Candidate Brochure Head of Governance



THE DEAN TRUST Believe Achieve Succeed

Job Title

JOB SUMMARY

SALARY: £49,764-£52,805 per annum

START DATE: ASAP

WORKING PATTERN: 8am-4pm, Monday-Friday

CONTRACT: Permanent

LOCATION: To be confirmed

RESPONSIBLE FOR: N/A Clerks to LGC's

ACCOUNTABLE TO: Trust Operations Director As the Head Governance, you'll be an experienced and enthusiastic governance professional at the heart of shaping the Trust governance strategy and driving essential governance improvements across the Trust. In this pivotal role, you'll collaborate closely with the Trust Board, CEO, senior leaders, governors and internal/external governance professionals, to ensure that the Trust has in place sound governance, which will support our schools to flourish.

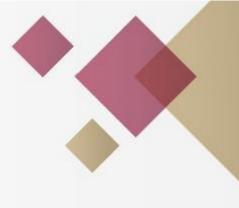
You will work alongside passionate and dedicated colleagues who are determined to provide the best quality education and support for every pupil and who are committed to maintaining our high standards. The successful candidate will also serve as the Trust Data Protection Officer, overseeing and supporting best practice for GDPR compliance.

The role is office based at one of our schools sites. Specific location can be flexible to support the successful candidate and can be agreed on appointment.

Application Closing Date: 9am Friday 13th June 2025

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.

Suc



Main Purpose of the Role

To work closely with the Chief Executive Officer, Trustee Board, Operations Director and Local Governing Bodies you will be responsible for the delivery of the highest quality governance across The Dean Trust.

To have knowledge and understanding of the characteristics of effective governance, including effective methodologies for board evaluation, growth and development and succession planning.

To be responsible for ensuring that the Trust has in place sound integrated policies, procedures and structures and that it complies with all of its legal constitutional and regulatory requirements.

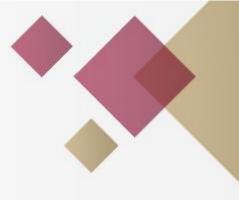
To advise and ensure proceedings in all Trust schools are consistently applied, well communicated/documented and conducted in accordance with the Articles of Association and the Master Funding Agreement and other legislative frameworks.

The post holder will be the named Trust Data Protection Officer and, working with the Executive to support best practice compliance across the Trust with data protection and information security legislation.

Key Responsibilities

Leading and developing governance services

- Providing governance direction and advice to all Trust schools
- Working closely with the Operations Director, CEO and Local Governing Body (LGB) Chairs to ensure the Trust's vision is implemented through governance
- Support the Chair of the Trust, to be effective and efficient in their role
- Working with other strategic and operational leads in the Trust and external stakeholders
- Leading high-quality support for LGBs and committees
- Monitoring governance compliance across the Trust and where necessary taking action to address areas of non-compliance
- Leading targeted support and governance improvement work
- Developing and quality assuring governance support throughout the Trust
- Leading and facilitating induction, statutory training, governors' CPD and conferences to support governors to be effective & efficient in their role
- Identifying, advising and developing governors for specific roles
- Managing the development of policy, practice and thought leadership within the Trust
- Developing the effective meeting arrangements, including managing intercommunication and forward agenda planning
- Having due regard for the Scheme of Delegation content to ensure decisions are approved and recorded in accordance with the directions of the Scheme
- Responsibility for ensuring that all appointments to the Local Governing Bodies and committees are made in accordance with the provisions of the Articles of Association and Master Funding Agreement



Key Responsibilities

 Proactively seeking to establish partnerships and working agreements where these help the Trust to achieve its objectives including recruitment of governors

