



**TAPESTRY
LEARNING
PARTNERSHIP**

JOB OPPORTUNITY

Director of Governance

Permanent

37 hours per week, 52 weeks per year

Leadership Pay Scale L15-L19, £73,105

to £80,655 FTE

Join us on an exciting journey of transformation and excellence.

At Tapestry Learning Partnership, we are on an ambitious and inspiring journey of transformation and improvement. Formed in January 2026 through the merger of QEGSMAT and Djanogly Learning Trust, we are building a strong, unified organisation driven by a clear belief; every child can succeed and flourish.

Our schools serve diverse communities across Derby, Derbyshire, Nottingham and Nottinghamshire, and we are committed to providing safe, welcoming and inspiring environments where young people and staff can thrive.

Shape the future of Governance in our growing Multi-Academy Trust

We're seeking an experienced Director of Governance to lead governance, compliance and board effectiveness across the Trust. Reporting directly to the Chair of Trustees and the CEO, you will work closely with Trustees and senior leaders, providing expert advice, ensuring statutory compliance, and driving continuous improvement in governance practices.

You'll bring:

- Significant MAT governance experience
- Expert knowledge of governance and compliance requirements
- Strong leadership and influencing skills
- Accredited Clerk status and Level 4 Certificate in Academy Governance qualification (or equivalent)

We offer:

- A welcoming, collaborative and inclusive culture, supported by values-led leadership, a Trust-wide network of professionals, and a strong commitment to staff wellbeing and work-life balance.
- High-quality professional development opportunities, alongside clear career pathways and opportunities for progression within the Trust.
- A comprehensive employee experience, with access to health and wellbeing benefits and the support needed to achieve excellence in your role.

Join us and play a key role in delivering robust governance that supports exceptional education.

Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#)

Please be aware, the Trust may also consider performing an online presence check as part of their preemployment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this, please email: Sharon Taylor at s.taylor@tapestrylearningpartnership.org

Further details about our Trust can be found on our website: Tapestry Learning Partnership please head to the careers page to apply for this position.

Closing date for applications:	Sunday 4 th October 2026
Interview date:	TBC
Potential Start date:	ASAP

JOB DESCRIPTION

Post Title: Director of Governance

Reporting to: Chair of Trustees/CEO

Disclosure Level: Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

To oversee all aspects of governance effectiveness and compliance within the Trust, ensure governance adheres to good practice and meets all statutory and regulatory requirements, and provide strategic leadership of services that support governance across the Trust.

This is achieved by:

- Supporting the efficient and effective operation of the Trust board and its committees
- Ensuring governance at all levels is carrying out its functions
- Leading on development of the Trust's governance framework and driving improvements to its systems, processes and structures
- Managing and coordinating the delivery and ongoing improvement or governance support across the Trust

Key Duties and Responsibilities

1, Leading Governance Services

- Work with executives, strategic and operational leads to ensure support for governance is compliant, effective and contributes towards strategic priorities being met
- Act as the lead adviser on issues relating to the governance of schools and or the Trust
- Developing and implementing the MAT's strategy for effective governance support services
- Designing and monitoring the governance support structure
- Assessing capacity and developing the structure in line with organisational growth
- Ensuring effective communications are maintained with governing boards, governance professionals and stakeholders such as the DfE
- Organising relevant training and briefings for the Board and governors

2, Lead advisor for Issues relating to Governance

As well as acting as the main point of contact for queries relating to governance within the Trust, provide advice and guidance on:

- Complex, technical issues that relate to governing structures, procedures and the legal framework that underpins them
- High level issue resolution
- Highlighting evidenced based best practice, policy and thought leadership in school governance

- Company secretary duties including advising the board of Trustees on their role, constitutional and procedural matters
- Maintaining statutory registers
- Ensuring compliance with Companies House annual filing requirements

3, Developing Governance

- Keeping the board focused on its core strategic priorities, their strategic leadership responsibilities and their duty to maintain the highest professional standards of conduct and ethics
- Setting the cycle of Trust board and committee meetings and preparing focused agendas
- Ensuring all meetings are inclusive and well structured
- Satisfying all aspects of meeting compliance as stipulated in the Trust's articles of association, the Academy Trust Handbook, the Academy Trust Governance Guide and in accordance with arrangements agreed by the board
- Developing governing structures, particularly in relation to committee structures and the scheme of delegation, and routines across schools (e.g. hubs, local models etc.) and monitoring effectiveness
- Ensuring governing structures are developed in parallel with organisational growth strategies
- Developing, reviewing and maintaining governance documents, such as articles of association, schemes of delegation, terms of reference, role descriptions and code of conduct
- Developing record management and communication methods that are fit for purpose and maintain confidentiality
- Overseeing a strategy and protocol for recruiting governors and Trustees that ensures the board and its committees are properly constituted, inclusive, diverse and meet the needs of the organisation
- Leading on the strategy and planning of governance induction and CPD
- Developing and overseeing systems for board self-evaluation and review, including commissioning of external reviews

4, Leading on Compliance

- Maintaining appropriate records of Trust board and academy committee membership, along with any terms of reference
- Maintaining a Trust policy register and advising on the policy review and approval cycle
- Ensuring copies of statutory policies and other statutory documents such as the scheme of delegation and register of interests are published as agreed (on the Trust and/or school website) and in line with statutory requirements
- Ensuring that governance-specific risks are included in the Trust's risk register
- Supporting production of the annual report and governance statement published with the Trust's annual accounts
- Managing the flow of information between the Trust board and academy committees and members, maintaining an up-to-date record of academy committee business
- Developing Trust-specific documents such as a governance code of conduct and skills matrix
- Maintaining the Trust's online governance portal or equivalent
- Maintaining a central records system to include attendance at meetings and training sessions by members, Trustees and governors
- Ensuring different tiers of governance are properly constituted
- Monitoring compliance with schemes of delegation
- Ensuring systems and controls are in place to comply with obligations under education legislation, funding agreements, charity legislation and company law

5, Leadership and Management

- Overseeing recruitment and induction of the governance support team
- Briefing and training governance support staff
- Conducting performance reviews
- Succession planning for different roles in the structure
- Managing any budget and resources allocated to the governance support function

8, General Requirements

- Work flexibly across all Trust sites as required.
- Maintain strict confidentiality and adhere to data protection legislation and associated Trust policies at all times.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

Person Specification

Post requirements	Essential	Desirable	Evidence and Assessment
Qualifications			
Educated to at least A level standard	✓		Application form, certificates
Graduate or post graduate qualification		✓	Application form, certificates
Accredited Clerk status	✓		Application form, certificates
Level 4 Certificate in Academy Governance or equivalent	✓		Application form, certificates
Knowledge/Experience			
Extensive knowledge of the schools system	✓		Application form, selection process, references
Extensive knowledge of governance law, structures, policy and practice relating to multi academy Trusts	✓		Application form, selection process, references
Awareness of current issues and thought leadership relating to the governance of schools and multi academy Trusts	✓		Application form, selection process, references
Experience of leading governance within a multi academy Trust	✓		Application form, selection process, references
Skills			
Personal integrity and commitment to the principles of public life	✓		Application form, selection process, references
Manage and make decisions independently	✓		Application form, selection process, references
Calm and resilient under pressure	✓		Application form, selection process, references
Confidence and influence as a senior leader	✓		Application form, selection process, references
Ability to manage and deal with confidential data / issues appropriately	✓		Application form, selection process, references
Flexible approach, willingness to accommodate business needs	✓		Application form, selection process, references
Commitment to the highest standards of safeguarding and child protection	✓		Application form, selection process, references