



# The Family of Learning Trust

## Governance Professional Job Applicant Pack



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***“Learning Without Limits”***

## **Cover Letter from the CEO**



### **The Family of Learning Trust**

Beech Hill School  
Mount Pleasant Avenue  
Halifax  
HX1 5TN

Tel: 01422 345004

Dear Applicant,

Thank you for expressing an interest in our vacancy at The Family of Learning Trust. I hope that you find the information pack helpful and that you will consider applying for the role of Governance Professional at our exceptional Trust.

The Family of Learning Trust is a small Trust serving Calderdale and the adjoining areas. The Trust is committed to a local approach, unlike some other large academy chains. We believe in “local solutions for local people”, with school improvement work being focused on a true understanding of the local communities the schools’ serve.

The Trust has developed strong networks and partnerships with many other organisations; we have a large and experienced senior team with many areas of expertise including SEND, Teaching and Learning, Curriculum, HR, Inclusion and Finance.

School improvement is a key driver for the Trust and we are committed to working with schools to bring about positive change. To enable that positive change our Trust board and Governing bodies must be strong through effective and compliant governance principles. This is where your role will have the greatest impact, as the Trust Governance Professional, you will provide the expertise and technical knowledge to support the decision making processes of the Trustees and Governors, ensuring they remain compliant with current legislation and act with the integrity expected of those holding such positions.

We need someone who is knowledgeable in Trust governance and who is highly organised. You will play a vital role in supporting our Trust and ensuring our governance processes are robust, taking an active role in our innovative Trust.

We want the very best person to work within our Trust community, someone who will work as part of the team in raising achievement through the provision of strong and effective governance.

We look forward to hearing from you.

*Mrs Shameem Hussain*

CEO of the Family of Learning Trust

## **The Governance Professional vacancy**

At the Family of Learning Trust our commitment to our pupils is that we will attract, retain and develop excellent staff. Our ethos is a simple one: '*Learning without Limits.*' We pride ourselves on having the highest expectations of all our children and staff, believing that there are no limits to what they can achieve. We put our teams at the heart of our vision and use their talents to achieve it. We are determined to continue to improve standards and outcomes across our schools. We are committed to providing a nurturing and secure environment for our pupils to learn and we are looking for equally committed staff to join our team.

Central to the ethos and vision are the Governors and Trustees and we require a Governance Professional to support them with robust governance practice and guide them on the procedural elements of the role as well as ensuring strict adherence to compliance.

### **Trust Governance Professional**

**Grade: Scale 6, points 18 to 22**

**Hours: 12 hours per week, term time only**

**Actual salary range: £8, 500 per annum to £9, 083**

**Working hours per week will be flexible to enable full clerking and attendance at approximately 16 governing body meetings over the academic year**

**Start date: To commence as soon as possible**

The Family of Learning Trust is enthusiastically committed to the communities of Calderdale, Bradford and our surrounding areas, serving our families in order to secure excellent educational outcomes. The schools across the trust collaborate to share expertise, knowledge and best practice, assuring we achieve academic and pastoral excellence throughout all of our schools. The schools within our trust share the same overall values, whilst maintaining their own unique ethos.

We are seeking a highly organised and self-motivated individual, with the passion and drive to help deliver strong and effective governance practices. The Governance Professional will be an integral part of the team and work under the direction of CEO. The successful candidate must be able to work independently, to work flexibly and commit to out of school hours to attend Local Governing Body meetings. The role offers flexibility in terms of physical location, the individual would have the flexibility to work from home to carry out administration and preparation for meetings or at one of the schools within the Trust. It is expected the hours per week will also be flexible, some weeks may require less than 12 hours and others more than 12 depending on demand of the role. The hours worked can be annualised over the academic year and worked as required to meet the demands of the role.

The successful candidate will be efficient, an excellent communicator and maintain a high level of confidentiality, at all times. The role requires excellent attention to detail, high standards of customer service with a strong administrative foundation and experience of supporting meetings. Experience in a similar role and knowledge of Academy Trust professional governance are essential. Although further training and support will be available to build knowledge on compliance and governance matters. This is an exciting opportunity to join a supportive forward thinking Trust, who in return for your commitment and hard work, will support you to achieve your own career goals and aspirations.



**In return, we offer a benefit package that includes:**

- Membership of Local Government Pension Scheme with employer contribution of 17%
- An Employee Assistance Programme, offering support and access to resources to help you maintain a healthy work life balance
- Commitment to professional development for all staff recognised through Investors in People awards

**Our schools also offer you the opportunity to:**

- Work in a friendly, caring and inclusive community where everyone is valued.
- Work with an experienced, supportive and successful team who love to work collaboratively.
- Development that will support you on your chosen career path

For further information about our Trust and our schools including information about the post (job description and person specification) and the application form please visit our website:

<https://www.familyoflearningtrust.co.uk> Alternatively please telephone the school offices (phone numbers above) for an application pack.

