JOB DESCRIPTION

Education Governance Lead

Reporting to: Diocesan Director of Education
Location: Either home based or Church House, Truro TR4 9NH
Salary: £32,000 per annum pro-rata (i.e. £13,714 per annum)
Standard Working Hours: 15 hours a week (with flexibility for evening working)
DBS check required? No

Background:
The aim and the vision of the Diocese of Truro is to continue to resource and encourage church communities in Cornwall and the Isles of Scilly to “Discover God’s Kingdom, Grow the Church”.

The vision of the Truro Diocesan Board of Education (DBE) is to be a significant partner in raising standards in schools in Cornwall and the Isles of Scilly. Part of this is to support foundation governance at every level across the schools and trusts the Diocese works with.

Purpose of the Job

The key responsibilities of this role will be to support foundation governance at every level in the schools, academies and trusts we work with.

The role of Governance Lead is essential in building and strengthening the network of governors, trustees and members we have across the diocese. Foundation and diocese appointed governors will benefit from support, guidance and training to enable them to be more effective in their roles to the benefit of the children they serve.

Key responsibilities

1. Building Networks and Relationships
   - Develop and resource an effective network of foundation governance across the diocese.
   - Lead on improving diocese relationships with governors and directors in a range of Church of England school governance settings, and for that relationship to be a partnership focused on raising standards.
   - Ensure accurate information on governance roles and contact details are maintained.
   - Build relationships with governance support providers and networks locally, regionally and nationally.
2. Training and Development
   • Develop, implement and deliver a high quality programme of training, development and support for diocese appointed members, directors and governors in church schools and academies.
   • Maintain accurate records of training on the Diocese contact management system.
   • Signpost high quality training and development opportunities from other providers.

3. Governance Recruitment and Advice
   • Manage the recruitment, appointment and resourcing of new governors and directors on behalf of the Diocese Board of Education.
   • Advise and support head teachers, principals, directors and governors in governance matters.
   • Support governing bodies and boards of directors in specific services, including head teacher appointments, reviews of governance, change of status, instruments of governance, and admissions.

4. To act as clerk to Askel Veur, committee of the Dioesan Board of Education
   • Provide competent and professional clerking support to Askel Veur.
   • Support the Chair of Askel Veur in carrying out their role.

5. Deanery and Parish Links
   • Work with the diocese among deaneries and parishes to improve and inform their relationship with schools / academies to improve recruitment to governance roles.
   • Help deaneries to formulate and implement Deanery Education Plans, supporting governors and other stakeholders from parishes and deaneries in community schools and academies.

6. Health & Safety
   • To carry out health and safety compliance tasks as required in order to contribute to the overall maintenance of good health and safety.
   • To adhere to the Diocese of Truro’s Health and Safety policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life.

7. Safeguarding
   • To adhere to the Diocese of Truro’s safeguarding policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life for all who may be vulnerable. This includes a responsibility to remain up to date with your own safeguarding training at the level appropriate to the role.

8. General
   • Undertake other duties as relevant to the role and as may be required from time to time.
   • Undertake relevant training and professional development required to best carry out the role if required.
   • Attend and participate in team and organisation meetings and events.
This job description is a summary of the key areas of responsibility in the job. It is not intended as a definitive statement of job content. This job description will be reviewed periodically, and may be subject to amendment.

**PERSON SPECIFICATION**

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<thead>
<tr>
<th>Attributes</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Experience</strong></td>
<td>• Successful experience of working as a Committee secretary or Clerk or similar</td>
<td>• Experience of writing and delivering governor training materials</td>
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<td>• Experience working with an Academy Trust</td>
<td>• Experience of working with parishes, deaneries and other diocese teams</td>
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<td>• Experience of working with Trustees, Boards or other high level governance forums</td>
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<td>• Experience of designing and delivering successful training and learning events</td>
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<td>• Experience of working with, or in, Church of England schools, academies, or related bodies</td>
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<tr>
<td><strong>Qualifications and Training</strong></td>
<td>• Evidence of up to date relevant training in clerking</td>
<td>• Relevant qualification in clerking</td>
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<td>• Already attended, or made a commitment to attend a nationally recognised clerking qualification, for example the National College Clerks to Governors Training Programme or its equivalent.</td>
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<td>• Legal training in school governance.</td>
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<td>• Engagement with, and understanding of, wider educational partnerships spanning the primary, secondary and local authority sectors e.g. TSAs, MATs or the Diocese.</td>
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<td>• LLG / NLG designation</td>
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<td>• Degree</td>
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<td><strong>Knowledge, skills and abilities</strong></td>
<td>• Ability to lead online training and networking sessions</td>
<td>• In-depth knowledge of legal aspects of education governance</td>
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<td>• Social media skills</td>
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- Good knowledge and understanding of education governance, especially with regard to foundation governance.
- Knowledge of governing body procedures, educational legislation, guidance and legal requirements.
- Ability to build and develop successful and constructive relationships with external partners and agencies.
- Excellent organisational & administration skills, including the ability to manage multiple and competing priorities and flexibility to deal with changing priorities without compromising quality.
- Ability to deal with different types of people at all levels in a direct, tactful & diplomatic way.
- Excellent written skills, especially minute-taking.
- Strong oral communication & interpersonal skills.
- Good analytical and problem solving skills.
- Attention to detail.
- Understanding of, and commitment to, safeguarding, especially in relation to education.
- Good IT skills and appreciation of new technology.

**Personal qualities**

- Ability to maintain confidentiality.
- Ability to remain impartial.
- Have a flexible approach to working hours.
- Have an openness to learning and change (including own professional development).
- Have a good understanding of, and commitment to, equality, diversity and inclusion.

**Diversity**

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual.
- reflects the diversity of the nation that the Church of England exists to serve.
• fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, stakeholders and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

**Standards of Behaviour and Conduct**

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

**BACKGROUND INFORMATION**

The aim and the vision of the Diocese of Truro is to continue to resource and encourage church communities in Cornwall and the Isles of Scilly to “Discover God’s Kingdom and Grow the Church”.

You can find out more about the Diocese of Truro here: [https://www.trurodiocese.org.uk/about-us/](https://www.trurodiocese.org.uk/about-us/)

**The Education Team**

This team works directly with the 44 Church Schools in Cornwall and the Isles of Scilly but also through members of congregations who are also school staff and governors and through a variety of partnerships to offer teacher training, curriculum development, governance development and school improvement we are actively involved with many more schools and academies across the County and beyond. We appoint to roles in governance of our 44 schools, as well as to the 13 Multi Academy Trusts which some of these schools are now part of. This has enabled a broad and far-reaching involvement in the education of children across the diocese.

**Key relationships:**

This role is a key part of the Education team. The key relationships are:

- Director of Education
- Director for Schools
- Operations Assistant (Education)