

ROLE PROFILE

Job Title:	Governance Professional
Responsible to:	Chair of the Trust and the Principal
Responsible for:	N/A
Salary:	£18,719.91 per annum
Hours per week:	Varies from week to week but overall, 300 annualised hours between 1 September and 31 August. The FTE for this post is 0.156
Weeks per year:	All year round, however, the college term is for 38 weeks per annum. Students attend college for 36 weeks per annum.
Conditions of Service:	Callywith College Trust
Academic or Support:	Senior Postholder

Key Purpose of the Role:	<p>This is a statutory role and appointed by the Trust who has a central role to perform when promoting the effective governance of the Trust.</p> <p>Responsible for ensuring governance arrangements contribute meaningfully to the strategic development of the college.</p> <p>As a strategic enabler, to manage relationships at Board of Trustees (Board), Committees and executive level and working closely with a range of other stakeholders and senior managers.</p> <p>Responsible for keeping the 'conscience' of the college by providing independent, high-quality guidance on statutory, constitutional, operational procedural and ethical issues as they affect the Board of Trustees, its committees and its subsidiaries.</p>
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Primary Tasks: Responsible for ensuring the Board of Trustees is accountable to its internal and external Stakeholders.

Accountable to the Board of Trustees, through the Chair, on all matters relating to their duties and responsibilities.

Provide leadership, advice and support in all governance activities, statutory and regulatory compliance and external governance relations.

Oversee the process for internal audit arrangements for the Trust and its committees from a governance perspective.

Support the Trust and its members in evaluating their effectiveness and training and development.

Inform and advise the Board of Trustees on governance developments from inside and outside of the sector.

Be proactive in keeping abreast of current and emerging guidance and legislation in relation to governance and advising governors accordingly.

Take appropriate action if and when the Board, its Chair, Members or one of its committees appears to be at risk of acting (or to have acted) outside their powers or to be proposing (or have taken) actions that may be unlawful.

Ensuring that the Governing Body's proceedings are conducted in accordance with the provision of the statutory Instrument and Articles of Government, and rules and regulations made under the Articles, the Education Acts (as modified or replaced from time to time), the funding bodies (ESFA), the Academies Handbook and the requirements of the Charity Commission and the general law.

Manage the governance arrangements in line with best sector and external practice (utilising appropriate external audit and review mechanisms). Give a strategic focus to the work of the Board, the Principal and the associated committee structures.

Working with the Chair, Vice Chair, Committee Chairs and Senior Management team to ensure that the Board of Trustees fulfils responsibility in relation to monitoring the performance and success of the organisation including the management risk through the Board Assurance Framework.



COMPASSION



RESILIENCE



RESPECT



SUCCESS

**Primary Tasks
Continued:**

Ensure the Board, its Chair, Members and its committees are capable of executing on its remit as outlined in the constitutional documents.

Promote sound standards of governance and act as a guardian of integrity.

Give independent advice and support on key issues to the Chair, Vice Chair, Committee Chairs and Senior Management Team in their respective roles and support effective and constructive liaison.

Work closely with the Chair, the Principal, the Senior Management Team and other members of staff to support the Board of Trustees in fulfilling its remit and to ensure support for and implementation of the Board's decisions.

Facilitate Trustee engagement with the business of the college so as to maximise the contribution and impact of the Board.

Work with the Senior Management Team to ensure good quality, timely papers which meet the requirements of the Board.

Manage the administrative aspects of Trust meetings (including preparation of agendas and minutes, circulation of papers and management of our online document sharing platform), and ensure meetings proceed in accordance with the requirements of the relevant constitutional documents.

Leading on and facilitating the recruitment of Trustees to ensure the membership of the Board of Trustees comprises the appropriate balance of skills, knowledge, experience and diversity.

Facilitate the Board's decision-making processes and public sharing of its decisions.

Working with the Senior Management Team to ensure effective training and development of the Board of Trustees.

Serve as a liaison to and a representative of the Board to internal and external stakeholders.

Draft all governance statutory documentation on behalf of the Board and support the production of key corporate publications, including the Annual Report and Accounts as and when required.



COMPASSION



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COLLEGE-WIDE RESPONSIBILITIES

As a member of staff at Callywith College, the post-holder is expected to contribute to the overall aims and values of the college by actively engaging in the following areas:

Probationary Period

Your first nine months (academic or management roles) or six months (support staff) of employment will be a probationary period. During this time, your suitability for the role will be reviewed and assessed.

Performance and Development

Take part in the college's performance appraisal and review process. Engage in ongoing professional development activities to support continuous improvement and growth.

Equality, Diversity and Inclusion

Promote and support equality, diversity and inclusion in accordance with college policies and values.

Student Experience

Contribute to providing a high-quality environment that supports student learning, wellbeing, and personal development. Support the delivery of effective Student Welfare and Support Services.

Organisational Development

Contribute to the development of a flexible, responsive, and forward-thinking college. Support college marketing and promotional initiatives as appropriate.

Health, Safety and Use of Resources

Use college equipment, premises, and property safely and responsibly. Adhere to all health and safety policies and procedures. Carry out Fire Marshall or First Aid duties as required (training will be provided if needed).

Wider College Contribution

Participate in and contribute to general college-wide developments and initiatives. Be open and adaptable to changes in role and responsibilities as the college evolves.

Safeguarding

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON PROFILE

GOVERNANCE PROFESSIONAL

Ideally, the person appointed will have the following skills and experience:

- Experience in administration, including producing high quality agendas, taking minutes, working to deadlines and prioritising work.
- A strong understanding and significant experience of corporate governance
- Ability to contribute strategically to the development of the college in its intention to maintain its 'outstanding' status.
- Literacy and numeracy skills to GCSE A-C or equivalent.
- Confidence using the Microsoft Office suite, including Outlook, Word, PowerPoint and Teams.
- Experience forming positive professional relationships with a variety of stakeholders.
- Relevant degree and/or professional qualification, e.g. The Chartered Governance Institute (formerly ICSA), law, accountancy, audit, business management or QBEA clear and professional communicator.
- The ability to act with impartiality and discretion at all times.
- The ability to respectfully challenge behaviours or decisions.
- The ability to seek out own learning and ask for support where necessary.
- A commitment to personal learning and adaptability to change.
- Competence at organising their time and working deadlines.
- Maintain integrity and impartiality in the workplace.
- A flexible approach to managing working hours to meet the needs of the Governing Body and its committees.
- Have an openness to learning and change.
- The ability to act with detachment and impartiality in order to serve the best interests of the Board and the Senior Management Team.
- Maintain integrity and impartiality in the workplace.
- Be sympathetic to the needs of others.
- Have an openness to learning and change and have initiative and self-motivation.
- Be invested in the success of the college and demonstrate commitment to being part of a successful team.
- Able to work at time convenient to the Corporation, including evening meetings.
- Able to travel to meetings across the college's geographical area and available to be contacted at mutually agreed times.

The college is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

CALLYWITH VALUES

CHOSEN BY STAFF
AND STUDENTS, OUR
VALUES REPRESENT
THE VISION, MISSION
AND CULTURE OF
CALLYWITH COLLEGE.



SUCCESS

"We are what we repeatedly do.
Excellence, then, is not an act,
but a habit".
Aristotle



RESPECT

"Relationships are based on four
principles: respect, understanding,
acceptance and appreciation".
Mahatma Gandhi



RESILIENCE

"A champion is defined not by their
wins, but by how they can
recover when they fall".
Serena Williams



COMPASSION

"Be kind in your actions".
Mother Teresa

