



St Augustine's Catholic College

Together we're stronger

Candidate Information Pack Governance Professional





Welcome from the Head Teacher

Thank you for your interest in this exciting opportunity to join St Augustine's Catholic College. As a Catholic Lasallian College, we are part of a global network of educational institutions inspired by St. John Baptist De La Salle, the patron saint of teachers. His mission was to provide the highest-quality education to those most in need, always honouring the dignity of each child as a 'son or daughter of a great King.' We strive to live by this vision every day, fostering a welcoming environment where all students and staff feel valued and included.

We are seeking a passionate and aspiring colleague to join our dedicated staff team and make a meaningful contribution to our community. At St Augustine's, we are committed to sustainable growth and improvement in a constantly evolving world. Our recent OFSTED inspection highlighted this commitment: "The desire to provide educational opportunities which make individuals the best that they can be drives all that the school does." For us, this means not only achieving academic excellence but also nurturing well-rounded individuals who are ready to make a positive impact on society.

In recent years, our journey of continuous improvement has led to a complete revision of our curriculum, the introduction of an incremental coaching programme for all teachers, and the development of a behaviour system that ensures students can learn in a disruption-free environment. Central to our mission is our focus on inclusion, which seeks to ensure that every learner can access the curriculum and the opportunities they deserve and are entitled to.

St Augustine's is consistently a high-performing school, with academic achievements well above national averages, reflecting both the quality of our education and the dedication of our students. Our recent OFSTED report also noted, "Staff feel proud to work at the school. Early career teachers receive appropriate guidance and feel well supported." If you join us, you will be entering a supportive and challenging environment where you can grow professionally while sharing your talents with our vibrant community.

We look forward to learning more about what you can bring to our team and how we can support you on your journey to reaching your full potential.

Aidan Dowle
Head Teacher

If you have any further questions, or would like to arrange a visit, please do not hesitate to contact HR on 01225 362007 or by email at hr@st-augustines.wilts.sch.uk.





Our Values and Purpose

Our Values

Taught by Jesus Christ, faith, hope and love inspire everything we do. We aim for the highest standards of learning, and look for the development of wisdom. In this way, the gifts possessed by every individual can be valued.

Our Purpose

St Augustine's exists to provide a Catholic education in order to develop independent citizens of the future.

"Develop" because those who come to St Augustine's are individuals, each with their own quirks and characteristics. We do not aim to produce clones.

"...Independent ..." because self-respect, self motivation and courage are required if one is truly to live one's life according to the teachings of Jesus Christ.

"...Catholic..." because we believe that the Catholic faith provides the best guidance for living a fulfilled adult life, for members of the Catholic church as well as for non-members.

"...Citizens ..." because education is a gift whose fruit is to be re-invested in society: we are called to serve others in whatever way we can. Liberty and Equity cannot be absolute values, but Fraternity can.

"...of the future..." because, if we get it right, our leavers will be applying the lessons learned at St Augustine's for decades to come; in that time they will use the skills they have acquired to learn, unlearn and relearn the things they will need to know to face the challenges that the future brings.





Safeguarding Statement

We recognise that the welfare of the child is paramount and take seriously our responsibility to safeguard and promote the welfare of the students in our care. The college believes that all children and young people have the right to grow up in a safe and caring environment, which includes the right to protection from all types of abuse.

The students in our care have the right to expect adults in positions of responsibility to do everything possible to foster these rights. They have the right to be safeguarded from harm or exploitation whatever their: • race, religion, first language or ethnicity • gender or sexuality • age • health or disability • political or immigration status

Governors and staff in this college understand the importance of working in partnership with children, their parents/carers and other agencies in order to promote children's welfare.

Purpose

The purposes of the policies which are linked to this statement are to:

- afford protection for the pupils at St Augustine's
- enable staff and volunteers to safeguard and promote the welfare of children
- promote a culture which makes this school a safer place to learn

Scope

All policies apply to the Headteacher, all staff (including supply and peripatetic staff), volunteers, governors or anyone working on behalf of St Augustine's

We will endeavour to safeguard children and young people by:

- valuing them, listening to and respecting them • involving them in decisions which affect them
- making sure all staff and volunteers are aware of and committed to the safeguarding policy and child protection procedures
- sharing information about concerns with agencies who need to know, and involving children and their parents/carers appropriately
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- adopting a code of conduct for all staff and volunteers
- providing effective management through induction, support and training
- ensuring staff and volunteers understand about 'whistle blowing' and dealing appropriately with allegations/concerns about staff or volunteers, in accordance with Government guidance





About the role

We are looking for a governance professional who can provide advice and guidance to the governing or trust board on governance, constitutional and procedural matters.

