



Victorious Academies Trust

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Success in education

www.victoriousacademies.org

**Governance Support Advisor
(Term time only)**

**Based at
Inspire Academy
Mossley Road
Ashton under Lyne
OL6 9RU**

Information for Applicants

Job Description and Person Specification

February 2019



Introduction from Karen Burns, Chief Executive Office, Victorious Academies Trust



As the Chief Executive of Victorious Academies Trust I would like to thank you for your interest in our Trust and in finding out more about the new role of Governance Support Advisor with Victorious Academies Trust.

We are at an exciting time in our journey as a multi-academy trust. We were formally established in January 2018 and have grown significantly over the past twelve months. The Trustees, local governors, senior leaders and staff have shaped our development plans for 2018 – 2021 to ensure that we have a clear vision on the future of the Trust.

We aim to recruit outstanding people. We would rather make no appointment than appoint someone who is not suited to our ethos. For this reason we clearly articulate our vision, values and expectations when putting together information for applicants and we always give a lot of attention to appointing the right person.

We aim to recruit staff who:

- Are excited by their role and by the prospect of working with young people;
- Love the processes of learning and teaching and are keen to continually develop their own skills;
- Recognise that teaching can be a demanding job and react positively to those demands;
- Will subscribe to the ethos of the Trust, focus on collaboration and on 'going the extra mile' in terms of time and commitment to get the very best from our young people;
- Are quick to praise and slow to criticise; and
- See themselves as potential leaders of the future.

If this is your first contact with our Trust I hope what you read, along with anything else you discover about us, inspires you to apply for one of our posts. We are excited by the continued opportunity to grow the Trust and our academies in Tameside and hope that you would like to come on this journey with us.

If you would like to find out more about this role before applying please contact Nicky Wise, Chief Operations Officer for the Trust on info@victoriousacademies.org or call 07772325136.

