

Job Title:	Head of Governance	Reports to:	Director of Finance
Accountable to:	Chief Executive Officer (CEO)	Remuneration:	Grade K £58,973 to a maximum of £63,545 per annum (pro rata for part time)
Base:	Remote Working Regular travel required to London and the South West	Responsible For:	Governance Officer, Trust Information & Data Manager
Working Hours:	Full time, all year round. The Trust supports flexible working arrangements, where possible, to support work-life balance while meeting the requirements of the role		

Principle Purpose of the Role

To lead the Trust’s governance function, ensuring the Board of Trustees, Members, Committees, and Local Governing Bodies operate within a high-quality, compliant, transparent, and effective governance framework. The postholder will be the Trust’s lead governance professional, advising on governance law, regulation, practice, compliance, and risk, consistent with senior MAT roles that require strategic oversight, policy leadership and regulatory assurance

Strategic Governance Leadership

- Provide authoritative advice to Trustees, Chairs, Members and the Executive on all aspects of governance, company law and regulatory compliance.
- Lead the design, implementation and continuous improvement of the Trust’s governance framework, including schemes of delegation, terms of reference and governance reporting cycles.
- Ensure governance is aligned with the Trust’s vision, strategic priorities and statutory duties.

Board and Committee Governance

- Oversee and quality assure all Trust Board, Committee and LGB meetings, ensuring statutory timelines and regulatory expectations are met.
- Provide procedural, legislative and constitutional advice before, during and after meetings, as required in senior MAT governance roles.
- Ensure decisions, actions and minutes meet Ofsted, audit and regulatory evidence expectations.



Compliance, Regulation & Assurance

- Ensure full compliance with the Academy Trust Handbook, Companies Act 2006, Charity Commission expectations, and sector-specific regulations.
- Maintain governance registers, including conflicts, interests, appointments, attendance and training.
- Lead risk-aligned governance assurance work, supporting internal and external audit processes.

Trust-Wide Data Strategy, Quality and Governance

Lead the Trust's overarching approach to data governance, ensuring that data is accurate, reliable, secure and used effectively to inform strategic decision-making across the organisation. Provide senior leadership oversight of all Trust information systems, reporting frameworks and data-driven assurance processes, ensuring alignment with statutory requirements, regulatory expectations and the Trust's strategic priorities.

- Provide strategic direction for the development, integrity and continuous improvement of Trust-wide data systems, including educational, operational and corporate datasets.
- Ensure that the Trust has robust frameworks for data quality, validation, storage, access, retention and information governance, in line with UK GDPR and associated data protection legislation.
- Oversee the production of statutory data returns, including Academy and Workforce Census submissions, ensuring deadlines are met and compliance standards are upheld.
- Lead the Trust's data assurance activity by reviewing trends, identifying anomalies, challenging data quality issues, and ensuring that data insights support effective governance, risk management and organisational performance.
- Ensure the Board, Committees and Executive Team receive accurate, timely and well-presented data that supports informed decision-making and strengthens governance oversight.
- Work collaboratively with Executive Directors, Headteachers and functional leads to embed consistent, high-quality data practices across all schools and central teams.

Management and Team Leadership

- Line-manage the Trust Information and Data Manager, and Governance Officer.
- Develop clerking standards, training, support, performance monitoring and quality assurance across the Trust, consistent with governance leadership roles that supervise governance support staff.

Governor Capacity and Development

- Oversee recruitment, induction, training and succession planning for Trustees and Governors, ensuring skills alignment and diversity.
- Build governor capacity through structured training frameworks, as per national governance guidance supporting governor development.