A governance professional will contribute towards the efficient and effective functioning of a governing board and its committees by providing:

- administrative and organisational support
- guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance
- advice on procedural matters relating to the operation of the board

This appointment is in accordance with the Employment Rights Act 1996. The Governors of St Augustine's Catholic College undertake to ensure that any future changes in the terms will be entered in this document or otherwise recorded for reference within one month of the change.

As a member of St Augustine's Catholic College community, you are expected to contribute to the Catholic ethos.

St Augustine's Catholic College is committed to safeguarding and promoting the welfare of children and young people. Whilst this role does not involve direct contact with pupils, the post-holder will have access to sensitive information relating to the school community and, in line with our Safer Recruitment Policy, will be required to undergo an enhanced DBS check and other appropriate pre-employment checks.

Further information can be found in the job description and person specification.





Job Description

St Augustine's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.

Job Title: Governance Professional

Pay: Grade F 9-11 - £14.59 - £15.31 per hour (£5,455 to £5,725 actual salary)

Hours: 8 hours per week , term time only plus 2 weeks, 46.74 paid weeks per annum
Hours will include some evening work to attend governor meetings in person.

Reports to: Chair of Governors

Job Purpose: To provide advice and guidance to the governing or trust board on governance, constitutional and procedural matters.

Main Duties / Responsibilities

Organising meetings, hearings and appeals

The governance professional prepares for and administers meetings, allowing the board to make effective use of their time and focus on strategic matters. The clerk supports the effective running of meetings by:

- working with chair and head to prepare agendas and liaising with those preparing papers to make sure they are available on time
- convening meetings and distributing papers as required by legislation
- overseeing election of officers
- recording attendance/apologies and supporting appropriate action in relation to absences
- taking minutes indicating who is responsible for any agreed actions with timescales, and circulate draft and approved minutes as agreed with the governing board
- following up on agreed action points with those responsible and informing the chair of progress

Providing advice and guidance

- advising on:
 - legal duties and governing practice
 - constitutional requirements
 - board procedures
 - statutory guidance and policies
 - annual tasks and decisions
 - governor/trustee CPD
 - accessing external advice and guidance as appropriate



Job Description cont.....

St Augustine's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.

Main Duties / Responsibilities

Administration and record keeping

The governance professional supports the board in maintaining records of policies and procedural documents and ensures these are accessible. This includes:

- maintaining membership records including contact details of board members, terms of office and informing any relevant authorities of changes to membership details
- advising governors/trustees and appointing bodies in advance of the expiry of a governor/trustee's term of office and the impact of this on the board's capacity, diversity and skills mix
- establishing, in discussion with the board, open and transparent vacancy filling processes and efficient procedures for election and appointment
- giving procedural advice and assisting with the management of governor/trustee elections
- advising the board on succession planning for all board roles
- maintaining governing documents such as terms of reference and signed minutes
- collating, maintaining and ensuring correct publication of information about governors/trustees
- maintaining a record of board CPD
- ensuring Disclosure and Barring Service(DBS) and other relevant checks are carried out on any members of the board where it is appropriate to do so
- maintaining records of board correspondence
- maintaining governance communication portal
- drafting correspondence on behalf of the board

Maintaining relationships and communication

Good relationships between the governance professional and members of the board are essential for open communication. Governance professionals also have a role to play in supporting and advising the governing or trust board on their self-review and development. The governance professional should fulfil these responsibilities, whilst maintaining independence, by:

- maintaining professional working relationships with the chair, the board and school leaders
- communicating on board matters outside of meetings.
- contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development
- participating in regular performance management with the chair

Ensuring compliance

- checking that meetings are quorate
- overseeing the review of required policies
- publication of governance information on school websites
- overseeing board recruitment processes
- monitoring eligibility of board members to serve, including on committees
- notifying disqualifications, expiry of office etc.
- statutory registers and filing returns
- keeping up to date with current educational developments and legislation affecting school governance



Person Specification

	Essential Requirements	Desirable Requirements	How identified
Knowledge & Experience	- the education system: structures, accountability and funding - governance legislation, procedures and regulations relevant to the organisation - the core functions of a school governing/trust board as they apply to the organisation - elements of effective governance and board practice	Certificate in the Clerking of School and Academy Governing Boards	Application form
Skills	- literacy, numeracy and IT - written and verbal communication - minute taking - planning, time-management and organisational - people and relationship building - advisory skills (recommending a course of action) - risk aware/able to articulate risk in the context - problem solving		Application form/ interview/ task
Attributes	- personal integrity and commitment to <u>the principles of public life</u> - respect for confidentiality - confidence and resilience (to challenge when necessary) - commitment to professional development to maintain knowledge and improve practice	Practicing Catholic and/or empathetic to Christian values	Application form/ interview/ task



