

True Learning Partnership



**Governance Professional
Recruitment Pack 2026**

<https://www.truelearning.org.uk/vacancies>

Welcome to the True Learning Multi-Academy Trust

Dear Applicant

On behalf of the True Learning Partnership, I would like to thank you for your interest in the role of Governance Professional.

True Learning is a cross-phase Multi-Academy Trust, established in December 2018 and currently comprising five schools: Poynton High School, Lostock Hall Primary School, Disley Primary School, Glossopdale School and Hague Bar Primary School. Founded on a commitment to collaboration, inclusion and high standards, our Trust continues to grow, driven by a clear focus on educational excellence.

We are seeking to appoint an experienced and highly organised Governance Professional to support the work of our Trust Board. This is a key professional role, providing expert advice, guidance and high-quality administrative support to ensure the effective operation of governance across the Trust. The post is suited to someone with prior experience of education governance, who is confident working with trustees and senior leaders and who brings strong knowledge of governance frameworks, compliance and best practice. A governance qualification is desirable.

The role offers flexible part time working arrangements, typically 2–3 days per week, across the full year. There is no fixed working hours as hours may vary depending on governance activity and meeting cycles. We offer a hybrid working model, combining time at our Trust central office in Cheshire East, visits to our schools, and home-based working. Most meetings are held in person at the Trust Office, located at Poynton High School, with a small number conducted virtually. The role requires flexibility around meeting cycles, with some evening meetings, balanced across the working week.

This role does not include routine clerking of meetings, as dedicated clerking support is in place. On occasion, the postholder may provide limited ad hoc clerking support for additional or exceptional meetings.

The postholder will work closely with the Chair and Chief Executive Officer and will also play a key role in supporting schools as they join the Trust in future.

The Governance Professional role is offered on a part-time basis of 2–3 days per week. For candidates seeking additional hours, there may be scope to discuss further responsibilities in relation to executive support, working closely with the Chief Executive Officer, which could, over time, lead to a full-time role.

Applications should be submitted via the application form on My New Term. Your supporting statement should clearly set out the skills, experience, knowledge and personal qualities you would bring to the role, and how these align with the vision and values of True Learning.

We hope you are excited by the opportunity to work with dedicated and forward-thinking colleagues to support meaningful and lasting impact across our schools. If this sounds like the right role for you, we would very much welcome your application.

Professor Geoff Baker, Chief Executive Officer

Job Description & Person Specification

Job Title:	Governance Professional
Location:	Hybrid, with base at Trust headquarters in Poynton
Reporting to:	Chief Executive Officer
Salary:	CE Grade 8 (£35,412 - £39,152 FTE) pro rata based on hours worked
Contract type:	Part Time 2-3 days / full year / 26 days holiday (pro rata based on contract)
Start date:	As soon as possible

Core Purpose

To oversee the effectiveness and compliance of governance across the Trust, ensuring governance arrangements meet statutory and regulatory requirements and reflect good practice. The role provides strategic leadership and professional advice to support the Trust Board and senior leaders and to drive continuous improvement in governance systems, structures and processes.

This role does not include routine clerking of meetings, as dedicated clerking support is in place. On occasion, the postholder may provide limited ad hoc clerking support for additional or exceptional meetings.

Principal Responsibilities

Strategic Governance Leadership

- Support the efficient and effective operation of the Trust Board and its committees.
- Act as the Trust's specialist adviser on governance, providing authoritative guidance on governance law, statutory requirements and best practice.
- Ensure governance at all levels is carrying out its functions effectively and in line with the Trust's governance framework.
- Provide high-quality professional advice to trustees and senior leaders to support informed decision-making and assurance.

Governance Frameworks and Development

- Lead the development, review and ongoing improvement of the Trust's governance framework, including governance structures, schemes of delegation and terms of reference.
- Drive improvements to governance systems, processes and ways of working in line with organisational growth and sector best practice.
- Support evaluation of governance effectiveness and the implementation of agreed development actions.