Karen Burns
Chief Executive Officer

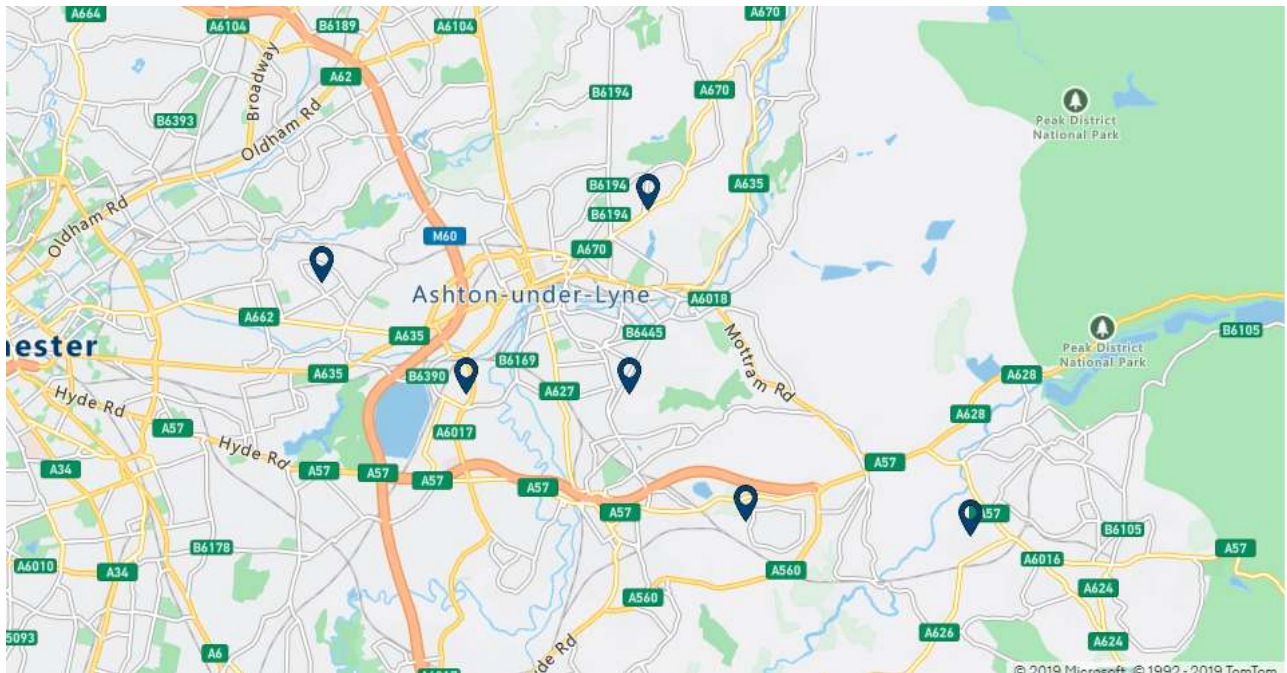
About Victorious Academies Trust

Who we are

Victorious Academies Trust was established in January 2018.

Our Trust consists of six primary schools located across Tameside and Derbyshire:

1. Discovery Academy, Hattersley, Hyde (3 – 11) – opened September 2016.
2. Gamesley Community Primary School, Gamesley, Glossop, (4-11) – joined December 2018.
3. Greenside Primary School, Droylsden, (3-11) – joined November 2018.
4. Inspire Academy, Ashton under Lyne (3-11) – opened September 2015.
5. Poplar Street Primary School, Audenshaw (3-11) – opened April 2018.
6. Yew Tree, Dukinfield (3-11) – joined November 2018.



We currently support:

- 2,070 pupils across the Trust;
- A £10.3M budget; and
- 300+ staff.

Each school within our Trust has its own ethos and character but all collaborate to achieve shared vision and aims.

Our ambition and values

We have a vision for education that builds pathways for all, focusing on personal strengths, academic progress, character development and progress to employment.

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The Trust has the following ambitions:

- Growth – to create a sustainable multi academy trust based initially in the north west.
- Cluster of academies based in Tameside – growing to 10+ primary schools and up to 5,000 pupils.
- School to school support – less than an hour’s travel between academies.
- ‘Good’ schools first to establish a beacon of excellence and then proposing to support to other schools.

The values of the Trust are based on the following:

- Inspiring – Encouraging all to be as creative and motivating as possible;
- Discovering – Seeking opportunities to expand knowledge and experience;
- Caring – Providing support and guidance for the whole school community;
- Improving – Striving to better ourselves at all times; and
- Achieving - Teaching to attain aspirational targets.

Our strategic aims

Our aims for 2018 – 2021 are:

- Leadership and corporate governance - To ensure high quality leadership and governance at Trust Board, LGB and Academy level.
- Business and sustainability - To establish the Trust, embedding new academies to ensure sustainability.
- Outcomes and effectiveness - All Academies enabled and supported to become Good or better

Our governance arrangements

We have a strong and affective Board of Directors, who also serve as Trustees of the charitable company. Our directors bring a wide range of skills and experience to the Trust from education, governance, data and private sector companies.

Each school has its own Local Governing Board, which includes staff and parent representatives who alongside community representatives bring a wide range of knowledge and experience to the school and take an active and enthusiastic involvement in their local communities. The Trustees delegate the operational running of each school to the Local Governing Boards and the Principal / Headteachers and they are responsible for their performance to the Trustees through the Chief Executive Officer.



Our core team

Our core team delivers key services across the Trust. In the establishment of the Trust this has focused on establishing the financial and operational development of the Trust. Many HR tasks are delivered from within the Trust with support from external advisors and payroll support. As the Trust grows and develops it is anticipated that HR and other services will be brought in-house.

