

# Job Description and Person Specification



Job details	
<b>Job title</b>	<b>Head Of Governance</b>
<b>School</b>	Evolution Academy Trust
<b>Location</b>	Hybrid working options – mostly in office with in person required.
<b>Hours per week</b>	14 hours per week – some flexibility
<b>Grade &amp; Salary</b>	J30 – J31 pro rata
<b>Weeks per annum</b>	<b>term time plus 1 week.</b>
<b>Accountable</b> to Chair of Trustees and <b>Responsible</b> (operational) to CEO.	
<b>Effective date</b>	September 2026

**Purpose of the Role**

Evolution Academy Trust is a well-established MAT with schools across Suffolk and Norfolk. The Trust is in an exciting position having had its best year across all its core metrics with all 12 of its schools in a strong position to grow. We are now seeking a dedicated Head of Governance to join our team and take us to the next phase of our journey.

The successful postholder will own the Trust’s governance framework and its implementation so that it is widely understood and effective at all levels to ensure we remain both compliant and innovative in at all levels. This will involve direct work with our Board, Central team and our 12 schools with associated external stakeholders where necessary.

It is essential that the post-holder has a strong experience and understanding of all the relevant topics that make up Governance ranging from policies, processes, controls and reporting.

It is also essential the post-holder enjoys being present with the wider team to help make sure the culture of strong governance is fully embedded across all the key stakeholders in the Trust

Job Description – Main Duties and Responsibilities
<p><b>Governance Oversight &amp; Support</b></p> <ul style="list-style-type: none"> <li>• Provide expert guidance and advice on governance regulations, policies, and best practices.</li> <li>• Support the effective operation of the Trust Board, Trustee committees and Local Governing Bodies (LGBs).</li> <li>• Develop and maintain oversight of GovernorHub, governance calendar and statutory submissions.</li> </ul> <p><b>Clerking &amp; Minute-Taking</b></p> <ul style="list-style-type: none"> <li>• Serve as clerk to the Trust Board and produce accurate, high-quality minutes of meetings and actions.</li> <li>• Provide guidance, feedback and support to clerks of local governing bodies.</li> <li>• Ensure the agenda meets stakeholders needs, attendance meets quorate needs and actions are subsequently actioned in a timely manner.</li> </ul>

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- Ensure actions from meetings are tracked and followed up.

## **Policy & Compliance Management**

- Provide the Chief Executive Officer (CEO) and Trustees with the necessary advice and support to ensure they operate in compliance with all relevant regulations governing the Board and its committees.
- Ensure governance structures and processes comply with the Academies Trust Handbook, Company Law, and DfE guidance.
- Maintain and update a single record of all policies and Academy Trust Handbook requirements (e.g. schemes of delegation, 'Must' and 'Should' checklists) we must comply with. That single record should also ensure not only is everything up to date but also fully published.
- Oversee declarations of interest, attendance records, and register of members, trustees & governors.
- Keep up to date with current educational developments and legislation affecting school governance.

## **Governor & Trustee Recruitment, Training & Development**

- Support the Chair of Trustees and CEO with the recruitment, appointment and induction of members, trustees and local governors.
- Provide introductory governance training for all new trustees and local governors.
- Monitor and facilitate ongoing governance training and development for stakeholders.
- Maintain skills audits and succession plans for boards, including Board self-assessment reviews and support with any external QA.

## **Risk & Governance Assurance**

- Support the governance framework in identifying and managing risk at trust and school levels.
- Conduct governance reviews and evaluations to improve effectiveness.
- Provide advice and guidance to the operational team and headteachers with managing exclusions, including support with panel members and aligned with DfE processes.
- Provide assurance support at relevant times of Ofsted inspections.

