



Think it. Believe it. Live it.

The Ultimate Recruitment Pack for the Trust
Governance and Quality Assurance Lead.



“Every child in our Trust is known, valued and loved.”

And everything we do—every decision, every policy, every line of accountability—exists to protect that truth.



Every Child Known, Valued, and Loved

Everything we do—every decision, every policy, every line of accountability—exists to protect that truth.

ACT Multi Academy Trust is a values-led Church school trust with a deep moral purpose. We believe education should enable children to flourish academically, socially, emotionally, and spiritually, whatever their starting point.

We are guided by our strong ethos to value and cherish every child—and to act with compassion, humility, and courage in an ever-changing world.

Trust Governance & Quality Assurance Lead

Purpose: Provide professional governance leadership, assurance, and high-quality clerking across all tiers. Ensure systems are accurate, compliant, and future-proof.

Salary: £38,000 – £43,000 FTE

Contract: Full time (52 weeks per year), flexible/hybrid by agreement.

Reporting to: Chief Executive Officer (CEO).

Core Relationships: Chairs, Trustees, Local Governors, Headteachers, Trust Central Team.





Governance Anchored in Values

Every child in our Trust is known, valued and loved. Everything we do—every decision, every policy, every line of accountability—exists to protect that truth.



Agapé

Love and charity in decision making. Valuing and cherishing all children in an ever-changing world.

Courage

Bravery to make difficult strategic choices and educate for global citizenship.

Thankfulness

Stewardship of resources and celebration of success.

The Ecosystem of Excellence



Complexity to Clarity.



2028 Headline Outcomes: A Data-Driven Future



100% 

Academies with KS2 outcomes exceeding national averages

≥90% 

Academies rated 'Good' or better by internal review/Ofsted

90% 

Teaching rated 'Good' or 'Outstanding' trust-wide

10% 

Year-on-year reduction in attainment gaps for Vulnerable/SEND pupils

25% 

Reduction in turnover among supported staff

≥85% 

Stakeholder confidence in transparency and reporting



The 3-Year Strategic Roadmap



Year 3: Foundation & Compliance

Establishing Trust-wide KPI and Risk frameworks; conducting baseline audits.



Year 4: Embedding & Strengthening

Achieving operational consistency; realizing central procurement savings; reducing attainment gaps.



Year 5: Innovation & Impact

Sustaining excellence and national recognition; securing top-tier student outcomes.



Why Governance Matters at ACT

It is not about compliance for compliance's sake.

The Imperatives:

- ✓ Safeguarding children
- ✓ Ensuring fairness
- ✓ Protecting inclusion
- ✓ Holding moral purpose steady.

Four Pillars of Strong Governance

1. Creates the conditions for great education.

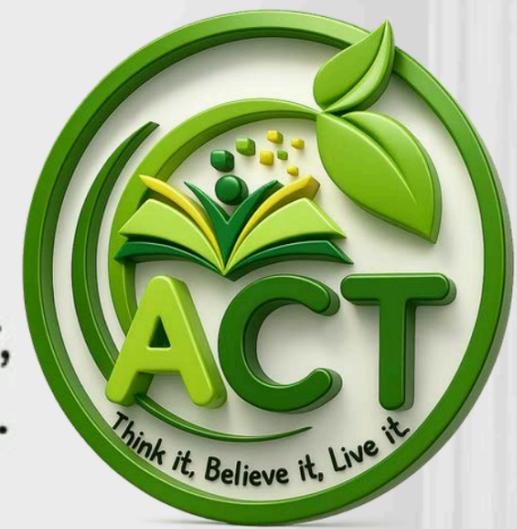
2. Protects leaders from unnecessary risk.

3. Gives trustees confidence and clarity.

4. Ensures that values are not diluted under pressure.

Governance as Stewardship

Governance at ACT is not compliance for compliance's sake. It is a strategic enabler, anticipating and strengthening rather than simply recording decisions after the fact.



Creates the conditions for great education.

Protects leaders from unnecessary risk.

Gives trustees confidence and clarity.

Ensures values are not diluted under pressure.

Professionally independent. Calm and authoritative. Evidence-based. Strong enough to prevent risk.

Traditional Clerking vs. ACT Governance Leadership

Traditional Clerking



ACT Governance Leadership



Function

Reactive Administration

Anticipatory Strategic Enabler 

Outputs

Recording decisions after the fact

Strengthening assurance and anticipating risk

Documentation

Filing legal records

Curating legal documents and moral artefacts

Authority

Compliance for compliance's sake

Independent, calm, and authoritative professional advice

You will shape how governance works, not simply maintain what already exists.



The Governance Ecosystem

Members: Custodians of the structure. Guardians of charitable objectives. NOT involved in day-to-day decisions.



TLGB: Stakeholder voice and assurance.

The “New Way” – The 2026 Scheme of Delegation



STRATEGIC

Trust Board (Trustees).
The ‘What’ & ‘Why’.
Vision & Accountability.



OPERATIONAL

Executive & Heads.
The ‘How’.
Delivery & Enactment.