Developing governance systems and structures

- Underpinning governance arrangements, such as schemes of delegation
- Providing governance strategic direction to ensure models of governance evolve in parallel with the Trust's strategy for future development and growth
- Policy management & approval arrangements and retaining these in a central register to ensure that all Trust policies are properly maintained, reviewed, updated and communicated in an efficient manner in accordance with agreed review cycles, reporting to the Executive on non-compliance
- Analysing guidance and formulating policies and procedures as required in response to changes in legislation, best practice and timetabled policy reviews
- Maintaining registers in accordance with the Academies Financial Handbook and legal/regulatory requirements
- Monitoring and developing role descriptions for governors and clerks
- Preparing information for publications and returns for the DfE and other agencies within statutory guidelines
- Proactively developing and sustaining effective relationships with external partners

Managing a Team

- Developing a support structure of roles
- Lead, support and develop the Trust clerks so that they deliver an efficient, effective and professional service
- Oversee and quality assure the work of the clerks to the local governing bodies to ensure that governance approach is consistent across the trust
- Developing, organising and facilitating induction/training/professional support of governors and clerks to enable them be effective & efficient in their role

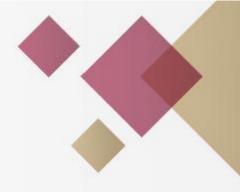
Information and Data Governance

- Acting as the Trust Data Protection Officer. Monitoring internal compliance and advising on data protection obligations
- Acting as a contact point for data subjects and the Information Commissioner
- Working with the Trust Executive, to monitor the effective control and implementation of Trust policies, processes and systems in compliance with data protection and GDPR legislation including statutory responsibilities for data management and handling
- Supporting the Trust's process in response to Freedom of Information and Subject Access requests in compliance with legislative and Trust procedures
- Supporting the Trust Executive in coordinating the incident management process arising from a data breach within the Trust
- Working with Dean Trust schools to ensure an effective process for managing and coordinating SAR requests

All employees have the responsibility to:

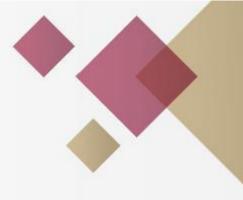
- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
 - Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.



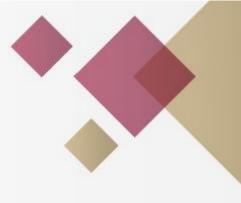
Personal Specification

	Essential	Desirable
Qualifications		
Degree level education or equivalent experience	~	
GCSE Maths and English at Grades A* - C or equivalent	~	
Willingness to enhance qualifications and training for development in the post	~	
Experience		
Significant experience of working within layers of organisational governance, data protection and managing complaints	~	
Experience of working with third party/external agencies	~	
Working within a fast-paced environment with the necessary drive, energy and commitment to learn new things quickly	~	
Experience of supporting the work of other team members	V	
Experience of developing new or improved governance processes	~	/
Experience in a field or setting relating to a governance/board secretariat role		v
Knowledge of legislative frameworks		~
Experience of working in a school or educational environment		~
Knowledge		
Knowledge of regulations, policies, procedures and constitution of governing boards	~	
Strong understanding of the purpose, value and principles of governance	V	



Personal Specification

Skills and abilities		
Excellent organisational skills	v	
Excellent interpersonal skills & ability to communicate clearly with stakeholders	~	
Proven ability to present information in a logical, clear and concise format	~	
Ability to work collaboratively with a range of colleagues	~	
Proven ability to work with autonomy within set boundaries	~	
High level of IT skills particularly in MS Office Package	~	
Willingness to undertake further training/development opportunities	~	
Willingness to be flexible and to 'get involved'	v	
Proactive individual who shows initiative and takes pride in their role and the quality of their work	/	
Seeks continuous improvement and development	~	
An enthusiastic and positive attitude	~	
Articulate and attentive to detail	Y	/
Willingness to attend and support meetings out of normal working hours	~	



How To Apply

If you would like to apply for the role of:

Head of Governance

please apply through our online recruitment site which is available via: <u>careers.thedeantrust.co.uk</u>

> Closing Date: 9am Friday 13th June 2025

The Dean Trust **Cecil Avenue** Sale M33 5BP



Believe Achieve Succeed

T: 0161 973 1179 E: tdtoffice@thedeantrust.co.uk W: www.thedeantrust.co.uk Registered in England 8027943