**Please note we do not accept CVs**

**Closing date: non on Friday 16<sup>th</sup> May 2025**

***The trustees of the Family of Learning Trust and the Governors of each school are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS (formerly CRB) from the Disclosure and Barring Service before the appointment is confirmed***



## **Safer Recruitment at The Family of Learning Trust**

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they would be in contact with children or vulnerable adults and could cause them harm.

***The Family of Learning Trust is fully committed to the principles of safer recruitment.***

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children. All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and thus prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence for a barred individual to be offered (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity).

Accordingly, all of the following steps will be taken as part of the recruitment processes:

- ✓ confirmation of identity by sight of original official documents (passport, photocard driving licence etc.)
- ✓ confirmation of professional qualifications (those required to fulfil the post) by sight of original documentation
- ✓ satisfactory references - a minimum of two written references **(one of which must be from most recent employer)** will be taken up prior to interview (the identity of all referees must be open to verification)
- ✓ social media screening on all shortlisted applicants
- ✓ full scrutiny of employment history with clarification to be sought (from candidate or referees as appropriate) in the event of identified gaps or discrepancies
- ✓ all necessary checks relevant to the disqualification requirements relating to childcare in accordance with the 'Childcare (Disqualification) Regulations 2009'.

In line with DBS regulations all candidates for relevant posts are required to provide details of any relevant unspent convictions. Additionally, for those posts involving "regulated activity", all 'spent' convictions must be disclosed under the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

**Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.**

A DBS check will be requested for appointments to all relevant posts and for those involved in 'regulated activity' this will include an additional check of the Children's Barred List. Any conditional offer of appointment will be made strictly subject to both receipt of all required documentation (as specified) and satisfactory verification of all checks as above.

## **Governance Professional - Job Description**

The information given on this job description is intended to provide both postholder and management with an understanding and appreciation of the workload of this particular job and its role within the organisation.

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

**Post Title:** Governance Professional

**Post Grade:** Scale 6, points 18 to 22

**Accountable to:** Trustees and CEO

**Terms:** 12 hours per week, term time only

**Responsible to:** The post holder will report directly to the CEO

**Responsible for:** none

**Disclosure Level:** The Family of Learning Trust is strongly committed to safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school's safeguarding policies, code of conduct for adults and managing allegations against staff procedures.

### **Prime Objectives of the Post**

The post holder will be responsible for advising The Family of Learning Trust's Local Governing Boards on good governance practices, procedural matters and ensuring compliance across the appropriate legal and regulatory frameworks, as well as the national guidance and Trust policies and procedures.

They will be an integral part of the governance team, providing administrative support to the Local Governing Board(s). This post holder will also be an ambassador for the Trust embedding the Trust vision and values across the family of schools and ensuring each school retains its own unique specialisms within the Trust framework.

### **Main duties and responsibilities**

The Governance Professional will be allocated a number of Trust schools as their area(s) of governance responsibility and will:

1. Advise the Local Governing Boards on good governance practices, procedural matters and ensure it/they operate(s) in accordance with legal requirements and the policies and procedures of The Family of Learning Trust.
2. Provide effective administrative support to the Local Governing Boards and the Board of Trustees as and when required.
3. Maintain appropriate records and manage information effectively and ensure these documents are available publicly, where required and accessible upon request - for e.g. attendance records, register of business interests and training records.
4. Maintain effective relationships between the Local Governing Boards and the Board of Trustees.

## **Attendance at Local Governing Boards meetings**

The Governance Professional will:

1. Attend all Local Governing Board meetings and take an accurate record of proceedings.
2. Advise the Local Governing Boards on governance and procedural matters.
3. Ensure that the Local Governing Boards carry out their responsibilities and act in accordance with the policies and procedures of The Family of Learning Trust.
4. Monitor attendance of meetings and refer to the Trust's Director of Compliance and Governance on absences as necessary.
5. Manage conflicts of interests.
6. Manage the annual skills audits - including the distribution of, the returns process and analysis of information.