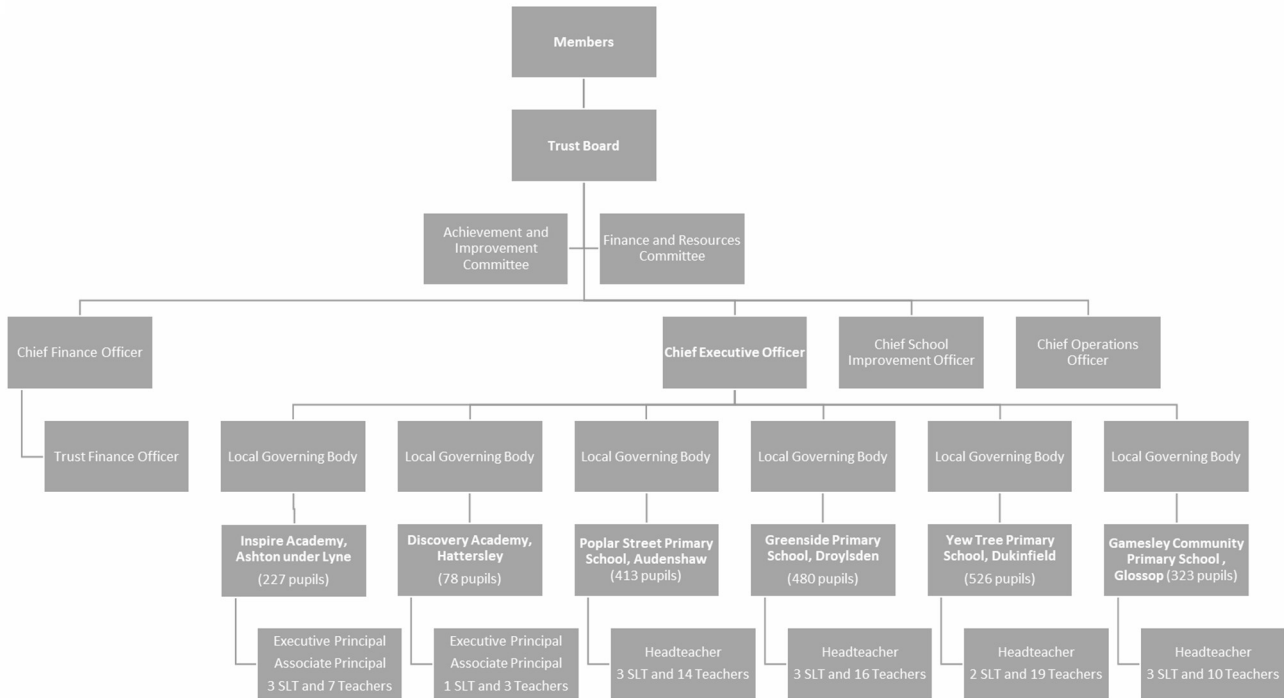
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Victorious Academies Trust

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Chief Executive Officer Mrs Karen Burns | Company No. 09323071



Victorious Academies Trust
c/o Inspire Academy, Mossley Road, Ashton under Lyne, OL6 9RU
0161 339 7822

Governance Support Adviser – to start as soon as possible

**Permanent role, term time only, variable hours per week including after school meetings / unsociable hours
Anticipated salary Grade E range (£2,996 to £3,399 for 300 hours over the course of three terms each year)**

This is a new post developed to provide capacity to delivering effective governance support across the Trust and our schools.

The role will primarily provide a clerking and advisory service to the Trustees and the local governing boards of the schools within the Trust as well as ensuring the effective administration of all aspects of corporate governance to support the Chief Operations Officer.

Your role may also include support in connection with information governance, data protection, freedom of information, communication and marketing, embedding equalities and diversity across the Trust.

Ideally you will have completed or be studying for a recognised Clerk's Development / Training Programme as we believe that the Clerk has a professional role to play in enabling effective governance throughout our multi-academy-trust. It is essential that you have previous experience as a Clerk and have highly effective time management, planning and organisational skills to ensure that the Trust and the school's business runs smoothly. As a clear and fluent communicator, you will have excellent literacy skills and be able to draft a wide range of written communications. Knowledge of data protection, freedom of information, legislation in relation to school and academies would be an advantage.

It is essential that you are able to travel between the school sites through Tameside and Derbyshire. Initially your work will be to support the six schools within the Trust. All local governing body meetings are held at the schools and Trustee meetings are held at one of the six schools too. We do expect our Trust to grow but expect this to continue to be focused in the north-west and to develop from our Tameside and Derbyshire schools.

The role will involve working during normal school hours and also working early evenings during term-time to clerk meetings and where appropriate attend training and briefing sessions arranged outside or with schools in the Trust. There is flexibility within the role to work the hours to support the formal meetings and to prepare and write up the information after the meetings.

We provide membership of the Local Government Pension Scheme.

