



SHENFIELD HIGH SCHOOL

Governance Professional

Information for candidates

L E A R N I N G F O R L I F E

SHENFIELD HIGH SCHOOL

Governance Professional

Required as soon as possible

Scale 7 - £14.78 to £16.46 per hour

This is a zero hours contract and you will claim for the hours you work.

We want to appoint a governance professional to work alongside our Governing Board offering them guidance and support in the execution of their statutory responsibilities.

Our Governing Board work closely with the school leadership in establishing Shenfield High School's strategic vision and improvement priorities.

The school is conveniently located close to Shenfield mainline station on the line into London Liverpool Street and home to the eastern terminus of the new cross rail Elizabeth Line.

If you would like an informal discussion about this position, please contact the HR Manager Mrs Whordley k.whordley@shenfield.essex.sch.uk. Pre-application visits are encouraged.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. This appointment is subject to an enhanced disclosure check and positive references.

Please enclose a letter (maximum of 2 sides of A4) with your application form that describes how your experience and skills fit the job and person specifications.

- Closing date for applications: 9th June 2023 (midday)

For an application form please visit our website or contact our HR Manager Mrs Whordley k.whordley@shenfield.essex.sch.uk



SHENFIELD
HIGH SCHOOL

RESPECTFUL
RESPONSIBLE
READY

JOB DESCRIPTION

Shenfield High School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Job details

Salary: Scale 7 £14.78 to £16.46 per hour

Contract type: zero hours

Reporting to: Chair of governing Board and Headteacher

Main purpose

Provide advice and guidance to the governing body on governance, constitutional and procedural matters. A governance professional will contribute towards the efficient functioning of the governing body and its committees by providing:

- administrative and organisational support;
- guidance to ensure that the governing body works in compliance with the appropriate legal and regulatory framework, and understands the potential consequences for noncompliance;
- advice on procedural matters relating to the operation of the governing body

Duties and responsibilities

1. Provide advice to the governing board

- Advise the governing body on its core functions and Department for Education governance advice, including the Governance Handbook and Competency Framework for Governance
- Advise the governing body on relevant governance legislation and procedural matters where necessary
- Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body
- Inform the governing body of any changes to its responsibilities as a result of a change in

school status or changes in the relevant legislation

- Advise the governing body on the regulatory framework for governance
- Regulations/Academies, Company Law, Charity Law, Articles of Association and Funding Agreement, Academies Handbook
- Offer advice on best practice in governance, including on committee structures and self-evaluation
- Ensure that statutory policies are in place, and that staff revise these when necessary
- Advise on and circulate the annual calendar of governing body meetings and tasks
- Send new governors induction materials and ensure they have access to appropriate documents, including the Code of Conduct, set up email accounts, arrange governor badges and ensure new governor details are included on school website & GIAS
- Identifies priorities, anticipates issues which may arise and draws these matters to the chair's attention and proposes recommendations

Liaising with all members of the governing body, the Headteacher, members of SLT, the PA to the Headteacher, the Local Authority, parents/carers and all other stakeholders as required

2. Effective administration of meetings

- With the chair and headteacher, prepare a focused agenda for the governing body meeting and committee meetings
- Liaise with those preparing papers to make sure they are available on time, and the agenda and papers as required and uploaded to the governor portal
- Ensure meetings are quorate
- 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 of the next meeting
- Draft minutes of governance meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair or relevant committee chair the headteacher
- Circulate the reviewed draft to all governors/ members of the committee, the headteacher and relevant SLT as agreed by the governing body and within the timescale agreed with the governing body
- Follow-up any agreed action points with those responsible and inform the chair of progress

3. Membership

- Advise governors and appointing bodies in advance of the expiry of a governor's term of office and the impact of this on the governing bodies capacity and skills mix
- Establish, in discussion with the body, open and transparent vacancy filling processes and procedures for election and appointment so elections or appointments can be organised in a timely manner
- Chair the part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections
- Maintain and publish on the school website a register of business interests for governors and members and bring any conflicts of interests to the attention of the governing body.
- Ensure Disclosure and Barring (DBS) has been carried out on any governor in liaison with the HR Manager
- Maintain a record of training undertaken by members of the governing body; and
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
- Advise the governing body on succession planning (of all roles, not just the chair).

4. Manage Information

- Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body and any relevant authorities of any changes to its membership and ensure all governing body details are kept up to date on the school website
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. SEND
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
- Maintain records of governing body correspondence
- Ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example, on the website. Ensure the governor portal is well organised, and contains all relevant documentation that is easily accessible to governors

5. People and relationships

- Develop and maintain effective professional working relationships with the chair, the governing body and executive leaders
- Contributes to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development

6. Personal Development

- Undertake appropriate and regular training to maintain their knowledge and improve practice
- Keep up-to-date with current educational developments and legislation affecting school governance
- Participate in regular performance management

7. Additional services

The governance professional will be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the governing body is required to convene
- Assist with the elections of parent and staff governors and the placement of advertisements for other categories of governors
- Maintain a file of relevant Department for Education (DfE) guidance documents.
- Maintain archive materials
- Prepare briefing papers for the governing body, as necessary
- Conduct skills audits and advise on training requirements
- Perform such other tasks as may be determined by the governing body from time to time