## **Administration of the Local Governing Boards (outside of the meetings)**

The Governance Professional will:

1. Prepare all relevant meeting documents and ensure these are shared in a timely manner, including but not limited to:
  - Attendance sheets
  - Agenda
  - Minutes
  - Reports from Heads/SLT - for e.g. Safeguarding, SEND, Disadvantage and the Headteacher report
2. Liaise with their school(s) to ensure IT requirements for the meeting(s) are met.
3. Liaise with their school(s) to ensure hospitality requirements for the meeting(s) are met.
4. Maintain up to date records of the Local Governing Boards including contact details, allocated areas/subjects of responsibility, meeting attendance, declaration of interests and training records.
5. Liaise with the CEO and the Local Governing Boards in advance of the expiry of a Governor's term of office.
6. Liaise with the school's IT lead(s) to ensure the governance section of the website is kept fully up to date.
7. Working as part of the Trust's Governance team the Governance Professional will be the first point of contact for their Local Governing Boards and act as a liaison between the school(s) and the Trust. This will include, but not limited to:
  - Sharing comments/feedback from Governors to the Trust and vice versa.
  - Inviting Governors/Trustees to training and networking sessions and where relevant, recording attendance at these sessions.
  - Co-ordinating Governor/Trustee school visits.
8. Liaise with, provide information to and take guidance from the CEO.
9. Be expected to attend Governor networking events, and where relevant, training events.
10. Support the induction process of Governors, this includes, but is not limited to:
  - Ensuring Governors have attended the school for a tour/visit to meet key colleagues.
  - Ensuring Governors have access to training sources and online platforms, for e.g. the National College
  - Ensure Governors are set up securely on Trust/schools systems and have access to key documents they need, for e.g. Scheme of Delegation, Terms of Reference.



- Ensure Governors have completed key documents upon induction for e.g. declarations of interest form and ensure website documents are kept up to date to reflect any changes to the structure.

7. Attend Trust-wide briefings and planning meetings.

8. Ensure websites are compliant with statutory DfE requirements.

9. Undertake training and development in governance and compliance related matters.

10. Coordinating a panel where relevant for e.g. linked to pay committees, complaints, suspensions, etc.



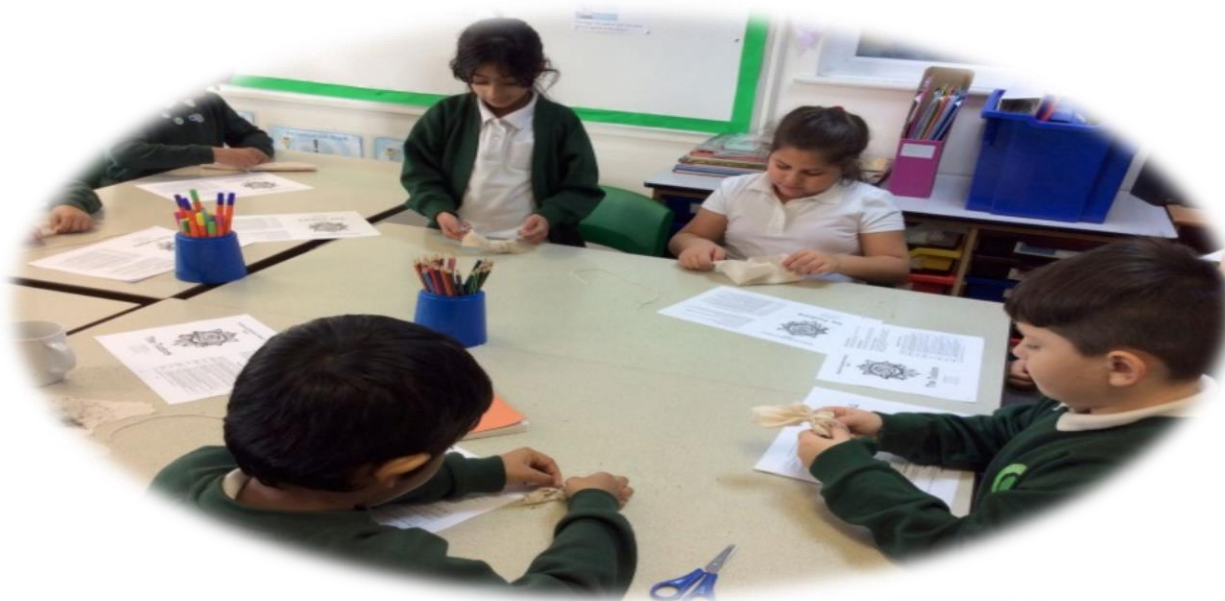
## **Governance Professional - Person Specification**

Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

<b>Qualifications, Skills and Experience</b>	<b>Category</b>	<b>Method of assessment</b>
The role requires a minimum of 5 GCSEs Grade 4-9 (A-C), or equivalent, including Maths and English.	Essential	Certificates
Experience of maintaining effective and accurate administrative systems	Essential	Application form
Good working knowledge of software packages including Microsoft and other computer based systems	Essential	Application Form
An interest in educational issues, including national and local policy	Desirable	Application form
Good knowledge of key education governance documents	Essential	Application form
Level 3/A Level qualification or equivalent clerking, administration or governance course	Desirable	Certificates
Experience of minuting meetings, committees or hearing panels	Desirable	Application form

