

**THE BISHOP OF WINCHESTER ACADEMY
JOB DESCRIPTION- SUPPORT STAFF**

**Section One
General information**

Post Title	Governance Professional
Post Holder:	
Reporting to:	Chair of Trustees
General Duties:	All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope. Key Responsibilities With direction from the Chair of Trustees or delegated trustee, co-ordinate trustee and member recruitment, training, and induction and board evaluation to sustain the strategic development of the TBOWA Trust board. Support trustee panels for TBOWA, including ensuring a smooth process of agenda-setting and TBOWA trustee meeting management throughout the academic year. Guarantee high-quality trustee panels for exclusions, suspensions, complaints and any other matters through the organisation of panel paperwork, trustee participation and clerking of hearings, ensuring compliance with all statutory regulations. Responsible for all compliance with statutory governance requirements and guidance pertinent to TBOWA regarding website and policy procedural matters. Delivering effective academy governance 1. To undertake all aspects of a clerking service (scheduling, agendas, papers, attendance, formal minutes, correspondence) for TBOWA and related meetings within the scheme of delegation. 2. Ensure statutory information about governance is collated and supplied in a timely manner for publication on the academy's website. 3. To provide procedural and legislative expertise to the Trust Board and ALT regarding academy governance. 4. Undertake recruitment of new trustees and members. Undertake all aspects of trustee appointment, record-keeping and membership monitoring. 5. Manage induction and training, online and in-person to trustees and members. 6. Facilitate ongoing development for trustees to strengthen capacity, effectiveness and succession. 7. Facilitate and support the monitoring and effectiveness of the trust board, identifying and prioritising areas to be resolved/improved, in agreement with the Chair and the Principal. 8. Work with other relevant colleagues to co-ordinate the development and maintenance of key governance stakeholder relationships and community/diocesan links for the academy.

	Governor panel delivery 9. Coordinate and advise on all exclusions, suspension and complaint panels for the academy, including logistics, securing panellists, clerking panel hearings, writing accurate minutes and drafting comprehensive decision letters and making arrangements for Independent Review Panels where necessary. 10. Procure additional clerking cover for panels when necessary. 11. Ensure trustees are fully trained and prepared for panels, developing and updating best practice guidelines. Compliance Working with the Executive Assistant to co-ordinate the policy cycle, to review, update and publish policies and procedures in line with statutory and regulatory requirements to ensure they are presented to trustees for review and ratification in accordance with the policy cycle and trustee meetings schedule. Other 12. Attend Governance briefings, Chairs Forums and meetings as necessary. 13. Undertake any other reasonable additional duties relating to governance of TBOWA. 14. Engage in relevant training and development as appropriate. 15. Champion the use of digital tools (e.g. M365, online survey platforms, and governance portals) to support efficient administration and communication. 16. Where appropriate, consult with legal advisors, external agencies and stakeholders to mitigate and manage data protection issues.
Job Purpose:	To effectively assist and provide advice and guidance to the trust board to carry out their role to the highest standards to benefit our pupils and other stakeholders at the academy.
Liaising with:	Trustees, Members, Principal, Vice Principal, Leadership Team,
Nature of Contract:	Standard Terms and Conditions of Support Staff Annualised Hours of 440 hours
Salary Scale:	SCP29 - hourly rate + 12.07% holiday pay
Disclosure Level:	Enhanced
Review Date:	Annually as part of the Performance Management process.
Section Two Professional Duties and Responsibilities	
Ethos	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the

	academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
Self-Development	• To continually seek development opportunities to improve personal performance • Chair of Trustee and Director of People is advised of training needs. • Development opportunities are sought/acted upon.
Attitude	• To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile • Positive/constructive feedback from parents/students/visitors/colleagues/supporters will evidence supportive attitudes • Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
Policy promotion	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
Confidentiality	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed: _____

Date: _____

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.