

Job Description

Department:	Children and Young People
Division/Section:	Education/ School Improvement
Job Title:	Governance Lead
Post No:	011879
Grade:	12 (Scale 36-40) £44,428 - £48, 474
Reports to:	Head of School Improvement
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 150px;">Head of School Improvement</div> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 100px;">Governance Lead</div> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 100px;">Clerk to Governors</div> </div>
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 18 (Part-time staff- Clerks) No. of indirect reports: 0
Size of budget: (Per annum)	- state whether <i>accountable</i> for (i.e. budget holder) or <i>accounting</i> for (e.g. monitoring) Budget Holder: Typically approx £228K of income and £226K of expenditure
Job Purpose:	<p>The postholder will provide support, guidance and challenge to Governing Bodies in schools in Peterborough as well as being involved in work to improve the work and effectiveness of Governing Bodies by:</p> <ul style="list-style-type: none"> Developing a good knowledge of the effectiveness of Governing Bodies in LA maintained schools and Local Governing Boards and Trusts in academies their key strengths and areas for further development.

	<ul style="list-style-type: none"> • Establishing productive, effective and professional relationships that support the key strategic priorities of the service with a broad range of stakeholders including with local authority officers, senior leaders and governors and across Peterborough. • Providing accurate, timely and relevant information and specialist advice to governors across all types and phases of schools/academies, headteachers and clerks to governors. • Leading the development, review and revision of the LA's policies relating to statutory and LA priorities for school governance. • Providing support through briefings, and other processes in relation to governing bodies, temporary governing bodies for new schools, Interim Executive Boards, amalgamations and school federations and local governing bodies. • Ensuring that the level of support provided by the clerking service to schools is of an exceptionally high standard through the line management and development of the Clerking Service.
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Main Duties and Responsibilities:

<p>School Governance Policy Development</p> <ul style="list-style-type: none"> • Manage the regular review of PCC model policies to ensure they meet statutory requirements as well as organisational needs. This will include ensuring that they can be seen as exemplars of best practice; and that they are appropriate and manageable. • Lead on the development, review and revision of LA policies relating to the appointment of LA governors and temporary governing bodies • Ensure that policy complies with appropriate legislation and aligns to Council policy, and that policy implementation is effective, comprehensive and consistent across the area. • Ensure impactful and mutually beneficial stakeholder relationships including; <ul style="list-style-type: none"> ○ Schools across the area ○ Governor Leadership Group (GLG) ○ External Support partners (e.g. National Governors Association, Governors for Schools, Inspiring Governance etc) • Provide support to governors, headteachers, clerks, councillors and colleagues in the appointment of LA governors, and developing the 'Instrument of Government' for each school <p>Provide Support and Guidance</p> <ul style="list-style-type: none"> • Provide high-quality advice and guidance that is current and relevant with legislation to promote the highest levels of governance, in a timely manner. • Manage the process for the co-ordination, monitoring and responding to complex enquiries and complaints from service users (Governing Bodies/Headteachers), often including liaison and coordination of other Local Authority colleagues/services • Carry out Governance Reviews as requested by schools or under the direction of the Head of School Improvement. • Carry out in-school training/challenge consultations to improve the effectiveness of Governing Bodies

	Date Issued: February 2017	Last updated: June 2024
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- Lead and manage the process for appeals including clerking arrangements and offer support on to those involved.
- Monitor the quality of the Governing Body meetings and provide feedback, challenge and support where this may be helpful.
- In collaboration with other Advisers: To advise Governing Bodies on managing Headteacher recruitment, Performance Management, retention and wellbeing.
- Provide support for schools transferring to new models of governance, e.g. academies and federations.
- Ensure that Governing Body vacancies are filled in a timely manner, utilising appropriate support from external partners as necessary.
- Support governors and schools in handling complaints and disciplinary issues in accordance with current legislation and policies.

Ensure effective communication with Governing Bodies/Local Governing Bodies/Trusts

- Manage the development, improvement and maintenance of school governance communication systems, to ensure that the information and communications provided are easily accessible, up to date and accurate, and make the most effective use of the Council's ICT capabilities.
- To maintain the Governor Database and lead on any future system upgrades, procurement of new systems
- Lead the organisation and delivery of the Governor Termly Briefings.
- Manage the opportunities for networking across the city and evaluate the impact of these on enhancing school governance.