A Career at St Augustine's

St Augustine's Catholic College is seeking to appoint outstanding individuals. Staff are our most valued asset and we aim to support them both in their current roles and to develop them for future careers. Working alongside the teaching staff, we have a skilled support staff team who perform vital roles within the College. Continuous professional development plays an important role in ensuring that the quality of teaching is very high within the College. There are many opportunities for development, with staff working collaboratively with neighbouring secondary schools within the area.

Professional Development

We are an SSAT leading edge College and use the TEEP model as a framework for Teaching and Learning, and development of outstanding practise.

At St Augustine's, we tailor CPD to an individual's aspirations and make sure that lesson observations are developmental and thoroughly supportive. We run pop up hotspots led by staff, to coach and mentor one another, encouraging a culture of collaboration.

All support staff meet annually with their line manager to discuss their career aspirations and how the College could help support those. There is a well-developed induction programme to ensure that new staff settle in well and any additional needs are discussed. Training courses on a wide range of topics are available and the College is always open to consider appropriate professional qualifications. Staff are encouraged to join supportive peer groups which may be comprised of local or national colleagues working in a similar role and the College works hard to foster links with other local schools to share ideas and support each other. Support staff are considered integral to the successful running of the school and are expected to take part in whole school training and team building events where appropriate.

Cyclescheme

St Augustine's Catholic College is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

Staff Wellbeing

A Staff wellbeing group has been set up, giving opportunities for staff to suggest strategies that would possibly impact wellbeing, alongside regular wellbeing audits. St Augustine's pride ourselves on being a family-centred College, with policies such as Shared Parental Leave and Flexible Working to reflect this.

We understand the importance of a healthy work/life balance so we make sure that there is minimal report writing and data capture is measured and timely – we report progress two or three times a year (depending on year group). We also have a marking and feedback policy that considers a teacher's workload and is tailored to each individual department.



A Career at St Augustine's

Pension Scheme Contributions

The Local Government Pension Scheme (LGPS) is available to all support staff and is a Defined Benefit pension scheme based on your salary and how long you have paid in. It offers a secure income for life which increases every year in line with inflation. The College pays in a large percentage (currently 21.6%) to ensure that your fund is sufficient at the time you retire. Benefits are:

- You will receive tax relief on the contributions you pay (calculated as a % of your annual pay)
- You have the option to increase your own contributions
- There is a 50/50 option where you can pay half of your normal contribution in return for half your normal pension when times are financially tough
- Your family receives immediate life cover and there is a pension for your spouse or partner and eligible children in the event of your death in service
- If you become seriously ill you can take your pension straight away
- Your pension is normally payable from your normal pension age but you can choose to retire or flexibly retire any time between 55 and 75 which will increase or decrease your pension.

Support

The school calendar and training is planned in advance across the whole year so people know what is happening and when. We have a highly effective and proactive support staff that play an important role in supporting teaching and learning, including an in-house cover supervision team.

Community Focused

At St Augustine's we are a community working together with a common purpose and motivation. An important part of working together as a community involves valuing each other, working together and living in friendship; empowering us all to be the best we can be.

Our aim is to ensure that all staff feel welcome, recognised and valued as members of our inclusive Christian community. Every member of staff is treated with equality, dignity, and respect; staff are protected from discrimination, and diversity is embraced.

We aim to give every member of staff equal access to opportunities, while catering to individual needs, which will allow them to contribute fully and fairly to flourish in our faith community.



How to apply

If you feel that you would like to join this thriving team, and that you can offer what we seek, please complete the application form on our website. Please consider all the details of the candidate information pack, complete all sections of the application form including your supporting statement that sets out your interests in this post, how you meet the requirements for this role and your ambitions for the College.

Completed application forms should be returned via email to HR@st-augustines.wilts.sch.uk before the deadline date.

Applications will be reviewed as they are received. Early application is therefore advised with interviews possibly being arranged in advance of the closing date.

St Augustine's Catholic College reserves the right to make an appointment before the closing date.

To arrange a tour or an informal conversation about the role, please email HR@st-augustines.wilts.sch.uk.

Please visit our website at www.st-augustines.wilts.sch.uk for more information about our College.



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