Compliance and Assurance

- Ensure all statutory and regulatory governance requirements are met.
- Maintain oversight of governance documentation, records and statutory publications.
- Monitor governance related risks and support appropriate escalation and assurance to the Trust Board.

Trustee and Member Support

- Oversee the recruitment, appointment and induction of trustees and members.
- Support succession planning and skills development to ensure effective and sustainable governance.
- Facilitate review and development activity to strengthen board effectiveness.

Relationships, Communication and Governance Expertise

- Act as the Trust's governance specialist and central point of expertise, maintaining appropriate professional independence.
- Develop and maintain effective working relationships with the Chair of Trustees, Chief Executive Officer, trustees, senior leaders and external stakeholders.
- Ensure clear, timely and accurate communication between the Trust Board, its committees and senior leaders.
- Support effective information flow to enable informed decision-making, challenge and assurance.
- Facilitate constructive engagement with schools across the Trust, particularly where governance arrangements are developing or changing.
- Model and promote the highest standards of ethical and effective governance practice across the organisation.

Policy Framework and Management

- Act as the Trust's specialist adviser in relation to governance responsibilities within the policy framework.
- Oversee the Trust's policy framework, ensuring statutory and non-statutory policies are compliant, current and approved through appropriate governance structures.
- Maintain a central policy register and review cycle, providing assurance to trustees that policies are reviewed, updated and approved in line with statutory and Trust requirements.
- Advise trustees and senior leaders on policy ownership, approval routes and governance oversight.
- Monitor changes in statutory guidance and regulatory expectations, advising on implications for Trust policies and governance practice.
- Support consistent understanding and application of Trust policies across schools.

Partnership Working

- Work closely with the Chair and Chief Executive Officer.
- Support governance arrangements for schools joining the Trust, ensuring consistency, compliance and effective governance from the point of transfer.

General responsibilities

In addition to the responsibilities outlined above, the Governance Professional is expected to demonstrate the highest standards of professional conduct and public service.

- The Governance Professional should adhere to the seven principles of public life.
 - Selflessness
 - Objectivity
 - Openness
 - Leadership
 - Integrity
 - Accountability
 - Honesty

Core Responsibilities

All Trust employees are expected to uphold the following core responsibilities:

Health & Safety

All staff within True Learning Partnership are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager or another member of SLT as appropriate.

Equality & Diversity

Staff employed by True Learning Partnership are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. True Learning Partnership believes that all individuals are of equal value and we are committed to equal opportunities for all.

Data Protection

All staff within True Learning Partnership have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

Safeguarding & Child Protection

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy the job holder will undertake such work as may be determined by the CEO from time to time, up to or at a level consistent with the main responsibilities of the job.

Role requirements

	Essential	Desirable
Qualifications and Training		
Recognised governance qualification (for example, in academy, charity or corporate governance).	X	
Training or professional learning relating to board effectiveness, governance review or governance evaluation.	X	
Relevant professional training in data protection, information governance or confidentiality.	X	
Ongoing engagement with governance best practice, sector guidance and professional networks.	X	
Evidence of relevant professional development in education or academy trust governance.		X
Experience		
Significant experience of education governance or academy trust governance.	X	
Experience of advising boards, trustees or governors at a senior level.	X	
Experience of working within a multi-academy trust or similarly complex organisation.		X
Knowledge and Skills		
Strong knowledge of governance law, statutory requirements and regulatory frameworks.	X	
Detailed understanding of governance best practice within the education sector.	X	
Ability to provide clear, authoritative professional advice on governance matters.	X	
Excellent written and verbal communication skills.	X	
Strong organisational skills and attention to detail.	X	
Ability to build effective professional relationships while maintaining appropriate independence.	X	
Ability to work independently and manage a flexible and variable workload.	X	
Personal Attributes		
High levels of integrity, discretion and professionalism.	X	
Confidence to act as the Trust's specialist adviser on governance.	X	
Sound professional judgement and ability to handle sensitive and confidential information.	X	
High expectations of self and others.	X	
Ability to model the values and ethos of the True Learning Partnership.	X	

Key Information regarding the Application Process

To Apply

Completed application forms should be submitted via My New Term.

