



Northern
Lights

LEARNING TRUST

DIRECTOR OF GOVERNANCE

APPLICATION PACK



Northern Lights



We are a Multi-Academy Trust currently comprising eight schools – primary and secondary – and over 3,500 children and young people in an area stretching from Teesside through to Wearside.



We are a Teaching School Hub, one of 87 DfE centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice and offer evidence-based professional development for early years practitioners.

OUR SCHOOLS



Benedict Biscop CE Academy
Sunderland



Grange Primary School
Hartlepool



Hart Primary School
Hartlepool



Holley Park Academy
Washington, Sunderland



Ian Ramsey CE Academy
Stockton-on-Tees



St. Helen's Primary School
Hartlepool



St. Peter's Elwick CE Primary School,
Hartlepool



Venerable Bede CE Academy
Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic – that is really important to us – but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

– Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



Welcome from the CEO

Thank you for your interest in the position of Director of Governance within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 2 secondaries and 6 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 3500 pupils and employ over 400 members of staff and serve a diverse range of schools and communities. Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi-Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We seek to be an employer of choice, with 100% of staff satisfaction in our latest survey, '*I am proud to work for a forward-thinking Trust who put people development at the heart*'. We seek to support our staff to develop and thrive.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours faithfully

Jo Heaton
Chief Executive Officer

DIRECTOR OF GOVERNANCE

1X Permanent position required as soon as possible

At Seaham offices, Spectrum Business Park, Building 2, Lighthouse
View Seaham SR7 7PR

NJC SCP 31-36

£39,186- £44,428 Per annum, salary starting point subject to experience
NJC Pay and Conditions

37 hours per week. All year round/ minimum 41 weeks by negotiation

Due to the ongoing growth of our Trust, an exciting opportunity has arisen to expand our central team and we are looking to recruit a Director of Governance. This would appeal to a person who has a strong understanding and experience of leading corporate governance.

The successful candidate will:

- Have experience or understanding of school/Trust Governance and compliance
- Have a passion to strategically lead this aspect of a Multi Academy Trust to be high performing and forward-thinking
- Have experience of clerking meetings effectively
- Have experience of ensuring effective compliance in a Trust
- Have the ability to develop a governance service for our growing Trust
- Understand the impact effective governance of a Trust has on the outcomes for our young people in our Trust and want to make a difference

In return you will receive the following employee benefits:

- An employer that puts people at the heart of the organisation.
- A supportive working environment and opportunities to work flexibly.
- The opportunity to work as part of a growing Trust and be part of establishing a career path that is right for you.
- Excellent continuous professional development, including the opportunity to undertake related qualifications.
- National Joint Council Terms and Conditions of Employment.
- Local Government Pension Scheme - LGPS Tyne and Wear Pension Fund
- Free on-site parking at our attractive office space, close to A19, including sea-views, refreshments and nearby gym with employee discount
- Employee welfare package, including 24-hour GP access and access to a whole range of wellbeing package.
- Employee benefits package currently in development, including discounts and access to salary sacrifice schemes, including Electric Vehicle Leasing

CLOSING DATE:

Applications must be received by: Monday 15th April 2024 at 9am

Short Listing will take place on: Tuesday 16th April 2024

Interviews will take place on: Thursday 25th April 2024

HOW TO APPLY:

Please complete the job application form which can be downloaded from our website, unfortunately due to safer recruitment practices applications cannot be considered in other formats. Completed application forms should be returned to the HR department by email to recruitment@nllt.co.uk or by post to Spectrum Business Park, Building 2, Lighthouse View Seaham SR7 7PR by the closing date. If you would like to have an informal conversation about the role, contact the central team on 01915947033

Details of the trust can be found on the website <https://northernlights.education/>

JOB DESCRIPTION

POST: Director of Governance
RESPONSIBLE TO: Chief Operating Officer
RESPONSIBLE FOR: All trust Governance
SALARY BAND: NJC SCP 31-36
START DATE: As soon as possible

Key Purpose of Job

- To ensure high quality governance and assurance activities are in place across the Trust, ensuring this important area of operations is up to high standards alongside other professional business services.
- To ensure Governance at Northern Lights supports the Trust to flourish
- To ensure effective administration and organisation is in place to underpin the Trust's governance structures.
- Ensuring a coordinated and strategic approach to working with and aligning each of those key areas of governance.
- To manage the clerking of governance across the Trust, including clerking meetings

Key Duties and Accountabilities of the post

Business Administration and Trust Governance Structures

- Ensure compliance for maintenance of information on the membership of the Board of Trustees, the members and the school Governing Bodies, in accordance with legal requirements.
- Maintain current understanding of the statutory requirements of Trust governance in order to give effective and timely advice to the Board of Trustees and the school Governing Bodies on procedural and legislative matters, ensuring correct procedures are followed at all times.
- Engender a professional focus to the work of the Board and the associated committee structures.
- Work with the central HR team to develop and deploy a robust strategy for the recruitment, induction and succession for all members of the governance structure of the Trust.
- Provide line management where required and promote the sharing of best practice.
- Review and develop the scheme of delegation and other key documents in liaison with the Board and Scrutiny Committees to ensure governance structures remain clear and effective.
- Ensure governance and management processes across the organisation are coordinated, liaising to plan agendas and support effective decision making.

