatory requirements to ensure compliance with governance policies and procedures
- Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Board of Trustees.
- Keep abreast of policy developments, maintain the GLT Policy Schedule, ensure that statutory policies are in place, and that appropriate staff revise these when necessary.
- Ensure copies of statutory policies and other statutory documents such as the scheme of delegation and register of interests are published as agreed (e.g. on the trust and/or school website) and in line with statutory requirements and that the Trust and school websites are compliant with GLT requirements
- Ensure that Trust schools and the Trust Shared Service are supported with complaints, FOI and Subject Access Requests.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

## Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
<b>Training, Qualifications and Experience:</b> On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> <li>Advanced knowledge and understanding of the practical application of the regulatory compliance and governance in the education sector including latest MAT best practice, plus DfE and ESFA requirements</li> <li>Knowledge of the respective roles and responsibilities within educational governance.</li> <li>Knowledge of educational legislation, guidance and legal requirements</li> <li>Experience of working in a regulated sector and/or charitable trust</li> <li>Evidence of successfully building relationships with internal and external stakeholders at all levels</li> <li>Successful proven experience of promoting inclusion, equality, and diversity.</li> <li>Graduate or equivalent experience</li> <li>Record of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of supporting the growth of a MAT by adapting governance structures whilst ensuring compliance with legal requirements</li> <li>Chartered Governance Institute (or similar) part / fully qualified</li> </ul>
<b>Personal and Professional Skills and Abilities:</b> In their statement of suitability and during the selection process, candidates will demonstrate the following skills and abilities:		
	<ul style="list-style-type: none"> <li>Exceptional stakeholder engagement and influencing skills</li> <li>Ability to convey complex information with clarity</li> <li>Strong track record of delivering demonstrable improvements to processes and practice.</li> <li>Effective collaboration and teamwork skills</li> <li>Excellent interpersonal skills - resilience and pragmatism are needed alongside integrity and</li> </ul>	

	<p>discretion and the ability to inspire and lead a growing team.</p> <ul style="list-style-type: none"><li>• Ability to analyse issues, make informed judgements and take appropriate actions</li><li>• Excellent written and verbal communication skills.</li><li>• Ability to use initiative, prioritise, meet deadlines.</li><li>• Resilience, with the ability to deliver a complex and demanding workload.</li><li>• Excellent project management and organisation skills</li><li>• Demonstrable ability to develop, coach and lead others.</li></ul>	
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## The Recruitment Process

### 1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website <https://www.greenshawlearningtrust.co.uk/join-us/staff>. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **9am Monday 20<sup>th</sup> November 2023**. Applications received after this date and time will not be considered.

### 2. Shortlisting

Shortlisting will be finalised by **23<sup>rd</sup> November 2023**. Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

### 3. Interview Process

Interviews will be held week commencing **27<sup>th</sup> November 2023 in Reading**. Candidates will be asked to undertake a practical test related to the knowledge and abilities in the person specification and the interview will consist of a panel interview with stakeholders.

### 4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

### 5. Taking up post

The successful applicant will take up the post as soon as possible.

### 6. Additional information

For further information please contact Stella Hall, Recruitment Marketing Manager on 07729 082243.

### 7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.