Company Secretarial Duties

- Support or act as Company Secretary, ensuring filing deadlines, statutory records and published governance information are accurate and compliant.
- Ensure Articles of Association, Schemes of Delegation and key governance documents remain up to date

Stakeholder Engagement

- Develop and maintain effective relationships with Trustees, Members, Local Governing Bodies, Headteachers, school leaders and clerking teams, ensuring consistent governance practice and high-quality challenge and support across all levels of governance. This aligns with national expectations of Head of Governance roles to cultivate trusted working relationships across Trust boards, LGBs and senior leaders.
- Act as an ambassador for the Trust in wider governance, regulatory, professional and sector networks, including regional and national governance groups. Proactively develop external collaborations that enhance governance quality, compliance assurance, and organisational maturity, reflecting how senior governance roles contribute to trust-wide development beyond operational clerking.
- Provide regular, evidence-based reporting to the Executive Leadership Team (ELT) on governance performance, risks, compliance issues, and the effectiveness of both Trust-level and local governance arrangements. Senior governance roles nationally are expected to contribute to executive-level strategic dialogue and provide authoritative advice on governance matters.
- Ensure governance processes enable strong, informed and well-supported decision-making that contributes to school improvement, accountability, and long-term Trust strategy. This reflects sector expectations that governance leaders enable robust oversight and effective challenge to drive improvement.

Financial Responsibility

The postholder will act as a delegated budget holder for the governance function. They will be responsible for managing and monitoring the governance budget, ensuring expenditure represents value for money and is compliant with Trust financial regulations and the Academy Trust Handbook. The role includes oversight and management of governance-related contracts and suppliers, ensuring contracts are appropriately procured, reviewed and managed in line with Trust policies, and working with the Director of Finance to support accurate financial reporting and audit assurance.

Diversity, Inclusion and Belonging

- Champion the integration of the Trust's Diversity, Inclusion and Belonging Framework across all layers of governance. Ensure that Trustees, Local Governors and governance professionals understand their responsibilities for fostering inclusive leadership and equitable decision-making, and that governance processes actively uphold fairness, representation and transparency.



- Advise and support Trustees and Local Governing Bodies to model inclusive behaviours, challenge inequity, and ensure that strategic decisions reflect the diverse needs and identities of the Trust's communities. Promote a culture where all contributors to governance feel respected, valued, and empowered to participate fully.
- Oversee the development and review of governance-related policies to ensure they reflect principles of equity, belonging and accessibility. Provide assurance that the Trust's statutory and regulatory frameworks support inclusive opportunities for pupils, staff, governors and leaders.
- Enable effective Board-level scrutiny of the Trust's work on inclusive curriculum development, equitable access, and culturally responsive practice. Ensure the Board and Local Governing Bodies have the information, training and frameworks required to hold leaders to account for progress in diversity, inclusion and belonging across schools.
- Work with the Professional Development team to ensure that Trustees, Governors and governance professionals receive high-quality training on inclusive leadership, cultural competence, and equitable governance. Promote best practice from the wider governance and education sectors to continually strengthen inclusive governance across the Trust.

Professional Development

- Work collaboratively with the Head of Professional Development to promote a culture of continuous growth among Trustees, Local Governors, and governance professionals. Set high expectations for governance capability and ensure that development priorities align with statutory requirements, good governance practice, and the Trust's strategic aims.
- Partner with the central Professional Development team to create and embed high-impact development pathways that strengthen the effectiveness of Trust Boards, Local Governing Bodies, and clerking teams. Ensure programmes build leadership capacity, enhance decision-making, and support succession planning within governance structures.
- Stay informed of emerging governance research, regulatory changes, national policy updates, and best practice from the wider education and corporate governance sectors. Use this knowledge to provide authoritative advice to senior leaders and Trustees, and to shape the evolution of governance practice across the Trust.
- Contribute to the effective implementation of the Trust's Performance Development and Improving Performance frameworks by ensuring robust governance self-evaluation, skills audits, and development planning. Promote accountability, high standards and continual improvement across all governance layers.

Personal Development and Performance

- The postholder will participate in a continuous performance development process, with regular check-ins throughout the year. These conversations will focus on progress, support needs, wellbeing, and professional growth.
- The postholder will work with their line manager to agree a dynamic development plan, outlining objectives, capability-building priorities, and professional development needs. This



plan will be reviewed and updated regularly, ensuring it remains relevant and aligned with Trust priorities and the evolving requirements of the role.