## **Data Management, Complaints and Reporting**

- Maintain accurate and up-to-date records of governance related data.
- Ensure statutory governance information is correctly published on school and trust websites.
- Coordinate with Companies House and DfE for timely statutory filings (e.g. changes in trustees).
- Ensure a single record of all complaints data with reporting and insight shared to relevant stakeholders with an aim to learn lessons and reduce where possible over time.
- Maintain a single record of all our external statutory reporting requirements e.g. Diversity / Gender Pay, Self Assessment Checklist etc. and ensure they are completed accurately and on-time.

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Safeguarding and Health and safety
<ul style="list-style-type: none"> <li>• Evolution Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Therefore, we will conduct pre-employment checks, including a social media search. This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations, and a successful applicant would be required to complete a declaration form to establish whether they are disqualified under these regulations. An enhanced DBS check will be required.</li> <li>• Promote the safety and wellbeing of pupils, and help to safeguard pupils by keeping up to date with relevant safeguarding guidance and practice, including Keeping Children Safe in Education and Working Together to Safeguard Children.</li> <li>• Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.</li> <li>• Respond appropriately to safeguarding and child protection concerns, following school procedures and reporting promptly to the DSL.</li> <li>• Adhere to all health &amp; safety regulations and requirements, taking necessary action to ensure a safe working and learning environments for all children, colleagues and visitors.</li> <li>• Promote a culture of vigilance and openness where pupils and staff feel safe and confident to raise concerns.</li> </ul>
Supporting the work of our Trust
<ul style="list-style-type: none"> <li>• Support our vision, mission and values, as well as our principled ways of working.</li> <li>• Be a professional role model, promoting the aims of our Trust whilst also providing a critical and supportive lens.</li> <li>• Develop and maintain strong working relationships with EAT colleagues and contribute to collaborative working across schools.</li> <li>• Attend and engage in regular professional training, seek support from other external governance leaders and share best practice across our EAT community.</li> <li>• Contribute to our 'One Trust' approach, seeking further opportunities to celebrate the work of our staff teams.</li> </ul>

Person Specification	
Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> <li>• Strong numeracy and literacy skills.</li> <li>• 5 or more GCSEs at grade C/5 or above, including English and Maths (or equivalent).</li> <li>• Governance training</li> </ul>	<ul style="list-style-type: none"> <li>• Level 4 certificate in Governance or equivalent.</li> </ul>
Experience	
<ul style="list-style-type: none"> <li>• Experience of working in governance in organisations (public or private sector).</li> <li>• Experience of working directly with Boards and CEOs/ SLT / Head of Departments.</li> <li>• Experience of minute taking and maintaining accurate and compliant records.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with MATs / education sector.</li> </ul>
Skills/knowledge	

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<ul style="list-style-type: none"><li>• Excellent knowledge of compliance requirements.</li><li>• Knowledge of key mandatory policies used in organisations.</li><li>• Ability to work flexibly, independently and as part of a team.</li><li>• Ability to plan, organise and prioritise.</li><li>• Excellent communication skills.</li></ul>	<ul style="list-style-type: none"><li>• Good knowledge of MAT compliance requirements – e.g. Academic Handbook.</li></ul>
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## Personal Qualities

<ul style="list-style-type: none"><li>• Commitment to promoting the ethos and values of EAT.</li><li>• Commitment to acting with integrity and honesty.</li><li>• Ability to work under pressure and prioritise effectively.</li><li>• Commitment to maintaining confidentiality at all times.</li><li>• Commitment to safeguarding and equality.</li><li>• Embraces change well.</li><li>• Deals with difficult situations effectively.</li><li>• Able to work flexibly and out of school hours as required.</li></ul>
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## General information

<ul style="list-style-type: none"><li>• The job descriptions details the main outcomes required and should only be updated to reflect <b>major changes</b> that impact on the outcomes of the job.</li><li>• Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.</li><li>• All work performed/duties undertaken must be carried out in accordance with relevant , Trust and Local Authority policies and procedures, within legislation, and with regard to the needs of the schools and communities that we serve.</li><li>• Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. This Job Description is not an exhaustive list.</li><li>• The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.</li></ul>
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