Victorious Academies Trust has a commitment to safeguard and promote the welfare of children and young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce. The Governance Support Adviser post will be required to share this commitment. Recruitment to this post is subject to our Trust's Safer Recruitment Process. The post will require an enhanced disclosure from the Disclosure and Barring Service (DBS).

A completed application form must be submitted by **12noon on 25th February 2019** by e-mail to info@victoriousacademies.org. Shortlisting will take place on **25th February 2019**. It is anticipated that interviews will take place on **Thursday 28th February 2019 at Inspire Academy, Ashton under Lyne**.

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Working for Victorious Academies Trust

We offer our staff:

- great opportunities for continuing professional development and a career pathway across the trust;
- membership of the Teachers' Pension Scheme (for teachers) or the Local Government Pension Scheme (for support staff), which the trust also contributes to on your behalf;
- recognition of previous service with other schools, academies, local government etc; and
- access to flexible working/accrued time policies wherever practicable;

Victorious Academies Trust commitment to equality and diversity

We are committed to advancing equality and diversity within our Trust and in our relationships with partner organisations, suppliers and contractors. Equality is about creating a fairer society where everyone has the opportunity to fulfil their potential. Diversity is about recognising and valuing difference in its broadest sense.

Both of these are at the heart of our inclusive approach as an employer and education provider.

We embrace our duties to eliminate discrimination and harassment, promote equality of opportunity for all and recognise and value diversity in employment and in the delivery of services to young people and their families.

We seek to attract and retain a progressive and diverse workforce and aim to provide a stimulating, rewarding and dynamic working environment where all colleagues can thrive, develop and fulfil their aspirations.

Victorious Academies Trust commitment to safeguarding children and young people

The trust and our schools are highly committed to safeguarding and promoting the welfare of children and young people.

We want to ensure candidates support this commitment. During the recruitment process we ask all applicants to tell us in confidence about any criminal convictions they have. This does not mean that you cannot work for us if you have a criminal conviction as we will consider the age of the conviction, whether it is relevant to the job you applied for and any mitigating factors before making a decision. The successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS).

You should also expect that we will explore any gaps in your employment history, why you want to work with children and young people and if you are able to keep them safe from harm at interview. We also request information about your suitability to work with children from your referees, one of which must be your current or last employer.

Applying for this vacancy

Please read the job description/person specification for the post and the guidance notes thoroughly before completing an application form.

Your completed application form, criminal record declaration form and equalities monitoring form must be **e-mailed by 12noon on 25th February 2019** to: info@victoriousacademies.org. Please note that we do not accept CVs. Please contact Nicky Wise on 07772325136 you have any queries about the application process.

Job Description

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JOB PROFILE NAME:	Governance Support Adviser
LINE MANAGED BY: (JOB PROFILE NAME)	Chief Operations Officer
PROFESSIONALLY REPORTS TO: (JOB PROFILE NAME)	Chief Operations Officer
Victorious Academies Trust Overview	
<p>Our Trust was established in January 2018 and currently comprises six academies, five in Tameside and one in Derbyshire. Our ambition is to grow the Trust to a hub of 10 primary academies initially encouraging good schools to join the Trust.</p> <p>In the longer term our academies will include schools across the age, achievement and challenge continuum but they will have common threads. Trust schools will be dynamic, they will set achievement at the heart of what they do, they will understand their significance to the community and a moral purpose will inform their work. Additionally, they will take a collective responsibility for our success, leverage the capacity and capability within all our schools - particularly those that demonstrate outstanding practice.</p> <p>Victorious Academies Trust aims to extend opportunity for young people and their communities by raising standards, providing environmental and cultural conditions for pupils, students, teachers and educational leaders to set their aspirations high and realise their goals.</p>	
Victorious Academies Trust Approach	
<p>Victorious Academies Trust is a DfE approved multi academy trust focused on inspiring, motivating and supporting individuals to achieve success.</p> <p>Our focus is on:</p> <ul style="list-style-type: none"> • excellence: supporting all academies to become outstanding; • progression: supporting the academic progress, personal progress and progression to employment of young people; • building capacity: investing in the professional development of all of our staff to empowering them to succeed; • leading edge practice: encouraging our academies to engage in action research to drive best practice; and • communities: rooting our academies in their community and promoting collaboration within the Trust and with local schools. 	
Victorious Academies Trust Function	
<p>The Trust provides a full range of academy requirements and has identified a set of Trust Standards to reflect how we support academies to achieve. This includes:</p> <ul style="list-style-type: none"> • school improvement and performance; • finance & governance; • professional development & HR; • estates improvement; • ICT and learning technologies; and • community. 	