**Trustees govern. Leaders lead. The SoD draws a sharp line to prevent duplication.
As Governance Lead, you are the custodian of this boundary.**

The Language of Accountability: ARDMIC



A - Accountable
(Ultimate Owner)



R - Responsible
(Driver)



D - Deliver
(Doer)



M - Monitor
(Check)



I - Informed
(Told)



C - Consulted
(Asked)

Standardizing decision-making descriptors across the Trust ensures transparency, equity, and absolute clarity.



Less Bureaucracy, More Impact



The new Scheme of Delegation removes the administrative heavy lifting, allowing Local Governors to focus entirely on the educational and spiritual flourishing of the child.



You will shape how governance works, not simply maintain what already exists.

Moral Weight

You understand that governance records are both legal documents and moral artefacts.

Assurance

You know that assurance is about building confidence, not enforcing control.

Integrity

You recognize that independence is essential if governance is to have true integrity.

Core Responsibilities: Leadership & Frameworks

Leadership of the Governance Framework

Own and evolve the Trust governance framework, SoD, and assurance pathways. Remove technical governance drafting from the CEO.

Clarifying Roles & Boundaries

Produce a unified Scheme of Delegation. Prevent TLGBs from drifting into operational oversight; maintain strict advisory/assurance remits.

Policy & Documentation Management

Own the policy framework, review cycles, and publication across the Trust. Ensure absolute consistency.

Independence of Assurance

Provide independent, professional advice to the Board and CEO. Act as a neutral officer with the courage to escalate to the Chair of Trustees when necessary.



Core Responsibility I: Leadership & Frameworks



Lead the Governance Framework

Own and evolve the Trust governance framework, including Articles alignment, Terms of ToR, and assurance pathways, removing technical drafting burdens from the CEO.



Clarify Delegation Boundaries

Produce and own a single, unified Scheme of Delegation (SoD). Ensure absolute clarity between Trustees, ELT, Headteachers, and TLGBs to prevent drift or duplication.



Policy Management

Own the policy management framework. Ensure review cycles, version control, and publication across Trust and school websites remain current and consistently applied.

Core Responsibility II: Clerking, Cycles & Compliance



High-Quality Clerking

Deliver exceptional clerking across the Trust Board, Committees, Members, and all TLGBs. Ensure minutes capture challenge, rationale, decisions, and assurance evidence precisely.



Statutory Compliance

Own compliance for trustee/governor registers, attendance, website content, and GIAS. Implement a termly cycle with clear escalation routes for missing items.



The Master Calendar

Produce a single Trust-wide governance calendar sequencing all Board, committee, TLGB, and statutory deadlines so that compliance is visible and systematic—never reactive.

Core Responsibility III:

Assurance, Independence & Training

TLGB Escalation Pathways

Establish standardised systems for local assurance, visit protocols, and reporting to ensure TLGBs add value through evidence-based insight, not operational meddling.



Independent Advice

Act as a neutral, professional governance officer. Provide independent advice to the Board and CEO, with the authority to escalate concerns directly to the Chair of Trustees.



Centralised Training

Deliver comprehensive induction (safeguarding, data protection, SoD) and conduct annual skills audits for all governance tiers.

Complaints Oversight

Maintain Trust-wide oversight of complaints, ensuring correct application of policy, procedural fairness, and theme-tracking for the Board.

Core Responsibility IV: Risk, Audit & Information



Audit Trail Strength

Ensure all documentation meets rigorous external scrutiny standards (ESFA, Ofsted, internal audit). Maintain impeccable records evidencing challenge and conflict-of-interest management.



Data Protection & SARs

Oversee governance-level DP compliance. Interface with DPOs to ensure privacy notices, consent mechanisms, and retention schedules are flawless.



System & Tenancy Control

Enforce strict information governance. Ensure all governance data is stored exclusively in the ACT Microsoft tenant with rigorous version control and secure access limits, prohibiting cross-tenant storage.

The Ideal Candidate Profile

Highly competent and deeply values-driven.

