

Job Description: Head of Governance and Compliance

Responsible to:	Chief Operating Officer
Job Type:	Permanent, Full-Time
Grade:	12
Hours per week:	37
Working weeks:	All year (52 weeks)
Location:	Cambrian Learning Trust, Central Office (Faringdon or Wantage)
Disclosure level:	Enhanced DBS
Date last reviewed:	03/06/2024

Summary

The post holder will provide the focal point for governance, governance compliance and policy across the Trust, supporting the Board of Trustees/Directors, Trust Chief Executive Officer (CEO), Director of Education and Chief Operating Officer (COO) in achieving the Trust strategic priorities.

Integral to this role is ensuring that the Trust complies with its governing document, charity law, company law and any other relevant legislation or regulations. The post holder will also establish best practice across the Trust in governance compliance.

Main Responsibilities

Trust Governance and Compliance

- To provide specialist advice on governance, compliance and policy matters to the CEO, COO, Members, Trustees, Directors, Governors, Head Teachers and other members of the Leadership teams, building proactive and productive working relationships.
- To lead on the communication of up-to-date legislation and guidance on school governance and advise the COO and CEO on the effect of any change.
- To lead on developing, implementing, and maintaining a Governance Assurance Framework and Scheme of Delegated Authority for the Trust, ensuring regulatory, statutory obligations and duties are met.
- Review governance structures and composition and make recommendations for restructure or reorganisation in order to more efficiently and effectively achieve strategic goals.
- Ensure that Board decisions are made and implemented in accordance with the Articles of Association, DfE Funding Agreement and Scheme of Delegated Authority.

- To work collaboratively with other key Trust functions so that governance within the Trust supports and enables the delivery of strategic objectives.
- To drive the Trust's development of best practice 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.
- Working in collaboration with the Chair of Trustees, Chief Executive and other central team colleagues on writing the annual report.
- Recruit, train, line manage and performance review a team of clerks to provide ongoing professional and consistent advice and support to all governing committees across the Trust.
- Working with the Chair of Trustees ensure an appropriate skill mix at Board level through maintaining Board membership and managing new appointments and their induction. To include oversight of the re-appointment and retirement of Board members in accordance with the Articles of Association.
- Oversee the linkages between the various layers of governance – local and at Board level – so that information flows efficiently both ways.
- Lead recruitment, induction and retention of local governors.
- Lead on delivering Trust-wide governance information and guides and ensure the Trust's code of conduct and local governance terms of reference are adopted and followed.
- Compile (using internal and external insights) and execute a comprehensive training & development program to upskill the Trust's Governors and Trustees in order to elevate the Trust's Governance capabilities
- Attend Ofsted Inspections as the Trust's Governance Lead.
- Ensure a high standard of local challenge and support in the Trust schools through knowing how all local arrangements are working, standardising good practice, recommending where interventions are necessary and take action as appropriate.
- As Company Secretary, ensure statutory compliance including filings with Companies House, the Charity Commission, the Department for Education, and the Education and Skills Funding Agency.
- Work in conjunction with the Trust's legal advisers to ensure all other regulatory obligations continue to be fulfilled.

Policies

- Working with colleagues develop, implement and manage a strong policy framework for the delivery and embedding of best practice and fully compliant policy in all areas across the Trust.
- Maintain a robust personal knowledge of the ever-changing landscape of legislation, industry guidance and regulation and determine the impact on policy and procedures and effect changes as necessary.

- Provide expert opinion and guidance to the Board of Trustees, the Chief Executive, the Executive team, Chairs, Governors and Trust and school leaders on matters of policy and regulatory and statutory obligations and provide training where necessary.
- Identify where new policy is required to support the Trust's strategic objectives and in conjunction with subject matter experts, create and implement such policy.
- Analyse effectiveness of policy with particular focus on consistency of application across the Trust. Where inconsistencies are found, work with Trust and school leaders to bring about a standardised approach (e.g. ensure all schools have a consistent approach to the application of parent penalty notices under the common Attendance Policy)/
- Identify and effect change in working practices in the Trust and/or its schools where improvements are needed to bring about compliance.
- To work collaboratively with other key Trust functions so that policy within the Trust supports and enables the delivery of strategic objectives.

Data Protection and Freedom of Information

- Act as the Trusts Data Protection Officer (DPO) taking responsibility for Data Protection Legislation and requirements across the Trust, advising and developing processes where appropriate.
- Inform, advise and provide training to the Trust and its employees on their obligations under data protection law and best practice for handling personal data in order to mitigate risk.
- Provide expert support to Trust employees when they receive subject access requests under data protection law or information requests under freedom of information law, in order to ensure that such requests are handled within the law.
- In conjunction with the Trusts IT Director manage the Trust response to data breaches or potential data breaches ensuring the Trust mitigates risk.
- In conjunction with the IT Director manage audits and Data Protection Impact Assessments on new, changing or 'at risk' systems and processes across the Trust.
- Handle all communications with the Information Commissioners Office on all matters connected with data protection and freedom of information.
- Ensure that the Trust's data protection and freedom of information policies, and all related policies, privacy notices and registers are fully compliant with current law and best practice and embedded across the Trust.

Resources

- Operate relevant equipment/ICT packages (e.g. Microsoft Word, Microsoft Excel, databases, spreadsheets, internet).

- Be responsible for the appropriate recruitment and deployment of clerking staff and in managing associated employment procedures.
- Analyse, evaluate data/information and produce reports/information/data as required.
- Undertake research and obtain information to inform decisions.
- Provide advice and guidance to staff and others on complex issues.
- Manage information effectively in accordance with legal requirements.
- Keep up to date with current educational developments and legislation affecting school governance.

General Duties

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism. We expect all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced Check. Shortlisted candidates will be subject to online searches for publicly available information.

Cambrian Learning Trust is an equal opportunities employer, and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.

Personal Specification

The following details criteria required for this role.

Qualifications, Education and Training	<ul style="list-style-type: none"> NVQ 4 or equivalent qualification or experience in relevant discipline.
Experience	<ul style="list-style-type: none"> General clerical/administrative/financial work including minute taking. Strong experience of governance within a school or similar environment. Experience of dealing with complaints. Experience of managing staff.
Knowledge	<ul style="list-style-type: none"> Knowledge of ICT packages including MS Office software. Knowledge of relevant policies/codes of practice and awareness of relevant legislation including GDPR and Freedom of Information.
Skills and Abilities	<ul style="list-style-type: none"> Excellent numeracy/literacy skills Excellent keyboard skills Excellent attention to detail with an ability to convey information with clarity. Strong interpersonal skills coupled with the ability to act diplomatically. Ability to identify own training and development needs and cooperate with means to address these. Able to implement systems, processes and procedures with the ability to quickly gain credibility and influence colleagues. Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. Able to self-motivate, organise and prioritise with exceptional planning and organisational skills. Able to organise, motivate, coach and develop staff. Good interpersonal skills.
Special requirements	<ul style="list-style-type: none"> Able to work at times convenient to the Board of Trustees, including evening meetings. Able to travel for meetings and visits to schools.
Other	<ul style="list-style-type: none"> Be a person of integrity. Be able to maintain confidentiality.

- Be able to remain impartial.
- Have a flexible approach to working hours.