- Ensure the Board and its committees are provided with necessary information and supported in executing on its remit as outlined in the constitutional documents.
- To carry out an effective clerking role for the Trust & support the system of clerking as the Trust grows.
- Effective clerking will include advising governance, acting as point of contact for Governors & Trustees, preparation of agendas, follow-up previous action points, accurate minute taking, attendance recording & circulating draft and agreed minutes.
- Ensure effective induction of all levels of Governance (Member, Trustee & Local Governor), including record keeping, induction of Governor & related compliance activities.
- Oversee administrative aspects related to trustees and members, taking minutes and meetings and ensuring these proceed in accordance with both statutory and operational requirements.
- Draft any documentation for the Central team or Board as required in conjunction with the Central team.
- Support the production of key corporate publications, including the Annual Report and Accounts.
- Support with other governance responsibilities as required.

Compliance

- Scope the annual internal audit programme in conjunction with the COO and recommend to Audit and Risk Committee.
- Lead procurement of external audits.
- Support the internal scrutiny programme, ensuring all reports are provided to the Audit & Risk Committee for consideration and findings are incorporated into risk registers and onto the action tracker as appropriate.
- Oversee policy management and maintenance to ensure best practice and compliance with all statutory requirements; ensuring Trust and school web sites are compliant.
- Provide executive with updates on the regulatory environment and any actions required.
- Responsible for ensuring Trust compliance with GDPR.
- Advise on GDPR aspects relating to policies and processes.
- Undertake annual audit of GDPR compliance.
- Lead on the development and implementation of GDPR training
- Manage the complaints procedure in accordance with the Trust complaints policy acting and lead on managing compliant investigations.
- Lead on subject access and freedom of information requests.
- Undertake Data Protection Information Audits.

Management

- Line Management of any Clerks and apprentices
- Effective team working with administrative and business teams, along with any external services related to Governance
- Owning the trust's risk management framework, ensuring it is effectively embedded in the organisation and effectively incorporated into governance arrangements

Other Duties

- Participate in training and performance development whenever required.
- Attend and participate in relevant meetings as required.
- Undertake any other duties appropriate to the post.

Other Information

- The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity. As an employee, you are representing the Trust and must support and demonstrate your commitment to the Trust's ethos and anti-discriminatory practices.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

PERSON SPECIFICATION

DIRECTOR OF GOVERNANCE

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	1. Well-presented and complete application form		Application
QUALIFICATIONS	1. Degree level or equivalent experience 2. Post qualification experience	1. Relevant degree and/or professional qualification, e.g. The Chartered Governance Institute (formerly ICSA), law, accountancy, GDPR, audit or equivalent experience	Application
EXPERIENCE	1. A strong understanding and experience of leading corporate governance with a dynamic, multifunctional organisation, collaborating successfully with other functions to deliver on the organisation's strategic objectives. 2. Experience of advising senior management and Boards, preferably within a highly regulated environment. 3. Experience of successfully planning and implementing a strategy which	1. Ability to contribute strategically with experience of leading and influencing change. 2. Experience in a similar role in an education setting.	Application E4 D2 Interview E1-3 D1

	<p>includes improving processes and policies across an organisation.</p> <p>4. Experience in managing/leading a team and or function, setting and monitoring performance objectives.</p>		
SKILLS AND KNOWLEDGE	<ol style="list-style-type: none"> 1. Familiarity with governance structures in public sector organisations. 2. Strong written and oral communication skills and the confidence to challenge others, at whatever level, when sound corporate governance would be undermined. 3. Excellent people skills to support engagement with staff at all levels across the Trust and beyond. 4. Proven ability in planning and organisation, with good attention to detail. 5. The ability to act with detachment and impartiality in order to serve the best interests of the Board and the Senior Leadership Team. 6. Confidence in interpreting and 	<ol style="list-style-type: none"> 1. Understanding of education legislation, guidance and legal requirements. 2. Knowledge of DfE and ESFA requirements and MAT best practice. 3. Effective risk management 	<p>Application E2 E11</p> <p>Task E4 E8 E10</p> <p>Interview E1-E3 E5-7 E9-10 D2-3</p>

	<p>applying legislation.</p> <ol style="list-style-type: none"> 7. Integrity and a respect for confidentiality. 8. Ability to prioritise and to keep to deadlines within a challenging environment. 9. Ability to rapidly develop confidence and trust with people throughout the organisation. 10. Ability to grasp complex issues and to show sound judgement. Ability 11. Excellent IT skills 		
PERSONAL QUALITIES	<ol style="list-style-type: none"> 1. Committed to the values and vision of the organisation. 2. Understand, promote and uphold policies for safeguarding children and young people 3. Maintaining absolute confidentiality and integrity; being trustworthy and honest. 4. Achieving goals through influence. 5. Committed to Equality, Diversity and Inclusion. 6. Committed to the Nolan principles. 7. Committed to excellent governance 	<ol style="list-style-type: none"> 1. Excellent interpersonal and communication skills. 	Interview
OTHER	<ol style="list-style-type: none"> 1. Satisfactory references (which will be requested 		References Enhanced DBS certificate

for all candidates progressed to interview under safer recruitment practices)

2. Enhanced DBS with barred list check

References:

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so on the application form. Please contact us to discuss further if you do not consent.

DBS:

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.**Safeguarding:**

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

Pre-employment occupational health:

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

Equal opportunities:

Northern Lights Learning Trust are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.