Our strategic plan is to: support a network of outstanding academies; develop a leading edge partnership; raise the academy profiles; and place them at the forefront of education nationally.

Purpose of the Job

The role of the Governance Support Adviser is:

- To prepare and minute all Trust and Governing Board meetings. Clerk some or all statutory and non-statutory Trust and individual Academy governing body committees.
- The clerk will provide advice to the governing body on constitutional and procedural matters.
- The clerk will ensure all appropriate follow up action has been recorded and undertaken in respect of decisions made at meetings.
- The clerk will be accountable to the Trust Board, working closely with the chair of the Trust, Chief Executive Officer and Chief Operating Officer, chairs of the governing body committees, the Principals and other governors on identified tasks.
- The clerk must observe confidentiality on all issues.

Key Objectives of the Job

The key objectives of this type of role are:

- Corporate governance;
- Information governance;
- Team administration;
- Communication; and
- Equalities and diversity.

Job Level Overview

The Job Holder is subject to general work instructions and direct supervision of progress and results. He / She works within standardised work practices and procedures. The Job Holder is likely to be able to demonstrate procedural/systematic proficiency that may involve competence in the use of specialised equipment.

Victorious Academies Trust has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to Victorious Academies Trust's safer recruitment process.

Main Accountabilities

Operational Accountabilities

The Governance Support Adviser is responsible for:

Meetings

The clerk to the governing body will:

- Work with the CEO and COO to prepare an annual calendar of meetings and tasks;
- work with the Chair and CEO of the Trust before Trust meetings and the Principals/Chair before all meetings to prepare an Agenda consistent with the cycle of approvals and monitoring responsibility of the governing body;
- liaise with those preparing papers to make sure they are available at least seven days prior to the date of the meeting;
- produce, collate and distribute the agenda and papers on time and at least seven days before the meeting;
- record the attendance of Trustees/governors at meetings and report on any issues relating to inadequate attendance of individual governors;

- advise the Trust Board/governing body on governance legislation and procedural matters where necessary before, during and after the meeting and act as the first point of contact on procedural matters;
- draft minutes of Trust Board/governing body meetings, including indicating who is responsible for any agreed action, the timescale for that action and anticipated outcomes;
- record all decisions accurately and objectively;
- send drafts to the chair for approval and (if agreed by the governing body) include the Principal for comment;
- copy and circulate the approved draft to all governors within the timescale agreed with the governing body (usually seven days);
- draw up an annual timetable of meetings for the Trust Board and the academy governing bodies and the committees prior to the commencement of the new academic year;
- maintain a record of signed minutes for reference;
- follow-up any agreed action points;
- liaise with the chair, prior to the next meeting and inform them of progress on action points;
- ensure approved copies of the minutes are sent to all relevant bodies (e.g. the Trust); and
- chair that part of the meeting at which the chair is elected at the first meeting of the new academic year.

Membership of the governing body

The Clerk will:

- maintain up to date records of the names, addresses and category of Trust Board/governing body members; their term of office and register of interests;
- initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office;
- maintain governor meeting attendance records and advise the Chair of potential conflicts of interest;
- maintain copies of current terms of reference and membership of committee and working parties and nominated governors e.g. child-protection;
- advise 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;
- inform the governing bodies and Trust of any changes to its membership;
- prepare and maintain the Trust and governing body 'register of interests' and ensure that it is reviewed annually and lodged within the Academy;
- advise the Chief Operating Officer of the requirements to publish information on the Trust/Academy websites for governance under The School Information (England)(Amendment) Regulations 2012 and 2016 and any other legislation – and to ensure that any changes required are carried out;
- check that DBS and Section 128 disclosure has been successfully carried out on any governor when it is appropriate to do so; and
- maintain a record of training undertaken by members of the governing body.

