

ROLE PROFILE

Job Title:	Head of Governance
Responsible to:	Chair of the Trust and the Principal
Salary:	£53,962 Pro Rata £18,917.42 Per Annum Fixed Point 49 Salary will be reviewed annually by Trustees
Hours per week:	15 hours per week (Flexible except meetings) based on a fraction of 0.4 (equivalent to 2 days per week) which equates to 570 annualised hours
Weeks per year:	38 weeks per annum, paid for 45.09 weeks College term is 36 weeks plus an additional 10 working days
Conditions of Service:	Callywith College Trust
Academic or Support:	Senior Postholder

Key Purpose of the Role:	<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 and its sub-committees.</p> <p>Responsible for ensuring governance arrangements are thorough, compliant and contribute meaningfully to the strategic development and oversight of the college.</p> <p>This is a statutory role and appointed by the Trust.</p>
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Promote high standards of governance and act as a guardian of integrity who ensures the Board is accountable and compliant with statutory guidance, legislation and protocol.

Be proactive in understanding current and emerging guidance and legislation, advising Trustees to ensure statutory and regulatory compliance and external governance relations.

Take appropriate action if and when the Board, Chair, Members or committees appear to be at risk of acting outside their powers or taking unlawful action.

Give independent advice and support on key issues to the Chair, Vice Chair, Committee Chairs and SMT.

Board & Committee Support:

Co-ordinate the cycle of annual business, including scheduling meetings, setting agendas, preparing accompanying papers, taking minutes and tracking actions.

Manage the administrative aspects of Trust meetings (including the online document platform), ensuring meetings follow constitutional requirements.

Work closely with the Chair, Principal, SMT and other staff to support the Board in fulfilling its remit and implementing decisions.

Work with SMT to ensure good-quality, timely papers that meet the needs of the Board.

Audit, Assurance & Risk: Support the Trust and its members in evaluating their effectiveness, using external audit and review mechanisms.

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

Work with the Head of People on Trustee recruitment to ensure a balanced mix of skills, knowledge, experience and diversity.

Support training and development for Trustees where needed.

Facilitate meaningful Trustee engagement in the business of the college to maximise contribution and impact.

**Strategic Support &
Decision Making:**

Facilitate the Board's decision-making processes to ensure strategic focus for the Board, Principal and committees, including the public sharing of decisions.

Keep governance close to college operations by supporting SMT, the Chair and other leaders to ensure strong governance input into strategic work.

**Documentation,
Reporting & Stakeholder
Liaison:**

Draft all statutory governance documentation on behalf of the Board.

Support the production of key corporate publications, including the Annual Report and Accounts.

Support effective liaison and communication between the Board, SMT and stakeholders.

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

HEAD OF GOVERNANCE

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

Essential Skills & Experience

- Strong administrative skills, including producing agendas, minute-taking and prioritising work.
- Significant understanding of corporate governance.
- Ability to work strategically and support an organisation aiming to maintain outstanding status.
- Strong communication skills and confidence with Microsoft Office.
- Ability to build effective professional relationships.
- Ability to act with impartiality, discretion and integrity.
- Strong organisational and time-management skills.
- Flexibility to work evenings and travel as required across the college area.

Desirable Qualifications

- A relevant degree or professional qualification (e.g., CGI/ICSA, law, audit, accountancy, business management).

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

