



**E-ACT Academy Trust  
National Team**

**Head of Governance**



## JOB DESCRIPTION

JOB TITLE	Head of Governance (National Team) – Full time
E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment. E-ACT is committed to promoting equality of opportunity and diversity.	
SCALE	Scale 54 - 59
PURPOSE OF THE JOB	To ensure the trust has a strong governance function, supporting the requirement of Trustees, Academies, Executive Team and Academy Ambassadors.
RESPONSIBLE TO	CFO
RESPONSIBLE FOR	Governance and National Investigation team.
E-ACT recognises and values continued professional development. Therefore, training opportunities will be made available as appropriate or necessary.	

### EMPLOYMENT DUTIES

#### Key responsibilities;

- Work with Trustees and the Executive Team to support, implement and evidence adherence to the six core governance competencies;
  - Strategic Leadership [role and purpose, led by Trustees and CEO]
  - Accountability [role and purpose, led by Trustees and ELT]
  - People [organisation, led by ELT and Head of Governance]
  - Structures [organisation, led by ELT and Head of Governance]
  - Compliance [improvements, led by Head of Governance]
  - Evaluation [improvements, led by Head of Governance]
- Ensure compliance to charity and company law duties.
- Lead on the development of the trusts' governance to ensure it is fit for purpose and enables stakeholders to be connected and contribute to organisational accountability.
- Ensure the governance function maintains the required standards relevant to the sector and advise as appropriate.
- Management of the Governance and Investigations team.
- The role of DPO

### MAIN ACTIVITIES

- Support our Trustees and Executive team in a continuing programme of development of our Governance, reflecting on performance and contributing to future plans.
- Lead and manage the Governance and Investigations team.

- Be the organisations governance specialist, advising and supporting the organisation on governance functions, standards, education and operating policies.
- Ensure reviews and refinements to our governance function are timely.
- Ensure the administration of the Trusts Board and Committees is prepared, planned, recorded and shared appropriately. This will involve clerking for the Trustees meetings.
- Ensure Trustee records are up to date on all relevant internal and external platforms.
- Work with Trustees and ELT on the development of the Trusts Board, including training and onboarding of new trustees and embedding the seven principles of public life.
- Through work with ELT and our Regional Coordinators ensure that the Academy Ambassadors have a clear programme and meetings are clerked and filed appropriately.
- Again, with Regional Coordinators and Head Teachers, support the recruitment and development of our Academy Ambassadors, attending local meetings as and when deemed necessary.
- Support Academy Ambassadors with the provision of relevant and identified training.
- Ensuring structured collation of GRD and RPB (both part of our structured Governance) minutes and other literature, are filed in a practical manner for oversight by the executive team or trustees. Review of these to help inform opinion on robustness of process.
- Working with your wider team and the education and operating boards to ensure policies are up to date and compliant.
- Support and lead where necessary on the response to any data breaches, including coordinating the response committee when required.
- Working with your wider team, ensure the DPO requirements, complaints procedures, freedom of information and subject access requests are dealt with and delivered on time to meet internal and legal requirements.
- Oversight of and management of the team member responsible for DPIA support.
- Oversight of and management of the team member responsible for Investigations.
- Working with your wider governance team to ensure Subject Access Requests are dealt with in a timely manner.
- Organising the AGM
- Point of contact for external governance reviews.
- Support, admin and guidance for admissions work across the trust.
- Development of own CPD (with support from CFO) and keeping up to date with legislation.
- Managing and/or delegate work to your wider team.
- Develop and support the wider Governance and Investigations team members.
- Approval of Trustee expenses

#### **Additional Duties**

- To undertake any other duties appropriate to the grade of the post as requested by the Trustees or Executive Team.

## PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

**This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.**

## OUR VALUES

Thinking Big	<ul style="list-style-type: none"><li>• Show energy, enthusiasm and passion for what you do</li><li>• Demand the highest quality in all that you do, and in the work of your team</li><li>• Willing to champion new ideas and think beyond the status quo</li><li>• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better</li><li>• Be open to new ideas and change where it will have a positive impact on the organisation</li><li>• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT</li><li>• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work</li><li>• Commitment to self-development, and developing your wider Team</li><li>• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further</li></ul>
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	<ul style="list-style-type: none"> <li>• Ability to encourage ideas from others in order to improve the organisation and build your team's confidence</li> </ul>
<b>Doing the Right Thing</b>	<ul style="list-style-type: none"> <li>• Have integrity and honesty in all that you do</li> <li>• Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work</li> <li>• Take responsibility and ownership for your area of work</li> <li>• Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils</li> <li>• Be transparent and open</li> <li>• Be resilient and trustworthy</li> <li>• Stand firm and stay true to our mission</li> </ul>
<b>Showing Team Spirit</b>	<ul style="list-style-type: none"> <li>• Understand how you can have a greater impact as a team than you can as an individual</li> <li>• Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission</li> <li>• Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level</li> <li>• Recognise and celebrate the success and achievements, no matter how small, of your colleagues</li> <li>• Be generous with sharing your knowledge to help to develop others</li> <li>• Understand and be willing to receive suggestions and input on your area of work from others</li> <li>• Support your colleagues, even when this means staying a little later, or re-prioritising some of your work</li> <li>• Be aware of other peoples' needs and show an ability to offer genuine support</li> <li>• Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams</li> </ul>

## KNOWLEDGE, EXPERIENCE & SKILLS

**Requirement**

**E – Essential**

**Assessed at**

**A – Application Stage**

**D – Desirable**

**I – Interview Stage**

**P – During the probationary period**

		<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>P</b>
<b>Organisational Fit</b>	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
<b>Knowledge</b>	Degree or equivalent qualification	X		X	X	
	Understanding of Governance functions, standards, education and operating policies	x		X	X	X
	Knowledge of safeguarding and child protection issues and procedures	X		X	X	X
	Understanding of Subject Access Requests and current legislation.	X		X	X	X
<b>Experience</b>	Minimum 3 years' experience of Governance.	X		X	X	X
	Proven record of outstanding Governance practice	X		X	X	X
	Experience of working in a school environment or trust.		X	X	X	X
<b>Skills</b>	Effective team management skills	X		X	X	X
	Ability to build and maintain effective working relationships with internal colleagues and external agencies	X		X	X	X
	Ability to communicate effectively with a wide range of stakeholders.	X		X	X	X
	Ability to hold difficult conversations confidently and effectively	X		X	X	X

	Ability to prioritise workload effectively to meet deadlines and work under pressure	X		X	X	X
	Ability to use ICT equipment and software such as spreadsheets, databases and other packages effectively	X		X	X	X
	Ability to deal with sensitive and confidential information in line with GDPR requirements	X		X	X	X