Plan, organise and deliver training for School Governors/Local Governing Bodies

- Plan, deliver and evaluate a comprehensive training schedule for governors of all phases and types across the City Commission and coordinate trainers where necessary ensuring high quality and cost-effective service delivery.
- Create and deliver bespoke training for governing bodies and school leaders where requested.
- Ensure that all courses and materials are reviewed regularly to reflect both local and national initiatives and changes in legislation.
- Oversee the administration of the training programme including venue hire, booking and invoicing.

Line management of the Clerking service

- Overall responsibility for the clerking service on a day-to-day basis ensuring that all service level agreements with schools are fulfilled
- Lead on the development and appraisal cycle for the clerking service including Our Conversations and Clerk's Briefings.
- Ensure the robust recruitment and induction process of new clerks.
- Quality assure the work of the clerks within Peterborough and act accordingly in line with council policy and processes.

Financial Monitoring

- To be the budget manager of the School Governance budget, ensuring that expenditures are authorised, monitor spending and identify potential cost savings, interrogate the County and City

<p>Councils' financial systems and make recommendations for appropriate action, ensuring any discrepancies in expenditure or likely budget overspends are highlighted and resolved.</p> <ul style="list-style-type: none"> • To plan the charging arrangements for the Service Level Agreement for Schools and work to ensure the uptake of the SLA is high. • To plan an annual budget that aligns with the overall financial priorities of the Council. <p>Professional development</p> <ul style="list-style-type: none"> • Participate in appropriate professional development opportunities and keep up-to-date with current educational developments and legislation affecting school governance and improvement, to ensure system leading best practice 	
Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

**DATE: 26th June
November 2024**

COMPLETED BY: Nick Beech

	Date Issued: February 2017	Last updated: June 2024
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Person Specification

JOB TITLE:
Governance Lead

POST NO: 011879

GRADE: 12 Scale
points 36 to 40

DEPARTMENT: Children and Young
People

HOURS 37

DIVISION: School
Improvement

DIRECTOR: Chris
Baird, Interim.

DATE: 26/06/24

COMPLETED BY: Nick Beech

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Up to date knowledge of the law and regulations relating to school governance and their impact on local authorities, schools and young people. (A,I). Knowledge and understanding of education and schools including a comprehensive awareness of the school improvement agenda, statutory interventions and the expectations placed upon schools by Ofsted (A,I) A thorough knowledge of effective school improvement strategies and ways in which Governance should hold school leaders to account (A,I) Secure understanding of the responsibilities of Governing Bodies in relation to Safeguarding. (I) Secure knowledge of DfE Guidance on Schools Causing Concern (I) 	Knowledge of Teaching Schools, school partnerships and system leadership and how this impacts positively upon support for Governance (A)
SKILLS & ABILITIES	<ul style="list-style-type: none"> Proven ability to plan ahead and to work with minimal supervision (I) Proven ability to prioritise and make cost-effective use of available resources.(I) Proven ability to set and achieve team and personal objectives and targets (A) Successful experience of working to differing deadlines across projects (A) Evidence of being able to successfully respond and prioritise quickly and efficiently (I) Effective written and oral communication skills including strong interpersonal skills in groups, teams and one-to-one situations. (A,I). 	

EXPERIENCE	<ul style="list-style-type: none"> • Recent successful experience of planning, designing and delivering training and development opportunities for governors, teachers and/or support staff. (A, I) • Successful experience of managing or co-ordinating projects, budgets and staff under a variety of circumstances and pressures. (A, I) • Successful and proven experience of budget management and the ability to manage and develop a traded revenue budget. (A, I) • Successful and proven experience of delivering training (A) • Experience of being a governor in a Good or Outstanding school (A) 	
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to A Level standard, NVQ Level 4 or equivalent (A) 	Degree Level Qualifications.
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Ability and willingness to travel, sometimes at short notice, across Peterborough local authority area (A) • Commitment to Equality of Opportunity (A,I) • Understanding of, and commitment to, the highest standards of Child Protection and safeguarding (A,I) 	
EQUALITY	<ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities. (A,I) 	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*