<b>Performance Attributes</b>	<b>Category</b>	<b>Method of assessment</b>
Commitment to the aims, vision and values of the Trust	Essential	Interview
Commitment to the Seven Nolan Principles of public life	Essential	Interview
Excellent literacy skills	Essential	Application form/ selection process
Effective communicator, able to exchange varied information orally or in writing to inform others, including key stakeholders and external bodies	Essential	Application form/ selection process
Excellent organisation skills with minimum supervision - managing their time effectively, meeting strict deadlines whilst maintaining high standards of work	Essential	Application form/ selection process
A strong team player with excellent inter and intra personal skills	Essential	Application form/ selection process

Performance Attributes	Category	Method of assessment
Excellent attention to detail	Essential	Application form/ selection process
Recognises the importance of continued professional development	Essential	Application form/ selection process
Works with integrity and professionalism - understanding the importance of confidentiality and ability to remain impartial	Essential	Application form/ selection process
Ability to travel to meetings and work flexibly (for e.g. evening meetings)	Essential	Application form/ selection process



## **Application Guidance**

Please read these Guidance Notes carefully before completing the application form. The application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore important that you complete the application form as fully as you can. We do not accept CV's and therefore the information that you supply on the application form is the only information that we consider when deciding whether you should be shortlisted.

### **General Information**

- Please read the job description, person specification, advertisement and any other papers carefully, before filling in the form, and use this information to make your application relevant to the post.
- Please use **black ink** or type your application form – this helps when the applications are photocopied.
- **Do not send a CV with your application** – we believe that asking all applicants to complete an application form ensures fairness and consistency in our recruitment process.
- Do not submit the same application form for more than one job. Tailor each application to fulfil the requirements for a particular job. Please endeavour to keep your application form neat and tidy – the application form provides our first impression of you!
- The selection criteria used for shortlisting are the skills, abilities, knowledge and experience required to do a specific job. No assumptions will be made about these criteria. It is therefore vital that you tell us how you meet the selection criteria.
- Please return the application form by the closing date advertised.

### **The Application Form**

- ✓ **Personal Details** – In accordance with the Data Protection Act and GDPR, the information you provide on the application form will be used solely for the purpose of the recruitment procedure and will not be used or passed on to any third party for any other reason. We prefer to make contact through email, therefore make sure your personal e-mail address is provided clearly and check your inbox regularly after the closing date (and your spam!)
- ✓ **References** – In order to speed up the process of appointment we will make a request for references before we interview you, unless you specify otherwise.
- ✓ **Recruitment Monitoring** – The Family of Learning Trust operates a policy of equal opportunity and fair treatment for employment and development. To assist in monitoring the effectiveness of this policy, and for this reason only, applicants are asked to give details of their ethnic origin, sex and any disability. The information you provide is used solely for monitoring purposes. It will be treated as confidential and will be detached from your application form on receipt. The information will not be seen by those who decide on the list of applicants to be invited to interview.
- ✓ **Education, Qualifications & Training** – Please include all your education, qualifications & training, both informal and formal. You may be asked to produce certificates confirming qualifications at a later stage.



- ✓ **Present/Recent Employment** – Starting with your present employer, please complete this section in date order, beginning with your most recent job and listing all work undertaken, paid and voluntary, since leaving school. Please account for any breaks/gaps in employment history since leaving full time education. Please continue this section on a separate sheet if necessary.
- ✓ **Skills, Abilities, Knowledge & Experience** – This section is the most vital part of the form. You may be one of many people applying for a job, so your application needs to stand out by showing your suitability against the person specification. You should provide **examples** of how you meet the skills, abilities, knowledge and experience identified, these can be non-work based if necessary.



***“Learning Without Limits”***



## **The Family of Learning Trust Vision** **'Learning Without Limits'**

### The Principles of our MAT

- A commitment to a culture of lifelong learning for all hence our ethos is 'Learning Without Limits.'
- Relentless pursuit of excellence in all aspects of school life.
- A bespoke curriculum, tailored made to meet the needs of our children with strong links to the community and the outdoors.
- Strong pastoral care for all children. Rigorous and Robust systems for monitoring important areas of school life
- Successful partnerships with parents, families and the local community

### Our behaviours

These are our expectations for our staff:

- I am honest
- I am respectful
- I am positive
- I am supportive
- I communicate
- I am flexible

The Family of Learning Trust is a friendly caring trust with high expectations for all our pupils. Our children are encouraged to explore, discover and question through a range of exciting learning opportunities both within and outside the classroom. Our curriculum is rich and inspiring and offers pupils a broad range of experiences and opportunities. The staff endeavour to provide a calm and stimulating environment where good behaviour and mutual respect is modelled by everyone and where everyone is valued. Interwoven throughout our curriculum are key 'characteristics of learning' which we hope to instil in our pupils. We encourage children to take risks and teach them that it is ok to fail.