

ALTUS

EDUCATION PARTNERSHIP

BRINGING EDUCATION TOGETHER

BRINGING
EDUCATION
TOGETHER

ALTUS EDUCATION PARTNERSHIP
APPLICATION PACK

Director of Governance and Board
Effectiveness



Thank you for your interest in working for Altus Education Partnership.

Altus Education Partnership was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from our desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies:

- **Rochdale Sixth Form College** opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's Performance Tables and National Achievement Rate tables.
- **Edgar Wood Academy** is a secondary school which opened in a new build in 2021 under Wave 13 of the Free Schools' programme. The Academy has already established a strong reputation in the local community.
- **Kingsway Park High School** has a strong track record of providing its students with an excellent education. The Academy recently benefitted from a new teaching block which opened at the end of 2024.
- **Bamford Academy** provides a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community.
- **Caldershaw Primary School** joined us in July 2025 and is another Ofsted Outstanding provider. The staff bring a wealth of experience in the primary sector and is regularly oversubscribed.

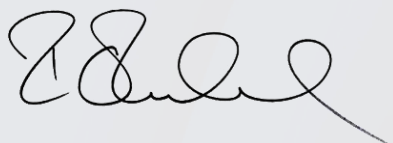
Altus Education Partnership is now on the cusp of significant and rapid growth, with a high number of schools indicating an interest in joining the Trust, and several of these schools entering into a Trust Partnership Agreement. This means that within three years the Trust could see around 10,000 pupils and students, 1,000 staff and 10 or more academies.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a Memorandum of Understanding with Hopwood Hall College around the curricula the two colleges offer, and to support transition of students to post-16 education.

If you feel inspired by our strategy and what we are trying to achieve, I'd be delighted if you submitted your application. Full details and all documentation are in this pack; if you wish to discuss the post further, please do not hesitate to contact us.

I very much look forward to hearing from you.

Yours faithfully



Richard Ronksley
CEO



ALTUS

EDUCATION PARTNERSHIP

BRINGING EDUCATION TOGETHER



1. Our Mission (What we do)

To advance education in the borough of Rochdale and its surrounds so that young people lead happy and fulfilling lives and make a positive difference to their communities and society.

2. Our Values (What we believe)

At every level of the Trust, we fully subscribe to the Seven Principles of Public Life. Regardless of legal status, we expect a similar commitment from those with whom we work.

In addition, we are:

Committed to improving the lives of our young people

Clear on our approach to inclusivity and excellence

**Dedicated to the borough of Rochdale, its communities,
and its surrounds**

**Accountable for our actions. We will always seek solutions,
not blame**

**Responsible for one another. If one fails; we pull together. If one
succeeds; we celebrate. Success or failure; we all learn
We do what we say we'll do, and we do it well**

3. Our Vision (Where we want to be)

To create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough.

ALTUS

EDUCATION PARTNERSHIP

BRINGING EDUCATION TOGETHER



MAKING YOUR APPLICATION

I hope that when you read this pack you are inspired to apply for the post. If you are, then this is what you need to do:

Application

1. Click the APPLY NOW button on the job advert page on our website
2. Complete the application online

Deadline

The deadline for the post is Friday 5th June 2026 to arrive no later than 4:00pm. Interviews are expected to take place on Tuesday 9th June 2026.

Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful at this time.

Salary

Appointment will be made on the nationally agreed Sixth Form College Support pay spine based on qualification and experience, points P36 – P40, currently £55,985 - £61,117 FTE. Actual salary will be £17,022 - £18,583 per annum.

Start Date

As soon as possible.

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all its staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSiE, the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least one reference prior to interview.

Job Description

Job Title:	Director of Governance and Board Effectiveness
Reports to:	Chair of Trustees/CEO
Contract:	Part time – 1.5 days pw. Fixed Term until 31 st July 2027.
Salary:	Appointment will be made on the nationally agreed Sixth Form College Support pay spine based on qualification and experience, points P36 – P40, currently £55,985 - £61,117 per annum. Actual salary will be £17,022 - £18,583 per annum.
Start Date:	ASAP

Purpose of the post

To lead and develop effective governance across Altus Education Partnership, ensuring that governance structures, processes and culture support strong strategic decision-making, accountability, compliance, and organisational growth.

The postholder will act as principal adviser to the Chair, Trustees and CEO on governance and constitutional matters, while leading the continuous improvement of governance systems, board effectiveness, and governance practice across the Trust.

