

# School Governance Support Officer – Grade 8

## Job purpose

At Kirklees we work in an innovative and creative way to deliver our services to our communities. We are always looking for better and smarter ways to work and the right people to help us to do that.

The purpose of the role is to support School Governor Services and work directly with and alongside colleagues and key stakeholders to effectively deliver the Service which has a key role in contributing towards school improvement and achieving high outcomes for all Kirklees children.

The service is designed to give a governing body the professional support it needs to enable it to operate as effectively as possible within the requirements of current education law and in line with recognised good practice. We work with school leaders and governors daily to provide support which enables efficient and effective governance, in order to maximise school improvement and ensure statutory duties are met.

You will work as part of a team of highly skilled experts with up-to-date knowledge of school governance and an excellent reputation in understanding the complexities and wide-ranging responsibilities of school governance.

You will provide advice and guidance primarily to schools where governance has been, or is in danger of being, identified as ineffective. You will work closely with the governing board to increase effectiveness and efficiency of its governance by providing:

- Clarity around roles and responsibilities which the board needs in order to deliver its core functions of holding executive leaders to account
- support to ensure governors have access to appropriate training to develop their knowledge, skills, and behaviours
- guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework (as laid out in the governance handbook) and they understand the potential consequences for non-compliance
- advice on procedural matters relating to the operation of the board.
- Assistance with implementing or embedding strategies to assess what impact their individual contribution is making to the effectiveness of the board

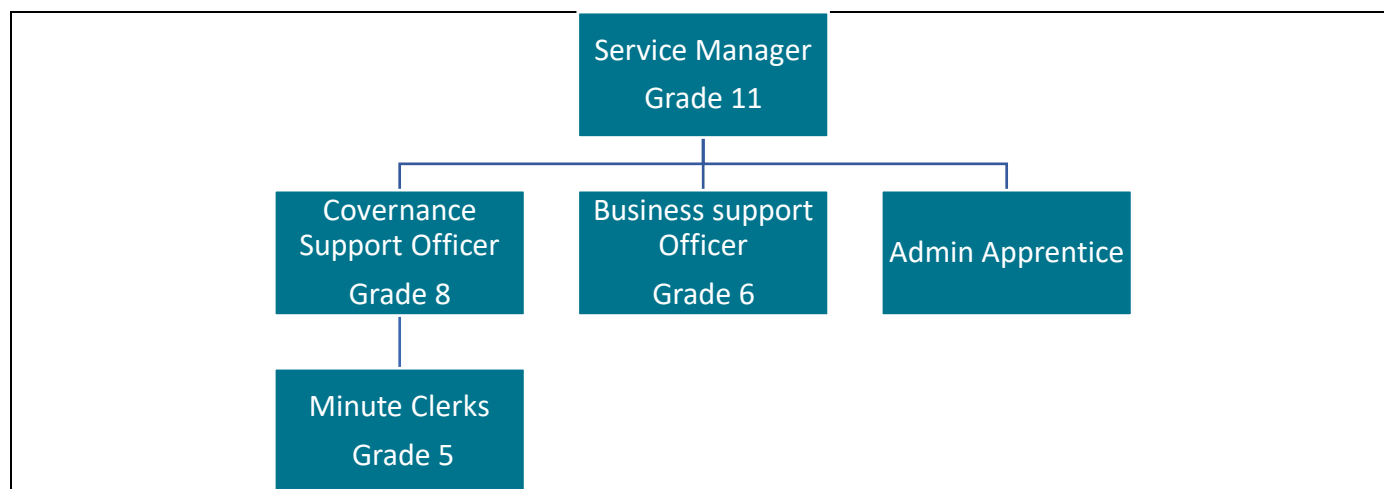
This role is based within [Children and Families](#). Find out more about [working for Kirklees](#).

## Key areas of responsibility

- Work collaboratively with the School Improvement team to improve school governance in Kirklees vulnerable schools/ schools causing concern (category 3 and category 4 schools) by providing an advisory service establishing procedures for these schools.