Please **do not** include your name when completing your supporting statement.

Only completed application forms will be submitted for shortlisting, CVs will not be accepted.

Key Dates

Closing date for applications: Wednesday 11th March 2026 at midday

Interviews will take place w/c 16th March 2026.

Benefits

At True Learning Partnership, we're proud to support our staff both in and outside of work. We're committed to your wellbeing, professional growth, and maintaining a healthy work-life balance.

Our benefits package includes a wide range of support and resources, such as wellbeing tools, a confidential Employee Assistance Programme (EAP), learning and development opportunities, and access to discounts on everyday spending and lifestyle services.

Other benefits include;

- Pension Scheme
- Cycle to Work Scheme
- Eye Care Vouchers
- Seasonal Flu Jabs
- Access to free CPD courses
- Strava – True Learning Runners

Safer Recruitment Information

True Learning Partnership is an inclusive Equal Employment Opportunity employer that considers applicants without regard to gender, gender identity, sexual orientation, race, ethnicity, disabled or veteran status, or any other characteristic protected by law. We welcome applications from all individuals regardless of individual background or circumstance. Please note if you are shortlisted, an online search will be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview.

True Learning Partnership is committed to safeguarding and promoting the welfare of all children and young people and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the role.



TRUE LEARNING

PARTNERSHIP

Trust Vision and Ethos

True Learning Partnership Multi Academy Trust is currently a group of five schools that aim to provide an excellent education for our children. Our desire is to improve the life chances of all those in our care, we have made it our mission to make a positive difference to our children, staff, parents and the wider community.

Trust Motto

Inspiring the best in everyone

Trust Vision

Together, we build a future where education transforms lives – where every person is valued, supported, and empowered within a strong, caring community to make a positive difference.

Trust Values

ASPIRATIONAL	We encourage everyone to dream big and pursue excellence.
COLLABORATIVE	We work together, valuing diverse perspectives and shared success.
COMPASSIONATE	We act with kindness, respect, and a genuine desire to serve others.
CURIOUS	We foster innovation and a love of learning for all through inquiry and creativity.
INCLUSIVE	We ensure everyone feels valued, supported, and able to contribute fully.

Mission Statement

Our mission is to inspire and empower every individual within our trust to achieve their fullest potential. We are committed to providing a safe, inclusive, and innovative learning environment where compassion and collaboration thrive.

Encouraging high aspirations, courage and curiosity, we equip all members of our community with the skills, confidence, and character to make a meaningful, positive impact in their communities and beyond.

Trust Safeguarding Statement

True Learning Partnership recognises the important role that our schools and their staff have in the wider safeguarding system for children. ALL staff have a responsibility to provide a safe environment in which children can learn. True Learning Partnership fully adopts statutory guidance “Keeping Children Safe in Education” (September 2025).

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our schools are a safe place for children, where our responsibilities for safeguarding children are taken seriously. As a Trust, we are responsible for ensuring that all our schools have thorough and robust child protection and safeguarding policies and procedures.

Should you have safeguarding concerns regarding any pupil at any of our schools, please speak to one of the Designated Safeguarding Leads at that school.

True Learning Partnership Designated Safeguarding Officer is Catherine Holyland, Deputy Head Teacher at Poynton High School. If you wish to contact her directly please e mail Cholyland@truelearning.org.uk

True Learning Partnership Trust Board safeguarding representative is Julie Sutton. If you wish to contact them, please e mail info@truelearning.org.uk stating that the e mail relates to a safeguarding issue.

Our schools’ Local Governing Bodies are regularly updated about child protection, bullying and safeguarding policies and practices by the relevant school Head Teachers, and other members of the Senior Leadership Team. This information is reported to the Trust Board.

For further details on roles and responsibilities, and recording information regarding Safeguarding, please see the Safeguarding Policy and Procedures documents held by each school in our Trust.



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Contact Us



True Learning Partnership

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