Responsibilities

Key Responsibilities

- Lead the development and continuous improvement of governance across the Trust, ensuring governance structures, reporting arrangements and information flows support effective strategic oversight, informed decision-making, risk management and compliance with statutory and regulatory requirements.
- Act as principal governance adviser to the Chair, CEO and Trustees on governance, constitutional and procedural matters.
- Support the effective operation of the Trust Board and its committees, including clerking and minuting of main Trust Board meetings.
- Line manage and quality assure the work of clerking colleagues supporting committee and local governance meetings.
- Ensure Trustees, Governors, Executive Leaders, Principals and Academy Senior Leadership Teams clearly understand their respective roles, responsibilities and lines of accountability within the Trust's governance structure.

- Ensure consistent, high-quality governance practice across all tiers of governance, including oversight of governance standards, action tracking and escalation where required.
- Ensure governance structures, reporting arrangements and information flows support effective strategic oversight and informed decision-making, including the development of consistent Trust-wide reporting frameworks for governance, performance and risk.
- Maintain oversight of governance compliance, including statutory records, declarations, policies, terms of reference and publication requirements.
- Keep the Trust informed of developments in governance, regulation and sector expectations, ensuring governance arrangements remain current and effective.
- Coordinate the annual governance cycle, including meeting planning, agenda management and forward planning.
- Support governance aspects of Trust growth, due diligence and onboarding of new schools where required.
- Build effective relationships with Trustees, Governors, Principals and executive leaders to strengthen governance culture and accountability across the Trust.
- Lead and coordinate governance self-evaluation, board development and governance effectiveness reviews across the Trust.
- Lead the review and redrafting of the Trust's Scheme of Delegation and associated governance documentation.
- Lead the transfer of governance systems from OnBoard to GovernorHub, ensuring effective implementation and training.

Role purpose

- Oversee governance effectiveness within Altus Education Partnership, ensure governance adheres to good practice and complies with statutory and regulatory requirements, including charity and company law.
- Manage the efficient operation of the Trust board and its committees.
- Ensure that Board decisions are made and implemented in accordance with the Memorandum of Understanding and Articles of Association, as well as Altus operational procedure.
- Support the efficient and effective operation of the Altus Trust Board and its Committees, including Local Governing Academy Boards - ensuring that Board business continues to drive the successful delivery of Altus's strategic objectives.
- Ensure governance at all levels is carrying out its functions
- Act as the main point of contact for queries relating to governance within the Trust
- Support the development of the Trust's governance framework and improvements to its systems, processes and structures
- Ensure effective communications are maintained within the tiers of governance and stakeholders such as the DfE
- Manage the effective maintenance of policies and the policy review process
- Work with senior leaders to achieve compliance and required quality standards in areas across the Trust, including risk management, data protection, audit and risk
- Ensure a high standard of local academy challenge and support in Altus schools through knowing how all local arrangements are working, standardising good practice and identifying where local interventions are necessary.

- To work collaboratively with other key Altus functions so that Governance and Policy within the Trust supports and enables the delivery of Altus's strategic objectives.
- Advise the Chair and other Trustees and Directors on key matters of regulatory and statutory importance.
- Undertake project work commensurate with the grade of the role

Specific Responsibilities

- Provide support to the Board and its committees
- Work in conjunction with Altus's legal advisers to ensure all other regulatory obligations continue to be fulfilled.
- Working closely with the Executive Board to maintain currency of format, content and drafting of all statutory reports and annual reviews.
- Oversee and provide effective clerking and minuting services, including the administration of meetings and distribution of documents, for the Board and its committees, including a number of Local Governing Academy Boards through clerking resources
- Be responsible for ensuring appropriate meeting preparation and arrangements, agenda setting, availability of papers, board reporting, and ensuring actions are followed up accordingly.
- To drive Altus's development of system leading governance arrangements through ensuring high standards of local challenge and support and enabling all layers of governance to function as an effective and coherent whole.
- Oversee and provide effective clerking and minuting services, including the administration of meetings and distribution of documents, for the Board and its committees, including a number of Local Governing Academy Boards through clerking resources.
- Have responsibility for ensuring appropriate meeting preparation and arrangements, agenda setting, availability of papers, board reporting, and ensuring actions are followed up accordingly.
- Provide strategic governance and policy advice to the Board Chair and other Trustees as well as being the first point of contact on Board business.
- Ensure a high standard of local academy challenge and support in Altus schools through knowing how all local arrangements are working, standardising good practice and identifying where local interventions are necessary.
- Lead on embedding the Altus governance handbook, code of conduct and local governance terms of reference across the whole Trust
- Oversee and provide a high standard of clerking services to the Board and its committees, including a number of Local Governing Academy Boards, producing accurate and timely minutes and following up on action points.
- Advise on governance legislation and procedural matters, including during meetings.
- Act as the first point of contact for Members, Trustees and Local Governing Academy Boards for queries and requests for advice and support.
- Offer advice on best practice in governance, including on committee structures, training opportunities and annual self-evaluation, to all committees.
- Support due diligence activity of new academies potentially joining Altus by preparing the

schools' current governing body for conversion/transfer.

