



Head of Corporate Governance and Compliance

Candidate Information Pack – July 2020

Closing date: Noon on Monday, 27th July 2020

Interview date: Monday, 3rd August 2020

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Welcome To Bradford Diocesan Academies Trust

Dear Candidate

Thank you for taking your time to download our application pack and expressing your interest in the post of **Head of Corporate Governance and Compliance** at Bradford Diocesan Academies Trust (BDAT).

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within BDAT.

Within the pack, you will find a job description, a person specification, a brief summary of the Trust and details of how to apply for this post, should you choose to make an application.

This role is a hugely important role, critical to the smooth running and leadership of the Trust. This role requires someone with high-organisational skills, good personal skills and above all, someone interested in playing a big part in a small central MAT team.

You can find further information about us:

- on our website at www.bdat-academies.org,
- on twitter at [#wearebdat](https://twitter.com/wearebdat)
- or by contacting us direct at recruitment@bdat-academies.org.uk
- or calling [01274 909120](tel:01274909120).

I wish you every success with your application and look forward to meeting you in the near future.



Carol Dewhurst OBE
Chief Executive Officer, BDAT

Advertisement

Head of Corporate Governance and Compliance
37 hours per week, all year round
Salary: NJC scale points 33 to 41 - £35,934 - £43,662 (April 2019)

Are you interested in joining a Trust with a commitment to making the difference to children and young people?

Do you have an interest in governance, education and ensuring schools can be the best they can be?

We are looking to recruit a dynamic **Head of Corporate Governance and Compliance** with a strong understanding of school and academy governance and excellent organisational and interpersonal skills. In this role you will be a key part of a small but friendly central MAT team, and have the opportunity to make a difference to the governance of 17 diverse schools across Bradford, supporting the education of over 8,500 students and employing over 1350 members of staff.

In return we can offer you the opportunity to join a family of schools who are committed to providing high quality education within the context of Christian beliefs and values. We truly believe our staff are our greatest asset in delivering that vision, and we are looking for an exceptional and motivated individual to join our Governance team.

The core responsibilities of the post include:

- Central and local governance management, including leading on Trust Board clerking, compliance and Trustee relations, and acting as **Company Secretary** for Bradford Diocesan Academies Trust.
- Oversight and line management of the team of clerks and Governance Compliance officers.
- Quality assurance of Local Governing Body clerking, compliance and governance.
- Overseeing, supporting and clerking appeals and other key meetings.
- Oversight of school admissions, support and compliance.
- Oversight of Trust and school level policy and website compliance.
- Leading on Governor recruitment, induction, support and audit.

Hours of work are flexible to meet the needs of the MAT, Trust and post holder, but will not routinely exceed 37 hours per week. Evening work is to be expected with this post and the post holder is expected to manage their hours accordingly.

To find out more, please visit our website <http://www.bdat-academies.org/vacancies> where you can download a candidate information pack and an application form.

Interested candidates are invited to contact Peter Thompson, Chief Operating Officer, to arrange an informal discussion. Email peter.thompson@bdat-academies.org

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We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS). Please see our Safeguarding and Child Protection policy on the BDAT website www.bdat-academies.org/bdat-business/bdat-policies/

Our mission, vision and values

BDAT's mission is:

"to provide high quality education within the context of Christian belief and practice so that every child can fulfil their academic potential and accomplish their individual goals".

Our rationale or reason for doing this is:

"... because we believe that every child has only one chance at a good education".

Our vision is:

"That every student in a BDAT academy gets a happy and high quality education enabling competence, confidence and character to thrive; and that our Academies become the schools of choice in Bradford."

The Trust, our family of schools and our pupils are driven by a set of shared values which guide how we operate, how we teach and how we support each other.

About BDAT

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Bradford based Church of England Multi-Academy Trust. BDAT is a charity and company limited by guarantee, governed by a Board of Directors who are responsible for, and oversee the management of the company.

BDAT was set up in 2012 to sponsor academies in Bradford on behalf of the Diocese of Leeds. BDAT operates as an Exempt Charity and is governed by a Board of Trustees who are responsible for, and oversee, the management of the company.

The mission statement of BDAT

“The Trust’s mission is to provide an education of the highest quality within the context of Christian belief and practice.”

In practice as a Trust we seek to work with and alongside the schools in our Trust to provide a good quality of education to all children in our schools. We believe every child only gets one chance at education and they have a right to a good education.

Trust development and growth

The MAT was established in 2012 to support both primary and secondary Church schools needing support within an academy model. As of November 2018, the BDAT family of schools consists of 17 schools: thirteen primaries and four secondaries. We envisage 2018-19 will be a year of further consolidation.

