

River Learning Trust

Job description:	Head of Governance & Compliance
Date last reviewed:	February 2017
Grade of post:	Grade 11 - £32,486 - £35,444pa
Contract terms:	Term time, part time or Full time (37 hours)
Location:	TBC
Line Manager:	Chief Operating Officer
Disclosure Level:	Enhanced DBS

Summary

The key purpose of the Head of Governance and Policy post is to ensure that the Academy Trust complies with its governing document, charity law, company law and any other relevant legislation or regulations and to ensure that the quality of governance across the Trust is outstanding.

Principal responsibilities

- To provide high level, specialist advice on governance, compliance and policy matters to the CEO, COO, Members, Trustees, Directors, Governors, Headteachers and other members of the Leadership teams.
- To lead on the communication of up to date with legislation and guidance on school governance and advise the COO and CEO on the effect of any changes
- To lead on developing and maintaining an Assurance Framework for the Trust.
- To be responsible for the Trust Risk Register and coordinate regular updates from all RLT schools.
- To liaise as necessary with external organisations such as the Academy Trust Solicitors, Auditors and the Educational Funding Agency (EFA)
- To meet regularly with the Chair of the Trust, the CEO, the COO and other senior members of the Central Team to plan, implement and evaluate the development of the Trust.
- To ensure the efficient and effective administration of the Academy Trust.
- To be responsible for maintenance of the Academy Trust's statutory books including: register of members, register of directors, register of directors' interests, and register of directors' residential addresses
- In conjunction with the Head of Finance, to ensure that the annual accounts and annual returns are submitted to Companies House on a timely basis
- To lead on the production of the Academy Trust's annual report and sign it off on behalf of the Trustees once approved
- To schedule the annual cycle of Trustee meetings, committee meetings and Local Governing Body meetings and prepare agendas accordingly
- To lead on the whole Trust Board schedule, arranging agendas and meeting with the Chairs of the Committees. Ensuring appropriate minutes are taken in order to follow up actions and provide governance and policy advice as required
- To make all arrangements for the annual general meeting and any special or extraordinary general meetings
- To ensure all appropriate documents are available via the Governor Hub.

- To ensure that the Trusts website contains all information required and is updated as necessary and to regularly review the RLT school's websites to ensure compliance.
- To oversee the recruitment and induction of new members, trustees and governors as appropriate
- To ensure all Trustees and governors have up to date DBS
- To take the lead on the annual trustee and governor training programme and to circulate and coordinate each meeting as necessary
- To oversee the performance of Clerks to LGB's and committees ensuring minutes and reports are appropriate and that Clerks receive the necessary training, support and challenge

Policies

- To oversee the statutory and non-statutory policies required for the Trust and to ensure that all policies are reviewed on schedule and updated as necessary
- To ensure that agreed policies are available on the Trusts website and that all academies are aware of changes to policies
- To support the senior Central Team and the Chair of the Board as necessary

Data Protection

- To take responsibility for Data Protection Legislation and requirements across the Trust, advising and developing processes where appropriate.

General Duties:

- 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

This job description is illustrative and may be amended in discussion between the post holder and their manager.

River Learning Trust is committed to safeguarding and promoting the welfare of all children 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 (1 from current/latest employer) and evidence of the formal qualifications required for the role.

Person Specification, Head of Governance & Policy

<p>Knowledge, skills and abilities</p>	<ul style="list-style-type: none"> • An ability to quickly take on complex information and action this accordingly. • Understanding of the relationship between Trustees (Board) and senior committees. • Writing excellent minutes for publication standard • Excellent attention to detail • Ability to convey complex information with clarity • Exceptional planning and organisational skills • Coaching and developing staff • Strong interpersonal skills coupled with the ability to act diplomatically • The ability to quickly gain credibility and influence colleagues • Resilient, with the ability to deliver a complex and demanding workload
<p>Experience</p>	<ul style="list-style-type: none"> • Experience of supporting and advising Trustees (Board), Governors and senior committees is essential; governance experience gained within a school or other public sector environment is desirable but not essential. • The ability to gain an up to date understanding of good practice in school governance and the relevant legislation. • Experience of working at a senior level advising senior managers, Trustees and Board members • Experience of working across teams and of developing and maintaining good working relationships. • A strong track record of effective resource management
<p>Qualifications</p>	<ul style="list-style-type: none"> • Graduate or equivalent experience • Chartered ICOSA status or equivalent desirable.