



JOB DESCRIPTION

Job Title:		Project Officer - Policies			
JE Code:	A5313	Evaluation:	492 points	Grade:	N6
Effective Date:	September 2023		Status:	Final	
Responsible to:		Head of Governance and Policy			
Responsible for:		Assist in the training of, demonstration of duties to and giving support to administrative staff.			
Job purpose:		To provide an effective advisory and administrative service to the trust, its schools and NEAT Active Ltd in relation to the development, review, approval, publication and implementation of policies.			

Job Purpose:

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Policy

To co-ordinate and support a project to reshape the policy framework for NEAT Academy Trust (including its schools) and its trading subsidiary company, NEAT Active Ltd.:

1. Review and develop systems, operating procedures and guidance to support the development, approval, publication and implementation of the policy framework.
2. Develop and maintain information assets and collect, compile and present data both manually and electronically in order to ensure accurate and up-to-date policy records and to meet statutory reporting and information publication requirements.
3. Design and deliver briefings and training for policy authors and co-ordinators to ensure roles and systems are clear and embedded.
4. Review the current policy framework with leaders, taking into account the statutory and regulatory requirements that apply to academy trusts and best practice.
5. In conjunction with the Head of Governance and Policy, establish a schedule of policy review and liaise with leaders and governance professionals to plan the associated business.
6. Support the efficient and effective administration of the above schedule including preparation of model policy trackers and reporting procedures, providing support to policy co-ordinators to embed these processes locally.
7. Provide advice on policy requirements, procedural matters and the approval process in line with the Scheme of Delegation, undertaking research into legal and regulatory

requirements and seeking further guidance from Central Team colleagues/third parties as necessary.

8. Draft model policies for schools to adapt to reflect their local circumstances.
9. Liaise with external organisations as required regarding the trust's policy arrangements including external specialist partners and the Joint Education Team of the Durham and Newcastle Church of England Dioceses.

Trust responsibilities

10. Work to fulfil the vision and values of the trust.
11. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
12. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
13. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
14. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
15. Participate in appraisal, training and development and other activities that contribute to performance management.
16. Attend and participate in regular team and 1:1 meetings.