- Facilitate networks and communication between all tiers in the governance structure.
- Where necessary seek advice and guidance from third parties on behalf of the Board.
- Inform the Board of any changes to its responsibilities as a result of a change in status or changes in relevant legislation (e.g. Academy Trust Handbook).
- Build proactive and productive working relationships with Principals, local Chairs, and local governors, and act as troubleshooter for governance issues across all academies.
- Respond to concerns and complaints related to governance.
- Present training and verbal/written briefings.

Governance administration

- Ensure an appropriate skill mix at Board level through the maintenance of Board membership, and through managing new appointees and their induction. To include oversight of the re-appointment and retirement of Board members in accordance with the Articles of Association.
- Set, in agreement with the Chair, the cycle of Trust board and committee meetings.
- Observe deadlines for the distribution of committee documentation, including agendas, minutes and associated documents.
- Ensure all meetings are inclusive, quorate and well structured.
- Satisfy all aspects of meeting compliance as stipulated in relevant documents, including the Trust's articles of association and the Academy Trust Handbook, and in accordance with arrangements agreed by the board.
- Ensure governing structures are developed in parallel with organisational growth strategy.
- Develop record management and communication methods that are fit for purpose and maintain confidentiality
- Record attendance and take appropriate action in relation to absences.
- Ensure that the 'Onboard' governance facility is up to date, appropriately managed, maintained and available to trustees (and governors)
- Develop and oversee systems for board self-evaluation and review, including commissioning of external reviews in consultation with the Chair of Trustees.

Governance Compliance

- Manage information and documentation that clearly details the Trust's governance arrangements and satisfies other statutory requirements.
- Maintain appropriate records of committee membership, training, attendance, terms of references.
- Maintain the Trust policy register and advising on policy review and approval cycle: management of policies.
- Ensure copies of statutory policies and other statutory documents such as the scheme of delegation and registers of interests are prepared and published as agreed and in line with statutory requirements: monitor the compliance of these documents.
- Ensure that governance-specific risks are included in the Trust's risk register.

- Assist the Chief Finance Officer with the production of the annual report and governance statement.
- Ensure systems and controls are in place to comply with obligations under education legislation, funding agreements, charity legislation, company law, data protection legislation, safeguarding guidelines and health and safety legislation.
- Ensure that documentation, including minutes, complies with required standards.

Governance Membership

- Advise the Board and appointing bodies in advance of the expiry of individual memberships.
- Chair that part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections.
- Ensure that Enhanced Disclosure and Barring (DBS) and all eligibility checks have been completed at all levels of governance tiers.
- Oversee the strategy and protocol for recruiting governors and trustees that ensures the Board and its committees are properly constituted, inclusive, diverse and meet the needs of the organisation.
- Manage operational processes and procedures for recruitments, appointments, inductions, training and CPD.
- Liaise with the Company Secretary regarding membership changes and annual submissions.

Management of information

- Develop, review and maintain governance documents, such as schemes of delegation, terms of reference, role descriptions, Local Governing Academy Board handbook, governance plan, register of interests, and code of conduct.
- Maintain up to date records of the names, addresses and category of members, trustees and Local Governing Academy Board members, and their term of office.
- Ensure TORs are reviewed annually.
- Maintain a record of signed minutes of meetings, and ensure copies are sent to relevant bodies on request, the Company Secretary and are published as agreed at meetings.
- Maintain records of correspondence
- Manage information systems.

Compliance

- Support colleagues with the achievement of compliance and the management of risk in specific task areas, and monitoring compliance across the Trust

Additional Duties

- Clerk any statutory appeal committees/panels the Board is required to convene.
- Maintain archive materials.
- Prepare briefing papers for the Board, as necessary.

- Perform such other tasks as may be determined by the Chair and the Trust's executive team.

Administration

- Manage the recruitment and retention of the clerking resources.
- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies.
- Take a lead role in the development and maintenance of recording and information systems.
- Provide detailed analysis and evaluation of data and produce detailed reports/lists/information/data as required by colleagues and external agencies.
- Produce, and respond to, complex correspondence.
- Be responsible for the completion and submission of complex forms and reports.
- Work in accordance with Government regulations and procedures of the Trust as appropriate to its status as a charity and limited company.