- Provide authoritative, expert, and timely interpretation and advice to Governors on all matters considered by Governing Boards, taking into account the unique circumstances of each school, changing local and national frameworks, good practice and provide appropriate solutions, before, during and after a meeting
- Act as a Clerk to the Governing Board meetings of a number of schools, including providing expert advice, flagging up situations where governors overstep or deviate from their role, and carrying-out associated administration, follow-up work and correspondence.
- Be responsible for overseeing all aspects of governance effectiveness and compliance within maintained schools/academies and trusts. Ensuring governance adheres to good practice and meets all statutory and regulatory requirements.
- Know where to access appropriate legal advice, support, and guidance, and where necessary seek advice and guidance from third parties on behalf of the board.
- Ensure board meetings and committee meetings remain strategic and are efficient and effective, held in accordance with legal requirements and good practice, and properly recorded. Board decisions are then communicated to governors, ensuring actions are implemented by those required to undertake them.
- Work collaboratively with schools to prepare an annual work planner with school improvement as a key focus, which will then inform discussions undertaken during meetings in order to support effective governance.
- Give expert, detailed knowledge, advice and make recommendations on constitutional and procedural matters.
- Keep up to date with current educational developments, policy, legal and statutory requirements and managing information effectively and communicate this information confidently.
- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Maintain confidentiality and the security of information and documents as required.
- Maintain an up-to-date and detailed knowledge, understanding and records of the legal responsibilities, constitutional arrangements and procedures relating to Governing Boards and Interim Executive Boards, providing advice as required, including drafting Instruments of Governance.
- Monitor and contribute towards the effectiveness of Governing Boards; identify and bring any concerns or examples of good practice in relation to governance to the attention of the Team Leader/appropriate colleagues.
- Identify training needs and assist in the training, development and mentoring of new and existing Clerks and/or Governor Services Officers.
- Supervise casual minute clerks, allocating work, ensuring assessment of performance and address any training and development needs.
- Have knowledge of the Ofsted category of the schools responsible for, especially around leadership and management.
- Work collaboratively with the school improvement service and colleagues to achieve service goals and good outcomes for pupils

## Position of job in organisational structure



## Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Advanced knowledge of areas affecting school governance, including, federations, self-evaluation, school development plan, HR policies and procedures, Ofsted framework, performance management, safeguarding and complaints.	Essential
5+ A*-C grades including English and mathematics (or equivalent qualification).	Essential
Theoretical, practical, and procedural knowledge of complex educational legislation, guidance and legal requirements relating to the makeup, procedures, role and responsibilities of School and Academy Governing Boards and Trust structures.	Essential
Theoretical, practical, and procedural knowledge of the legislative differences between categories of schools (e.g., aided, foundation, community schools or academies) and how they impact on the Governing Board and its responsibilities.	Essential
The ability to demonstrate leadership of a small team.	Desirable
Knowledge of working practices in schools.	Essential
Clerks Professional Development Qualification.	Desirable
Practical and procedural knowledge of implications of Data Protection, GDPR and Freedom of Information legislation.	Essential
Takes a proactive and organised approach to managing and prioritising workload to strict deadlines and key performance indicators.	Essential
Ability to work effectively with a wide range of people, including governors, parents, members of the public, senior officers, Councillors, officers of the diocesan authorities and DfE, both at meetings and on a one-to-one basis.	Essential

<b>Knowledge, qualifications, skills, and experience</b>	<b>Shortlisting criteria</b>
Possesses excellent communication, listening and people skills, including the ability to liaise and build effective relationships with senior school staff and support them in a professional way.	Essential
Demonstrates a diplomatic and professional approach and has the ability to anticipate negative tensions and work to mitigate them.	Essential
Ability to handle sensitive and confidential information in an appropriate manner, whilst adhering to legal requirements.	Essential
Ability to work independently using your own initiative to solve problems.	Essential
Keyboard and word processing skills are required to ensure accurate and appropriate information is produced and provided.	Essential
Proficient IT skills (e.g., Microsoft Office packages, email, web and file storage and retrieval) and the ability to use bespoke IT systems to manage workloads and enhance the work of the service.	Essential
Committed to excellent service delivery, valuing customers, and responding well to their needs.	Essential
Committed to personal and career development and willing to undertake further development.	Essential
Accepts a basic DBS check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Travel to various locations in order to carry out the duties of the job. Possession of a full and valid driving licence and a car available for work. (Exceptions can be made for disabled applicants).	Desirable

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

## For Office Use Only:

Job Category	Children's	Grading ID	67680
Job ID	80103506	Last Updated	July 2022
Job Focus	No	Career Progression	No

## Contractual Variants

DBS Category	Childrens	DBS Type	Basic
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	R Breeze		