

East Midlands Academy Trust – Central Team	
Job title:	Governance Professional to Local Advisory Boards
Responsible to:	Head of Governance and Compliance
Liaising with:	SLT, parents/carers, trust central team, governors, Headteachers, trust schools, external agencies, relevant teaching, and support staff
Pay range:	£3,875 (pro rata based on 250 annualised hours)
Contract terms:	250 annualised hours per year (Flexible working hours are required as working weeks will differ including being available for evening meetings)



All staff should be committed to the school and East Midlands Academy Trust's purpose to provide a relentless focus on great leadership and management and outstanding teaching. East Midlands Academy Trust is committed to support the school leaders, teachers, and support staff to be the best they can be.

Role of the Governance Professional to the Local Advisory Boards (LAB).

The role of the Governance Professional (Local Advisory Boards) is crucial to the overall success of governance at the local level and an essential and integral part of the Trust governance team.

The main purpose of the role is to:

- Provide effective administrative and organisational support to the Local Advisory Boards.- including minuting all LAB meetings.
- Provide advice to the Local Advisory Boards on governance, constitutional and procedural matters.
- Ensure the Local Advisory Boards are properly constituted by monitoring membership and terms of office.
- Managing information and documentation effectively in accordance with legal and trust requirements.

General Roles and Responsibilities:

Administration of Meetings:

- Ensure the meeting room is prepared and refreshments available for a meeting.
- Ensure the option for attendees to join virtually is available.
- Ensure meetings are quorate and action accordingly if not.
- Record the attendance of Governors at meetings (and any apologies – whether they have been accepted or not) and take appropriate action in relation to absences, including advising absent Governors of the date and time of the next meeting.
- Draft minutes of Local Advisory Board meetings, indicating who is responsible for any agreed action with timescales for completion and send drafts to the Chair, Headteacher and Governance Support Officer within five working days of the meeting.
- Circulate the reviewed drafts to the Governance Support Officer within ten working days of the meeting.

Monitor Membership:

- Advise the Governance Support Officer of any vacancies.
- Manage the part of the meeting where the Chair and Vice-Chair are elected, giving procedural advice concerning conduct of this and other elections.
- Maintain governor attendance records and advise the Chair of potential disqualification through lack of attendance.

Manage Information:

- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors for example safeguarding, SEND.
- Ensure copies of minutes are added to GovernorHub and signed accordingly.
- Maintain records of local advisory board correspondence.
- Ensure copies of identified policies and other school documents are approved by the Local Advisory Board.

Provide Advice to the Local Advisory Board:

- Advise the Local Advisory Board on governance legislation and procedural matters where necessary before, during and after meetings.
- Act as the first point of contact for governors with queries on procedural matters during the meeting.
- Where appropriate seek advice and guidance from the central team.
- Inform the Local Advisory Board any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.

Other:

- Provide clerking services to any statutory appeal committee or panel the local advisory board is required to convene.
- Clerking of ad hoc exclusions and complaints hearings upon request.
- Perform other tasks as may be determined by the Local Advisory Board from time to time.

General Trust responsibilities

- Contribute to the overall ethos/aims of the Trust.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.

- The post holder is required to be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality, and data protection, code of conduct and to report all concerns to the appropriate person.
- The postholder has a responsibility to safeguard and promote the welfare of children during the course of their work.

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and students.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition, or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

Compiled by: HR and Head of Governance	Revision Number:
Approved by Head of Governance:	Revision Date __/__/__
Approved by HR:	Date: __/__/__
Agreed and signed by post holder:	Date: __/__/__

**East Midlands Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
All appointments are subject to safer recruitment requirements.**

This post is subject to an Enhanced DBS Disclosure

Person Specification

	Essential	Desirable
Education and Qualifications		
Interest in further professional development	x	
Experience		
Engagement with all sectors of the school community		x
Previous experience in a similar role		x
Liaising with outside agencies		x
Engaging positively with a variety of stakeholders such as governors, parents, staff & Ofsted	x	
Knowledge and understanding		
Knowledge of the educational legislation, guidance, and legal requirements		x
Knowledge of quality opportunities legislation		x
Understanding of safeguarding	x	
Understanding of GDPR	x	
Skills and Attributes		
Ability to meet organise own time to meet deadlines	x	
Ability to type and produce accurate documentation	x	
Ability to formulate ideas and present them clearly in order to communicate key priorities with governors	x	
High quality organisational skills and experience of using, maintaining, and developing administrative systems	x	
Demonstrable experience of using initiative and self-motivation	x	
Good organisational skills	x	
Ability to work flexibly as part of a team	x	
Personal Qualities		
Communication skills	x	
Be able to maintain confidentiality	x	
Time management	x	
Prioritising tasks	x	
Willingness to attend appropriate training and development	x	
High professional standards	x	
A flexible approach to working hours	x	
An open mind and the ability to adapt to change	x	
Commitment, honesty, and integrity	x	
High expectations of governors and senior leaders	x	