General Responsibilities

- Comply with Trust policies and procedures on safeguarding and child protection.
- Remain aware of changes to statutory requirements and policies affecting area of work.
- Provide cover for colleagues in Trust establishments.
- Take on additional responsibilities, commensurate with the level and responsibility of the post, which might from time to time be determined.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the development and implementation of the overall ethos and aims of the Trust.
- Develop constructive relationships and communicate with other agencies and professionals.
- Attend meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to a relevant person.
- Safeguarding and promoting the welfare of all pupils.
- Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and colleagues in accordance with the requirements and locally adopted policies, including taking responsibility for raising concerns with a manager.

Other

- The Trust is committed to equal opportunities for all
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check, and right to work
- The terms and conditions are specified within the contract of employment

This job description is a representative document. Other reasonably similar duties may be allocated from time-to-time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person specification

No.	CATEGORIES	Essential/ Desirable	App Form	Interview/Task
QUALIFICATIONS/TRAINING				
1.	Good education qualifications or appropriate experience with proven competence in literacy	E	✓	✓
2.	Training in clerking and governance	E	✓	✓
3.	Educated to Degree level or above or substantial relevant experience	E	✓	✓
	Level 4 Certificate in Academy Governance	D	✓	✓
PROFESSIONAL KNOWLEDGE AND EXPERIENCE				
3.	Experience of working in a governance role	E	✓	✓
4.	Knowledge of governance law, structures, policy and practice	E	✓	✓
5.	Understanding of charity law or governance legislation	E	✓	✓
6.	Extensive experience of servicing a range of committees: clerking and taking minutes	E	✓	✓
7.	Experience of a senior administration role in an office environment: an understanding of the key principles involved in delivery of effective administration and organisational support	D	✓	✓
8.	Knowledge of Data Protection, GDPR and confidentiality issues	E	✓	✓
9.	Competent with ICT, and willingness to undertake training in other software packages	E	✓	✓
10.	Proven ability to work within policies and procedures	E	✓	✓
11.	Experience of developing effective working relationships with a range of stakeholders	E	✓	✓

12.	Extensive knowledge of governance law, structures, policy and practice in the education sector	E	✓	✓
13.	Awareness of current issues relating to the governance of schools and academy trusts	E	✓	✓
14.	Experience of working in a senior administrative capacity in the education sector	D	✓	✓
15.	Knowledge of the functions of a Board of Trustees	E	✓	✓
16.	Experience of working in the management of risk and achievement of compliance Abilities, skills and competences	E	✓	✓
ABILITIES, SKILLS AND COMPETENCIES				
17.	Excellent interpersonal, written and communication skills	E	✓	✓
18.	Excellent minute taking skills	E	✓	✓
19.	Ability to work under pressure, prioritise workload and manage conflicting priorities to meet strict statutory deadlines	E	✓	✓
20.	Ability to present information in a logical, clear and concise format and to communicate this effectively to colleagues, both verbally and in writing	E	✓	✓
21.	Ability to work collaboratively with a diverse range of colleagues and on own initiative	E	✓	✓
22.	Ability to work with autonomy within set boundaries	E	✓	✓
23.	Self-motivated with the ability to identify priorities quickly and accurately to ensure that deadlines are met	E	✓	✓
24.	Highly effective organisational and planning skills	E	✓	✓
25.	Meticulous attention to detail, a methodical approach and accurate keyboard skills	E	✓	✓
26.	Must enjoy working as part of a team, be adaptable and supportive of colleagues	E	✓	✓
27.	Willing to work flexibly on a range of tasks which are commensurate with the grade of the post	E	✓	✓
PROFESSIONAL SKILLS AND QUALITIES				
28.	Service-focused attitude: the desire to achieve and maintain quality and standards	E	✓	✓

29.	A positive and flexible approach to work with a 'can do' attitude	E	✓	✓
30.	Enthusiasm and drive for working within school environments	E	✓	✓
31.	Willingness to undertake training, as required and to learn new skills and procedures	E	✓	✓
32.	A commitment to equality and diversity, supporting a culture of mutual respect for each other and the environment	E	✓	✓
33.	Genuine commitment to the ethos and work of Altus Education Partnership	E	✓	✓
34.	Commitment to safeguarding, and the welfare of children and young people with SEND	E	✓	✓
35.	Flexibility to undertake any reasonable travelling requirements, to fulfil the tasks and responsibilities of the role	E	✓	✓
36.	Ability to travel to schools throughout Rochdale	E	✓	✓