

## **Djanogly Learning Trust Job Description**

### **Djanogly Learning Trust Vision**

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

<b>Job title</b>	Governance Officer
<b>Hours and weeks</b>	Full time, term time only

### **Djanogly Values**

Employees who demonstrate a commitment to our core values of Excellence, Resilience and Innovation will:

- Embody the belief that every child has the right to an excellent education and constantly strive to give every child the best opportunity to succeed and prosper through their contribution to the Trust
- Recognise and demonstrate the importance of working hard, showing resilience and paying close attention to detail to ensure every child achieves their best.
- Strive for excellence by demonstrating a commitment to innovation, engaging in CPD and constantly striving to improve provision and outcomes for pupils.

### **Djanogly Behaviours**

Employees will demonstrate their professionalism and promote a positive culture by:

- Behaving in a professional manner at all times
- Developing professional working relationships with all colleagues and stakeholders, showing understanding and mutual respect in all aspects of their role
- Taking personal responsibility by paying attention to the small things to intercept issues before they become a larger problem
- Resolving any issues in a professional, calm manner, seeking support where necessary and always demonstrating kindness and respect for others
- Starting and ending the day with the same emotional constancy with every interaction.

**Job Purpose:**

The post holder will provide a flexible approach to work, supporting the Head of Governance in the delivery of a Trust wide clerking service as well as ensuring the Trust complies with its statutory responsibilities. Working as part of our School Improvement Services Team the post holder will provide a high quality service to our Academy colleagues enabling them to focus on the most important aspect of our organisation which is making a difference to the lives of our children and their families.

**Job Responsibilities:**

- The provision of a full clerking service to the Trust's local governing bodies including:
  - Advising local governing bodies on constitutional matters, duties and powers working within the broad current legislative framework.
  - Supporting the Trust's governance self-evaluation process.
  - Keeping up to date records for each local governing body.
  - Contributing to the production of any report to the Trust Board as required.
  - Preparing briefing papers for local governing bodies, as necessary.
  - Supporting the recruitment, induction and training of governors
  - Working effectively with the Chair, the Academy Leader and members of the SLT before local governing body meetings to prepare the agenda.
  - Producing, collating and uploading the agenda and papers onto the Trust's governance portal so that recipients receive them at least seven clear days before the meeting.
  - Recording the attendance of governors at the meeting and take appropriate action in relation to absences.
  - Taking notes of the Local Governing Body meetings to prepare minutes, including indicating who is responsible for any agreed action.
  - Recording all decisions accurately and objectively with timescales for actions. Ensuring all actions are completed.
  - Sending drafts within 5 working days to the Chair of Governors for amendment/approval and, once agreed, circulate to the wider Local Governing Body within 10 working days.
  - Maintaining a database of names, addresses, terms of office and committee membership of for each local governing body.
  - Advising governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner.

- Maintaining a record of training undertaken by members of the Local Governing Body.
- Maintaining governance meeting attendance records.
- Maintaining the Trust's governance register of declarations of interests and updating annually.
- Provision of administrative support to the Head of Governance as required.
- Supporting with compliance audits across the Trust as required.
- Ensuring that statutory policies are in place across the Trust, and maintain a register to ensure timely reviews and approval.
- Any other duties that may be reasonably requested from time to time.

In addition, the postholder will be an integral player in designing and implementing our new and innovative approach to local for Tapestry Learning Partnership.

### **Djanogly Learning Trust General Requirements:**

#### **Policies and procedures**

You will comply with all policies and procedures at all times which include:

- ensuring the safeguarding of young people by adherence to the child protection and safeguarding policies.
- ensuring all equality, diversity and health and safety requirements are upheld in the performance of your duties.
- ensuring you comply with the Trust's Staff Behaviour policy, including outside of work where applicable.

#### **Professional Development**

- You are required to undertake professional development as part of your job description. This includes contributing to the regular check ins and Journey to Excellence reviews with your reviewer and proactively developing yourself to improve your performance in your role.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties as directed by the academy leader and the leadership team.

## Djanogly Learning Trust Person Specification

In order to be considered for interview all essential criteria must be met.

<b>JOB TITLE</b>	Governance Officer
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Requirements	Essential	Desirable	Short listing criteria
<b>Qualifications</b>			
Educated to a minimum of level 3 or equivalent experience, ie, A levels, BTEC etc	X		X
Certificate in Academy Governance (ICSA)		X	
Accredited Clerk status		X	
<b>Experience</b>			
Experience of managing local governance within an academy trust	X		X
Experience of preparing reports and recording meeting minutes	X		X
Knowledge of governing body roles, responsibilities and procedures		X	
Knowledge of education legislation, guidance and legal requirements		X	
<b>Skills</b>			
Good IT knowledge in Microsoft Office applications including Word, Excel, Powerpoint, Teams	X		
Excellent time management and ability to effectively manage own workload to agreed deadlines	X		
Excellent listening, oral and written communication skills	X		
Ability to demonstrate a customer service approach when carrying out duties	X		
Flexible approach to duties and working hours	X		
<b>Personal Qualities</b>			
Belief in the values and behaviours of DLT	X		
Evidence of continuing professional development	X		
Commitment to equal opportunities and diversity in the performance of duties	X		