To view our latest plan and priorities for 2018-19, or for more information on BDAT, visit www.bdat-academies.org or visit [#wearebdat](https://twitter.com/wearebdat)

Our Christian ethos

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies.

Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor non-Church of England Schools, as well as those within the faith.

Job Description

This job description sets out the role and responsibilities of the **Head of Corporate Governance and Compliance** for the Bradford Diocesan Academies Trust (BDAT). The post holder will provide strategic and operational governance support services to the Multi-Academy Trust (MAT) and the schools within the MAT.

The core responsibilities of the post include:

- Central and local governance management.
- Oversight and line management of the team of Clerks and Governance Compliance Officers.
- To lead on Trust Board clerking, compliance and Trustee relations, including acting as **Company Secretary** for Bradford Diocesan Academies Trust.
- Quality assurance of Local Governing Body clerking, compliance and governance.
- Overseeing, supporting and clerking appeals and other key meetings.
- Oversight of school admissions support and compliance.
- Oversight of Trust and school level policy and website compliance.
- Leading on Governor recruitment, induction, support and audit.

We are looking for a dynamic individual with a strong understanding of school and academy governance and excellent organisational and interpersonal skills. You will be a key part of a core central MAT team and have the opportunity to make a difference to the governance of 17 diverse schools across Bradford, supporting the education of over 8,500 students and employer of over 1350 members of staff.

In return, we can offer you the opportunity to join a family of schools who are committed to providing high quality education within the context of Christian beliefs and values. We are a small but friendly central team, based out of an office in Greengates. We have a well-established vision for providing only the best education for our children supported by staff who are our greatest asset in making a difference to the lives of our students.

Hours of work are flexible to meet the needs of the MAT, Trust and post holder, but will not routinely exceed 37 hours per week. Evening work is to be expected with this post and the post holder is expected to manage their hours accordingly.

Reporting to:	Chief Operating Officer
Accountable to:	Chief Executive Officer of BDAT and the Board of Trustees
Duration of Post:	Permanent
Work Commitment:	37 hours per week all year round
Salary:	NJC scale points 33 to 41 £35934 - £43662 (April 2019)
Start date:	1 st September 2020
Line Management:	Governance and Compliance Officers and Casual Clerks

Role Description

The role of the Head of Corporate Governance and Compliance is crucial to the effectiveness and smooth running of our Trust. They have a central role in providing strategic and organisational support to the Board of Trustees and Local Governing Bodies ensuring that the Trust meets its statutory duties.

The Head of Corporate Governance and Compliance is responsible for the management and administration of Academy Trust Board meetings and the local governing body meetings in our schools. The post holder will work closely with the Chair of the MAT, Chairs of Academy Governing Bodies, Principals/Heads of academies and the CEO of the Trust to achieve this.

The Head of Corporate Governance and Compliance is responsible for setting up and overseeing a consistent Trust-wide clerking and governance service, ensuring agendas and minutes are produced in a timely and consistent manner and are of high and accurate quality. This includes the line management of our Governance Compliance Officers and casual clerks.

The post holder is responsible for ensuring an accurate minute of the Trustees and Governors discussions and decisions so that the minutes reflect the support and challenge aspect of the governance work, based on the information that is available to them.

The post holder is expected to be flexible in meeting the needs of individual schools and their governing bodies. Each school and the Trust will require a minimum of six full governing body meetings per year by the Governance team. Extended support may be required by schools wishing to have a clerk present for other meetings, e.g. disciplinary and other hearings.

The post-holder is line managed by the Chief Operating Officer (COO) and is accountable to the Chief Executive Officer (CEO) and Trust Board.

Job responsibilities

The basic responsibilities of the post are to ensure that:

- The Corporate Governance of the Trust is conducted efficiently.
- Local Governance is conducted efficiently.
- The role of Company Secretary is efficiently discharged.
- The Trust operates within its powers.
- The Trust follows agreed and proper procedures.
- The Board is supported in developing its expertise and methods of corporate working.

Job summary

The post holder will:

1. Act as advisor to the CEO, Board of Trustees and Chairs of Governors on all issues relating to corporate and local governance, ensuring ATTs corporate affairs are delivered to the highest standards and probity and according to statutory and legislative requirements.

2. Contribute to the formulation of all Governance strategy, policy and the delivery of corporate and statutory objectives.
3. Support the CEO in fulfilling their Accounting Officer responsibility with respect to good governance and maintain the highest standards of prudence, propriety and regularity.
4. Manage the membership function of BDAT Board of Trustees and all and local governance groups.

