

Job Description and Person Specification



Job details		
Job title	Head of Governance	
School	Evolution Academy Trust	
Location	Hybrid working options – mostly remote, some meeting in person required.	
Hours per week	15 hours per week – some flexibility	Weeks per annum: term time plus 1 week.
Grade & Salary	H23 – H25 – pro rata	
Accountable to Chair of Trustees and Responsible (operational) to CEO.		
Responsible for	Trust Governance	
Effective date	September 2025	

Purpose of the Role
<p>Evolution Academy Trust is a well-established MAT with schools across Suffolk and Norfolk. All 12 of our schools are graded as ‘Good’ for Leadership and Management and outcomes are above national averages in all key areas. We are now seeking a dedicated Head of Governance to join our team and take us to the next phase of our journey.</p> <p>The successful postholder will ensure that we remain both compliant and innovative in our pursuit to continue to have strong governance at all levels. This will involve direct work with our Chair of Trustees and Board, working with our CEO operationally and overseeing the LGBs of 12 schools.</p> <p>It is essential that the post-holder has a secure understanding of the MAT landscape, policies and governance.</p>

Job Description – Main Duties and Responsibilities
<p>Governance Oversight & Support</p> <ul style="list-style-type: none"> • Provide expert guidance and advice on governance regulations, policies, and best practices. • Support the effective operation of the Trust Board, Trustee committees and Local Governing Bodies (LGBs). • Develop and maintain a governance calendar to ensure timely meetings, reviews, and statutory submissions. • Collaborate with the CEO, Executive Leadership Team and Trustees to develop a relevant and purposeful agenda for LBG meetings. <p>Clerking & Minute-Taking</p> <ul style="list-style-type: none"> • Serve as clerk to the Trust Board and produce accurate, high-quality minutes of meetings and actions. • Provide guidance, feedback and support to clerks of local governing bodies. • Prepare agendas, collate and distribute papers, and accurately record minutes.

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- Liaise with a range of stakeholders, including CEO, Local Governing Bodies (LGB), Executive Leadership Team and Trustees to organise all governance meetings, ensuring adequate attendance and all documents submitted in advance of meetings.
- Support meetings in person or remotely as and when agreed.
- Ensure actions from meetings are tracked and followed up.

Policy & Compliance Management

- Provide the Chief Executive Officer (CEO) and Trustees with the necessary advice and support to ensure they operate in compliance with all relevant regulations governing the Board and its committees.
- Ensure governance structures and processes comply with the Academies Trust Handbook, Company Law, and DfE guidance.
- Maintain and update governance policies (e.g., schemes of delegation, terms of reference).
- Oversee declarations of interest, attendance records, and register of members, trustees & governors.

Governor & Trustee Recruitment, Training & Development

- Coordinate the recruitment, appointment, and induction of members, trustees and local governors.
- Provide guidance and direction to the Clerks of Local Governing Bodies across all Trust schools on local procedural matters to support consistent operation of governance functions across the Trust.
- Monitor and facilitate ongoing training and development.
- Maintain skills audits and succession plans for boards.

Risk & Strategic Assurance

- Support the governance framework in identifying and managing risk at trust and school levels.
- Liaise with senior leaders to ensure board decisions are informed and aligned with trust strategy.
- Conduct governance reviews and evaluations to improve effectiveness.

Data & Records Management

- Maintain accurate and up-to-date records of governance structures, members, and decision logs.
- Ensure statutory governance information is correctly published on school and trust websites.
- Coordinate with Companies House and DfE for timely statutory filings (e.g. changes in trustees).

Liaison & Communication

- Act as a key liaison between the Executive Team, Headteachers, Chairs of Governors, and external stakeholders as required (e.g., Ofsted, DfE).
- Provide guidance and direction to Clerks and Governance Professionals of LGB's across the Trust's schools, ensuring the effective operation of each LGB in alignment with the Trust's central governance practices.
- Ensure strong communication flow across governance tiers.

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Ethics & Confidentiality

- Uphold high standards of conduct, confidentiality, and integrity in all governance matters.
- Provide impartial and confidential advice where required.
- Provide the CEO, Chair of Trustees, Executive Leadership Team and Trustees with guidance on governance legislation, regulatory obligations, and procedural matters.
- Oversee the annual training program for Trustees and LGB's.
- Maintain an up-to-date Register of Interests and any other regulatory documents for all Members and Trustees.
- Maintain Governor Hub as a database of names, addresses and category of governing body members and their term of office.
- Work operationally with the CEO and Executive Leadership Team to advance the Trust's strategic goals.
- Keep up to date with current educational developments and legislation affecting school governance.

Supporting the work of our Trust

- Support our vision, mission and values, as well as our principled ways of working.
- Be a professional role model, promoting the aims of our Trust whilst also providing a critical and supportive lens.
- Develop and maintain strong working relationships with EAT colleagues and contribute to collaborative working across schools.
- Attend and engage in regular professional training, seek support from other leaders and share best practice across our EAT community.
- Contribute to our 'One Trust' approach, seeking further opportunities to celebrate the work of our staff teams.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person Specification	
Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> • Strong numeracy and literacy skills. • 5 or more GCSEs at grade C/5 or above, including English and Maths (or equivalent). • Governance training on working with MAT's/Local Authority Trusts. 	<ul style="list-style-type: none"> • Level 4 certificate in Academy Governance or equivalent.
Experience	
<ul style="list-style-type: none"> • Experience of working with MATs. • Experience within the education sector. • Experience of working directly with Boards and CEOs/Headteachers. • Experience of minute taking and maintaining accurate and compliant records. 	<ul style="list-style-type: none"> • Experience of leading governance changes across a MAT.

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Skills/knowledge	
<ul style="list-style-type: none"> • Good knowledge of MAT compliance requirements – e.g. Academic Handbook. • Knowledge of key policies used in MATs. • Knowledge of differences in MAT structures – compared to LA – e.g. scheme of delegation. • Ability to work flexibly, independently and as part of a team. • Ability to plan, organise and prioritise. • Excellent communication skills. 	<ul style="list-style-type: none"> • Knowledge of how leading MATs bring about improvement through robust governance.
Personal Qualities	
<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of EAT. • Commitment to acting with integrity and honesty. • Ability to work under pressure and prioritise effectively. • Commitment to maintaining confidentiality at all times. • Commitment to safeguarding and equality. • Embraces change well. • Deals with difficult situations effectively. • Able to work flexibly and out of school hours as required. 	

General information
<ul style="list-style-type: none"> • The job descriptions details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job. • Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times. • Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion. • All work performed/duties undertaken must be carried out in accordance with relevant , Trust and Local Authority policies and procedures, within legislation, and with regard to the needs of the schools and communities that we serve. • Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. This Job Description is not an exhaustive list. • Evolution Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. To this end, you will be required to undergo pre-employment checks, including a social media search. This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and a successful applicant would be required to complete a declaration form to establish whether they are disqualified under these regulations. An enhanced DBS check will be required. • The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.