Advice and Information

The clerk will:

- advise the Trust/governing bodies on procedural issues;
- have access to appropriate legal advice, support and guidance;
- ensure that new Trustees/governors have access to appropriate documents and induction materials;
- advise on the content of any individual Academy prospectus;

- ensure that statutory policies are in place, and that a file is kept of policies and other MAT/Academy level documents approved by the Trust Board and the individual governing bodies; and
- maintain records of Trust/governing body correspondence.

Additional Services

The Clerk will be expected to contribute to the following additional duties.

- Assist with the elections of parent, teacher and staff governors.
- Give advice and support to governors taking on new roles such as chair or chair of a committee.
- Participate in, and contribute to, the training of governors in areas appropriate to the clerking role.
- Maintain a file of relevant DfE, ESFA and relevant statutory (if appropriate) documents.
- Maintain archive materials.
- Prepare briefing papers for the governing body, as necessary.
- Support ad hoc committees such as disciplinary or grievance panels or appeal panels.

Personal Development

The clerk will:

- undertake appropriate and regular training to maintain their knowledge base; and
- keep up-to-date with current educational developments and legislation affecting Multi Academy Trust governance.

Financial Accountabilities

- Has an awareness of cost when planning work and activities.

People Accountabilities

- Not typically responsible for supervising others- if they do, spends more than 80% of time as a team member rather than supervisor
- Not responsible for the development of other staff

Knowledge and Applied Skills

- Experience of working in an education establishment.
- Good communication skills.
- Organisation and prioritising skills.
- Good ICT skills.

Behavioural Competencies

People Success Factors:

- Planning & Organising
- Achieving and Doing
- Building Relationships
- Delivery through People
- Business Awareness
- Customer Focus
- Contributing to Continuous Improvement
- Dealing with Change

Additional Role Information

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Person Specification

Attributes	Essential	Desirable	Method of Assessment
Educational Attainment	<ul style="list-style-type: none"> • Successful experience of clerking. • Willingness to work towards the National Clerk's Development Programme (or equivalent). 	<ul style="list-style-type: none"> • National Clerk's Development Programme (or equivalent). 	<ul style="list-style-type: none"> • Application form • Interview
Work Experience	<ul style="list-style-type: none"> • Producing accurate minutes of meetings • Providing governance and clerking support to school governing bodies/a multi-academy trust board • Investigating queries in a responsive manner • Keeping accurate and confidential records 	<ul style="list-style-type: none"> • Acting as clerk to admissions, exclusions, complaints etc hearings • Delivering governor briefings and training 	<ul style="list-style-type: none"> • Application form • Interview • Task • References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> • Understanding of how the statutory age education system operates • Knowledge of educational legislation, guidance and legal requirements • Awareness of governance arrangements in multi-academy trusts • Clear and fluent communicator • Ability to draft written communications and present in person to a range of audiences • Excellent literacy skills with accurate spelling, punctuation and grammar • Excellent planning and organisational skills • High level of ICT literacy to set up templates, labels, flowcharts, tables etc. • Ability to recognise and disseminate good practice across governing bodies • Ability to plan, prioritise and manage own workload 	<ul style="list-style-type: none"> • Awareness of charity and company law as they apply to academy trusts • Knowledge of data protection, freedom of information etc legislation in relation to schools and academies 	<ul style="list-style-type: none"> • Application Form • Interview • Task



Victorious Academies Trust

Success in education

Attributes	Essential	Desirable	Method of Assessment
	<p>independently to meet deadlines</p> <ul style="list-style-type: none">• Developing and maintaining contacts with outside agencies and stakeholders.• Attention to detail and ensuring the accuracy of data input		
Disposition	<ul style="list-style-type: none">• Has a positive disposition to learning and continuous improvement• Work constructively as part of a team• Ability to safeguard children and young people• Able to travel between sites in the north-west around Tameside and Derbyshire• Ability to work early evenings to attend committee meetings and governor training sessions• Committed to the principals of equality and diversity• Flexible approach to work	<ul style="list-style-type: none">• Driving licence	<ul style="list-style-type: none">• Application form• Interview• References
Circumstances	<ul style="list-style-type: none">• Enhanced clearance from the Criminal Records Bureau		<ul style="list-style-type: none">• DBS check• Application form