Key Responsibilities

The post holder is responsible for:

1. Corporate and local governance

- > Provide independent expert advice and support to the CEO, Chair and Board of Trustees and Chairs of Governors on all matters relating to statutory and legislative compliance and interpretation.
- > With the Chair, ensure that the Board of Trustees and its Committees are properly constituted, operated and supported.
- > Provide authoritative advice to the CEO, Chair, Board of Trustees and Chairs of Governors on legal, constitutional matters, and the correct and proper conduct of business and meetings.
- > Commission and provide briefings for external legal advice where necessary to ensure the efficient and effective resolution of matters.
- > Scrutinise and report to the Board of Trustees all new regulatory developments.
- > Assess the governance implications of papers put to the Board of Trustees and Chairs of Governors.
- > Ensure all registers required by our constitution or related legislation are established and maintained, and along with any appropriate reports, make sure they are available for public inspection.
- > With the CEO and CFO ensure the statutory annual returns, including the annual accounts and report and internal audit reports, are prepared and presented within the prescribed timescales.
- > Contribute to the development of systems, control process and risk management arrangements that comply with internal and external governance and best practice requirements and contribute to continuous improvement of the quality of risk information, particularly in the areas of key controls.
- > Oversee parts of the BDAT complaints procedure relating to Governance.
- > Establish and monitor procedures to ensure BDAT is able to comply with the requirements of statutory and regulatory frameworks. Continually monitor these to ensure they comply with best practice.
- > Co-ordinate and assist with the production of all appropriate reports and forward plans to the relevant bodies and (where appropriate) ensure they are available for public inspection.
- > Act as key point of contact between the Board of Trustees and Chairs of Governors.
- > Ensure the effective flow of information within the Board of Trustees and Committees, and between the Executive Team and Board of Trustees, through the development and implementation of a sound performance reporting and risk management system and other appropriate mechanisms.
- > Act as the main channel of communication and information for Trustees.

- > Ensure BDAT complies with its constitution and that amendments to it are drafted and incorporated in line with correct procedures.
- > Ensure meetings are held in accordance with BDAT's constitution.
- > Ensure effective arrangements are in place for communications with Members, including the facilitation of the company AGM.
- > Ensure an accurate membership record is maintained, including for the public.
- > Undertake regular monitoring of BDAT's membership community to ensure it represents diversity of the local populations, recommending strategies to address any shortcomings.
- > Manage arrangements for the process for elections and resignations of Members, Trustees and Governors.
- > Develop internal and external two-way communication channels with potential Members, Trustees and Governors.
- > Establish an effective induction process for Members, Trustees and Governors, and provide advice and support regarding discharge of their duties.
- > Identify the ongoing development needs of Members, Trustees and Governors, and agree development programmes where appropriate.
- > Local Governing Bodies and committees are supported effectively in their roles.

2. Company Secretary

Provide a Company Secretary function to facilitate the effective working of the Board of Trustees, its committees, regional, cluster and local committees. Support the Chair of the Trust, CEO and CFO in the effective conduct of governance in particular through:

- > Planning, preparation and timely submission of agendas, reports, supporting papers and minutes, ensuring they comply with Trust policies.
- > Preparing agendas and minutes for the Board of Trustees and its committees and ensure preservation of proper records of business.
- > Organisation, agenda planning, identification and assignment of actions and tasks, determine forward plans for the business of the Board of Trustees and LGBs in consultation with the Chairs and CEO.
- > Ensure the business of the Board of Trustees and its committees is planned in advance and that papers are dealt with by the most appropriate committee in the most appropriate way.
- > Monitoring the implications of business papers put to the Board of Trustees to ensure follow up of decisions.
- > Maintain a calendar of prospective Board of Trustees business to ensure such business is appropriately dealt with within an annual business cycle.
- > Reviewing and discussing, as required, the Board of Trustees agendas to optimise the use of time at meetings.
- > Ensure minutes of the Board of Trustees and committee meetings are properly recorded with decisions made.
- > Ensuring Trust compliance with Company House, DfE, ESFA and the Charity Commission regularities.

3. Policy Development and group compliance

- > Contribute to the corporate development of BDAT through the leadership of key areas of policy work defined by the CEO or COO.
- > Ensure that all group policies reflect the very best practice with regards compliance.

- > Establish and/or join local/regional/national networks to ensure BDAT's position at the forefront of MAT development.
- > Refine and control the Trust Policy template and register and ensure those staff with responsibility for the updating and management of policies complete updates within a timely manner.
- > Develop and maintain internal systems of policy quality assurance and website compliance in our academies and at the central Trust.
- > Ensure all Trust and school websites remain compliant and up to date with regulations.