- The Trust will support the postholder by identifying, agreeing and enabling appropriate development opportunities. This includes ensuring the postholder has access to the professional learning, resources, and coaching required to achieve their objectives and uphold the standards expected of the role.
- The process emphasises reflective practice, professional dialogue, and continuous improvement, ensuring the postholder is supported to thrive in their role and contribute effectively to the Trust's governance excellence.

Generic Responsibilities

- To maintain ongoing Continuous Professional Development (CPD) activity and undertake any in-service training related to the post, including annual mandatory and role-specific training.
- To maintain regular contact and good working relationships with all staff throughout the Trust and external organisations.
- To maintain the security of the data held in the Trust systems in line with all relevant legislation, including the Data Protection Act 1998 and UK General Data Protection Regulations.
- To actively participate and attend team (and other) meetings as required for updates regarding Departmental procedures and action accordingly.
- To support the Trust's internal and external audit processes.
- To act as an exemplary role model of the Trust's values and behaviours.
- To ensure that safe working practices are followed in respect of all areas within the provisions of The Health and Safety at Work Act 1974.
- To comply with Trust Policies and Procedures.
- To maintain confidentiality about clients, staff, and other Trust business. The work is of a confidential nature and information gained must not be communicated to other people except in the recognised course of duty. The postholder must always meet the requirements of the Data Protection Act.
- To be aware of, promote and implement the Trust's Quality and Information Security Management Systems.
- To report to line manager, or other appropriate person, in the event of awareness of bad practice.

Note: You may be required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed. As such, the job description therefore is not intended to be exhaustive. It is also subject to change in the light of service developments and in consultation with the postholder and their manager. The post holder will be expected to adopt a flexible attitude to the duties to meet deadlines.



Person Specification

Education and Training			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
ICSA/CGI Chartered Governance Qualification (Chartered Governance Institute UK & Ireland) <i>or working towards it</i>	E	X	
Degree-level education in a relevant area (e.g., law, business, public administration), reflecting requirements in governance roles requiring regulatory and policy expertise	E	X	
Evidence of recent and relevant CPD in school leadership or school improvement	E	X	
MBA (Master of Business Administration), Masters in Governance, Leadership, Public Administration or related field	D	X	
Experience, Knowledge and Skills			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Significant experience in governance leadership within MATs, education, charity or other regulated sectors, aligned with senior governance advertisements from large Trusts	E	X	X
Demonstrable expertise in Academy Trust Handbook, Companies Act, charity regulation, and statutory governance frameworks	E	X	X
Experience of managing governance staff, clerks or administrative professionals	E	X	X
Experience supporting Board-level decision-making, advising senior leaders, and ensuring regulatory compliance	E	X	X
Excellent written and verbal communication; able to simplify complex regulation for diverse audiences	E	X	X
Strong analytical and problem-solving skills	E	X	X
Exceptional organisational and planning skills, able to manage multiple governance cycles simultaneously	E	X	X
Ability to influence senior stakeholders, including Trustees and Executive Leaders	E	X	X
Experience delivering governance in a multi-site or complex organisational environment	D	X	X
Experience introducing governance systems, digital tools or Board portals	D	X	X
Personal Attributes			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
High integrity, impartiality and discretion, reflecting standards expected in MAT governance leadership roles	E	X	X



Commitment to inclusion, equality, public service principles and Nolan standards of public life	E	X	X
Highly organised and able to manage a busy workload	E		X
Commitment to safeguarding and promoting the welfare of children and young people	E	X	X
Clear understanding and working knowledge of Reach South Academy Trust, its ethos and values partners, relevant systems and procedures	E	X	X
Demonstrate personal and professional integrity, including modelling values and vision	E		X
Commitment to promote and support the aims and value partners Reach South Academy Trust	E		X
Motivated to work within the education sector and alignment with Reach South values and behaviours	D		X
Reflective, solution-focused, and resilient under pressure	E		X
Collaborative and committed to building strong partnerships	E		X