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> • General administration qualification • Level 2 qualification in maths and English 	<ul style="list-style-type: none"> • Certificate in Clerking of School and Governing Boards
Experience	<ul style="list-style-type: none"> • Personal and professional development relevant to the DfE Clerking Competency Framework • Working in an environment where experience included taking initiative and self-motivation • Working as a member of a team 	<ul style="list-style-type: none"> • Experience of clerking for the governing body of an academy or MAT
Skills and knowledge	<ul style="list-style-type: none"> • Good listening, oral and literacy skills • Writing agendas and accurate concise minutes • ICT including Word and Excel • Organising their time and working to deadlines • Organising meetings and agendas • Record keeping, information retrieval and dissemination of governing body data/documentation to the Governing Body and relevant partners • Using the internet to access relevant information. • Knowledge of Governing Body procedures • Knowledge of educational legislation, guidance and legal requirements* • Knowledge of the respective roles and responsibilities of the Governing Body, the Headteacher, the LA and DfE • Knowledge of Data protection legislation* 	<ul style="list-style-type: none"> • Knowledge of Equalities legislation • Knowledge of the DfE Competency Framework for Governance and the Governor's Handbook • Understanding of Academy Articles of Association

Personal qualities	<ul style="list-style-type: none"> • Be a person of integrity • Be able to maintain confidentiality • Be able 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	<ul style="list-style-type: none"> • Be able to work at times convenient to the Governing Body, including evening meetings • Be able to travel to meetings • Be available to be contacted at mutually agreed times 	



ABOUT US

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and a commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

We have over 1500 students on roll including more than 300 students in our sixth form; this year we have received over one thousand applications for 240 places in year 7 in September 2023.

We offer a broad and rich curriculum from years 7 to 13 with a full commitment to the traditional academic, creative and the physical. Our reputation for sport, both elite and recreational and for our creative arts is second to none for a state comprehensive school. Through the efforts of our highly engaged staff the curriculum runs strongly through into the extracurricular with clubs and activities offered in all areas.



Extra Curricular

"The secret of success is to be ready when opportunity comes..."

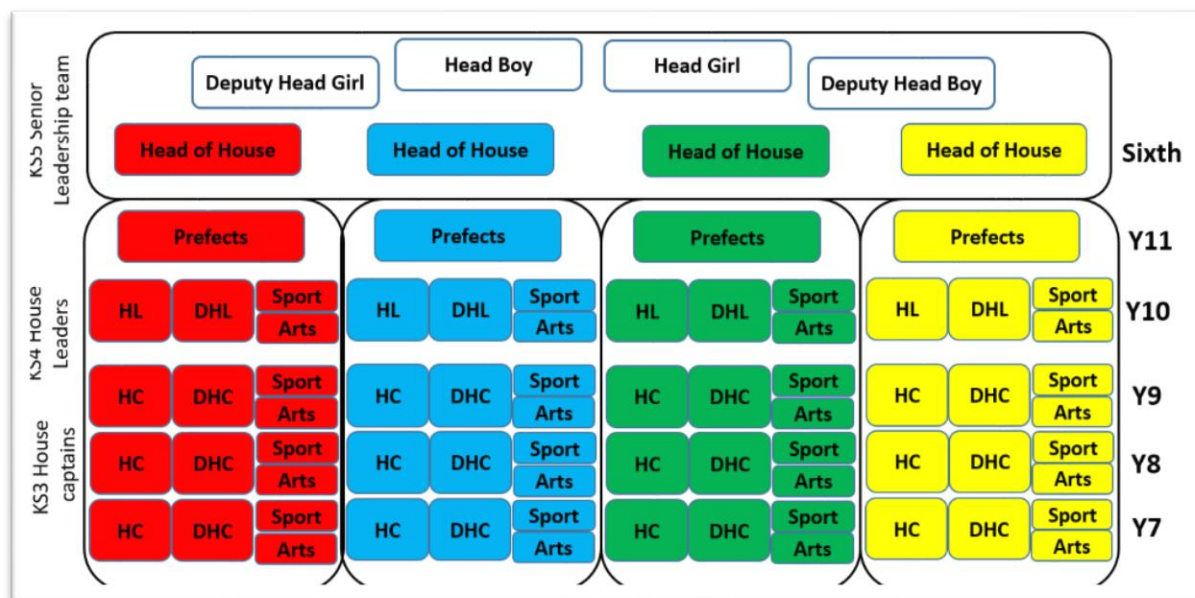
The whole school community has devoted significant time in the past two years revisiting the school values and the House System.



SHENFIELD
HIGH SCHOOL

RESPECTFUL
RESPONSIBLE
READY

Our school values form the basis of our behaviour and rewards policies and underpin our school culture whilst our House System forms the scaffold for our student leadership structure.



Student Leadership is no more evident than in our very own Combined Cadet Force (CCF). Our contingent is affiliated with the Royal Anglian Regiment and is the largest school contingent in the country outside of fee paying schools.



Our greatest asset is our staff, 'Team Shenners'. The majority of our teaching staff are very experienced and committed to Shenfield High School and they are complimented by a group of newer entrants to the profession who bring fresh ideas and energy to the school. The teaching team works hand in hand with the highly qualified and experienced support staff who are integral to the daily functioning of the school.

The new Deputy Headteacher for Behaviour and inclusion will work most closely with our large pastoral and safeguarding teams together with our SEND team who are very ably led by the school's SENCo. The school's investment in student wellbeing speaks to our inclusive ethos.

Shenfield High School is a strong community of staff, students, and their parents. Parents are very supportive of the school and recognise the uniqueness of some of the opportunities their children are afforded by attending the school.

As a standalone academy it is our governing body that works in partnership with the Headteacher and senior team in setting the strategic direction of the school. Our governors come from a variety of backgrounds and professions and are very supportive of the school.