4. Admissions

- To oversee admissions compliance for pupils at all levels by working with school leaders.
- To ensure that individual academy admissions policies are compliant with extant DfE guidance and the School Admissions Code.
- To ensure that Trust admissions arrangements are compliant with the Code and that the practices and the criteria used to decide the allocation of places are fair, clear and objective.
- To ensure that consultation on changes to admission arrangements take place in accordance with the Code, and if no changes are proposed then at least every seven years or as otherwise directed in the Code.

5. Administration and Other Duties

- Claiming expenses in appropriate circumstances and maintaining records of such expenditure.
- Making arrangements for the safe custody of the official records of the Trust's business and records of outstanding business.
- To ensure compliance with any relevant law as regards public access to the Trustees and Governors papers.
- Co-ordinating the involvement of Trust members in Trust level meetings, visits, events, promotions or other such activity, in conjunction with academy staff as appropriate.
- Assisting in the organisation of key Trust events.
- Such other duties as the Chair of the Trust, Trustees, CEO and COO may from time to time reasonably require.

Person Specification

Attributes (How evidenced)	Essential	Desirable
<p>Knowledge, qualifications and experience</p> <p>Application References Interview</p>	<ul style="list-style-type: none"> • Successful experience of working in an Academy as a clerk or similar. • Experience working with an Academy Trust Board. • Experience of academies and schools. • Knowledge and understanding of academy compliance and school governance. • Able to demonstrate a willingness to attend appropriate training and development and evidence of relevant personal and professional development. • Evidence of working in an environment where experiences include taking initiative and self-motivation, as well as teamwork. 	<ul style="list-style-type: none"> • Relevant professional qualification e.g. ICSA, IAM. • Already attended or make a commitment to attend a nationally recognised clerking qualification, for example the National College Clerks to Governors Training Programme or its equivalent. • Legal training in school governance. • Engagement with, and understanding of, wider educational partnerships spanning the primary, secondary and local authority sectors e.g. TSAs, MATs or the Diocese. • Experience of working in a Church of England school and demonstrable understanding of Church school distinctiveness.
<p>Skills and Abilities</p> <p>Application References Interview</p>	<ul style="list-style-type: none"> • Good listening, oral and literacy skills. • Ability to organise time and work to deadlines. • Record keeping, information retrieval and dissemination of governing body data/ documentation, to the governing body and relevant partners. • Writing agendas and accurate concise minutes. • ICT including keyboard skills. • Organising meetings. • Using the internet to access relevant information. • Knowledge of governing body procedures. • Knowledge of educational legislation, guidance and legal requirements. 	<ul style="list-style-type: none"> • Good and current knowledge of academy governance legislation. • Knowledge of Equal Opportunities and Human Rights legislation. • Knowledge of Data Protection legislation. • Developing and maintaining contacts with outside agencies, e.g. departments of the LA, Church, Authorities and the DfE.

	<ul style="list-style-type: none"> • Knowledge of the respective roles and responsibilities of the governing body, the Headteacher, the LA, Church Authorities and others. 	
Qualifications Application Certificates	<ul style="list-style-type: none"> • Relevant Clerking/Governance qualification. • Educated to at least A level standard. • Maths and English at GCSE (or equivalent) Grade C or above (or equivalent). 	<ul style="list-style-type: none"> • Degree.
Personal attributes Application References Interview	<u>All Essential Criteria</u> <ul style="list-style-type: none"> • Ability to work under pressure and manage multiple deadlines. • Person of integrity. • Ability to maintain confidentiality. • Ability to remain impartial. • Have a flexible approach to working hours. • Be sympathetic to the needs of others. • Have an openness to learning and change. • Have a positive attitude to personal development and training. • Have good interpersonal skills. 	
Special requirements Interview	<u>All Essential Criteria</u> <ul style="list-style-type: none"> • Ability to work at times convenient to the Trust and LGBs, including evenings. • Ability to travel to the meetings. • Available to be contacted at mutually agreed times. 	

Terms and Conditions

The employer for this post is the Bradford Diocesan Academies Trust.

This post requires the ability to travel and work directly with academies and the Diocese.

The post holder will be required to work evenings.

An Enhanced DBS is required for this post.

The post holder will undertake any other miscellaneous work, deemed suitable by management of the Trust.

All BDAT Trust and Academy business should remain confidential to BDAT.

How to Apply

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

Interview Process

The interviews will be held at the BDAT Trust office. The interview will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

Probationary Period

The post is subject to a three-month probationary period. On successful completion of probation, the post will become permanent.

Timeline

Closing date: Noon on Monday, 27th July 2020

Interview date: Monday, 3rd August 2020

Please return your completed application form via email to: recruitment@bdat-academies.org.