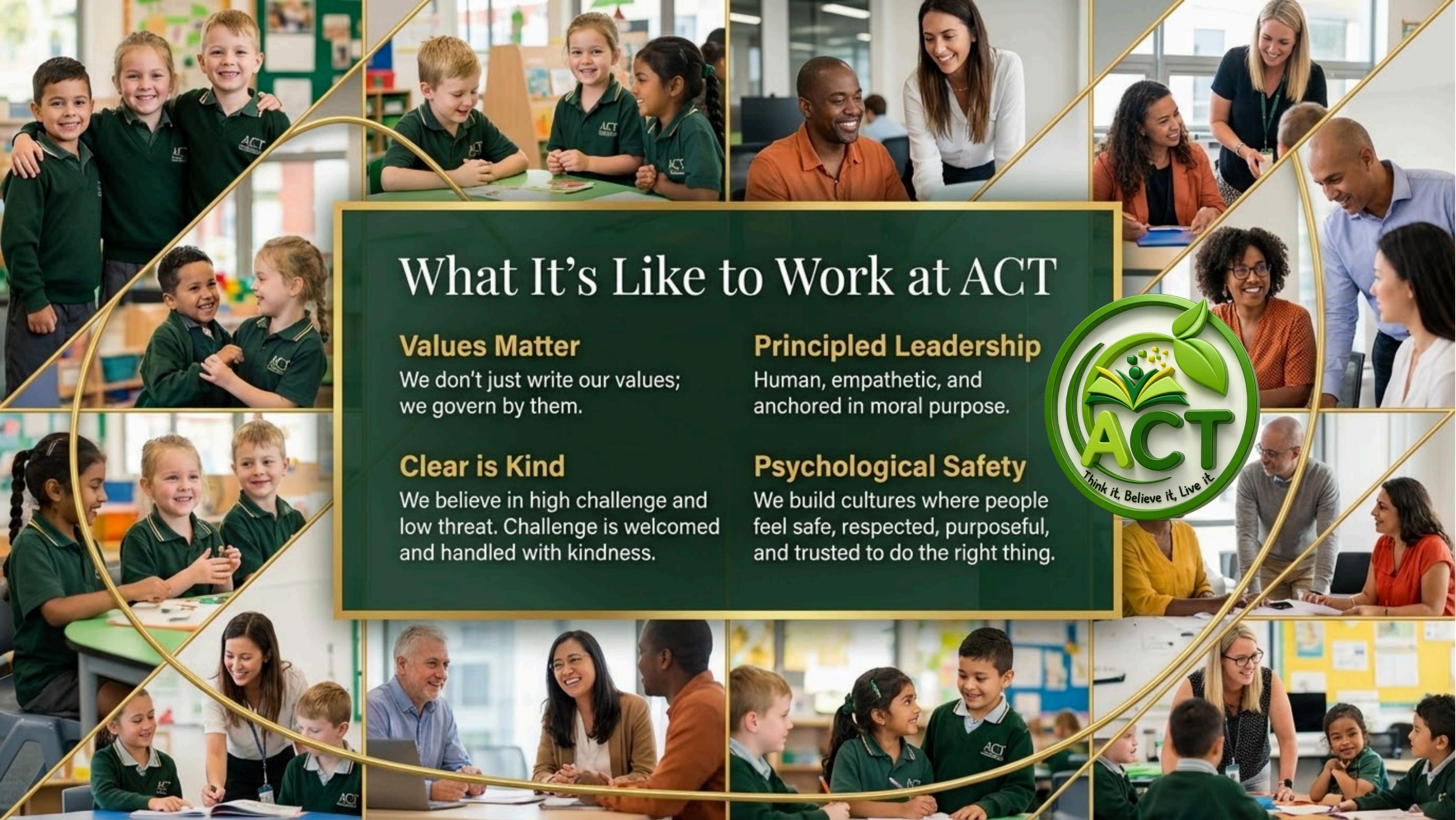
Technical Expertise

- Proven experience in a MAT or complex regulated setting.
- Deep understanding of Articles, SoD, and assurance cycles.
- Meticulous, organized, and highly accurate.

Moral Courage

- Believes governance serves children, not systems.
- Possesses the professional confidence to challenge and advise senior leaders.
- Understands the profound weight and responsibility of independent assurance.





What It's Like to Work at ACT

Values Matter

We don't just write our values; we govern by them.

Principled Leadership

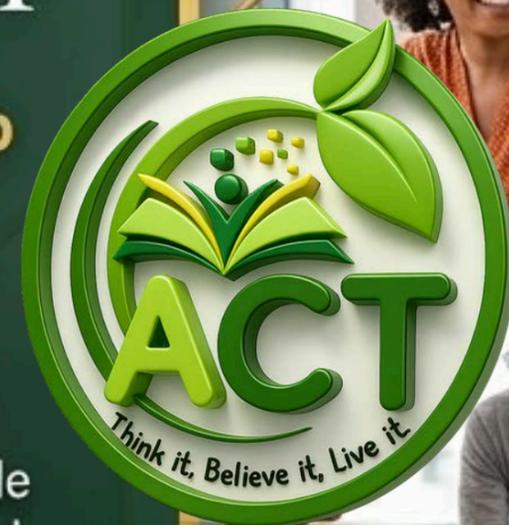
Human, empathetic, and anchored in moral purpose.

Clear is Kind

We believe in high challenge and low threat. Challenge is welcomed and handled with kindness.

Psychological Safety

We build cultures where people feel safe, respected, purposeful, and trusted to do the right thing.



What it's like to work at ACT



Values genuinely matter here.

Leadership is principled and human.

Challenge is welcomed and handled with kindness.

People are **trusted** to do the right thing.

We believe in being clear to be kind, in high challenge and low threat, and in building cultures where people feel safe, respected and purposeful.

The Final Word

If you believe that governance is a form of stewardship, that children deserve systems that protect them, that leaders deserve structures that support them, and that values should be lived, not laminated...

ACT may be the place where your professional expertise and moral purpose truly align.

**Think it. Believe it. Live it.
Come and help us do exactly that.**





Apply now we would love to hear from you!

Think it. Believe it. Live it.



Realising the Vision

If you believe that governance is a form of stewardship, that children deserve systems that protect them, and that leaders deserve structures that support them...
...then values must be lived, not laminated.

Come and help us build a framework for the future of our schools.

