



WELLSPRING

We Make A Difference

Head of Governance

Hybrid of remote and office working



The Role

Wellspring is a values-driven Multi-Academy Trust which is committed to innovation and educational excellence by empowering the Academies within the Trust to 'make a difference' to the pupils we serve.

We are seeking a dynamic Head of Governance to join our team. You will play a pivotal role in ensuring forward-thinking and effective Governance across the Trust.

You will lead our Governance function to ensure that Governance support is effective, transparent, and aligned with our core values. You will work closely with our Board of Trustees and provide a professional clerking service to the Trust Board and its Committees

Key Responsibilities

- **Governance Leadership:** Lead the Governance Team, implement Governance strategies that align with our vision and values.
- **Board Clerking:** Provide expert advice and support to the Board of Trustees and Committees, ensuring effective decision-making and compliance with statutory requirements.
- **Empower Governance:** Drive forward-thinking strategies and embrace cutting-edge technologies to enhance decision-making and transparency within our Governance framework.
- **Foster Continuous Improvement:** Cultivate a culture of continuous improvement, ensuring our Governance structures remain agile and adaptable.
- **Governance Practices:** Provide expert advice and support to the Board of Trustees, ensuring effective decision-making and compliance with statutory requirements.

Our Offer

- **Impactful Work:** Join a team of passionate educators who make a tangible difference to the lives of young people.
- **Continuous Development:** We value our people. Collegial working at all levels is central to our culture. High quality induction training and ongoing professional development support are guaranteed.
- **Inclusivity:** We are committed to creating a diverse and inclusive workplace where everyone feels valued and respected.
- **Innovation:** We encourage creativity and innovation. We believe in the power of teamwork and encourage open communication and idea-sharing.
- **Work-Life Balance:** We understand the importance of work-life balance and offer flexible working and hybrid working arrangements to support our employees' well-being.
- **Competitive Benefits Package:** Including local government pension scheme, generous annual leave entitlement and other benefits.

You will play a key role in shaping the Governance landscape at Wellspring. By driving innovation and forward-thinking, you will foster a culture of excellence and accountability, ultimately making a lasting impact on the future of education.

About Wellspring

Wellspring is a highly successful Academy Trust, well-known for its inclusive approach and unwavering social purpose commitments.

Over its twelve years of operation, the Trust has proudly maintained a record of never permanently excluding a single student. As the largest mixed sector Trust in the region, Wellspring is soon to be a community of thirty-eight schools across the North of England.

Our passion for social equity drives us to ensure that every young person in our care, regardless of their background or challenges, has access to high-quality education.

We are dedicated to fostering innovation, inspiring transformation, and cultivating a culture of collaboration for the betterment of all.

Through our inclusive practices, we aim to break down barriers and ensure that all individuals have the chance to succeed, fostering a sense of belonging and unity within our communities.

Post Title:
Head of Governance

Reporting to:
Chief Administration Officer
& Chair of Trustees

Location:
Hybrid of remote and office working.
Head office located in Barnsley town centre
adjacent to the interchange.

Salary:
£50,000 - £55,000



Governance at Wellspring

In an ever-evolving educational landscape, innovation and forward-thinking are essential to ensure that our Governance practices are not only effective but also adaptable.

As Head of Governance, you will be at the forefront of how we approach Governance within our Trust.

We believe that Governance should be proactive and visionary, ensuring that our policies and practices reflect our aims. As we seek to innovate, it's crucial that Governance structures support and enable our ambitions.

The role will work with the Chief Administration Officer to lead the Governance Function, whilst reporting independently to the Trust Board. You will oversee all aspects of Governance effectiveness and compliance within the Trust, ensuring Governance adheres to best practice and meets all statutory and regulatory requirements.

As Head of Governance, your responsibilities will extend to clerking the Board and its Committees, a role that is crucial in maintaining the efficacy and transparency of our governance practices. You will ensure that meetings are well-organised, minutes are accurately recorded, and actions are diligently followed up.

The Governance team consists of our Governance Professional, and our Governance and Executive Assistants who service our Local Governing Bodies. The Head of Governance will lead the service provision and line manage the team effectively, ensuring that the Board and its Committees are supported to the highest standards.



Job Description

Main duties will include:

- Lead a highly effective Governance support service to the Board of Trustees and Local Governing Bodies. Leading the Trust's Governance Function, providing leadership and direction to Governance Officers.
- Provide effective and professional Governance support to all Members, Trust Board, Committees and related meetings including establishing annual cycle of business; setting of agendas; maintaining records; clerking meetings; and any other associated requirements.
- Oversee Trust-wide Governance activities, eg. managing Governance administrative systems and processes, maintaining policies, providing induction training and support, arranging training and development provision and organising events and activities.
- Provide advice to the Board on its core functions and DFE Governance requirements including ensuring compliance with all statutory and legal requirements; ensuring all statutory policies are in place; liaison and support to the Chair of the Board on all related matters; provision of best practice advice on Governance and structural matters; and any other associated requirements.
- Support the due diligence process, actively engage in the 'on-Boarding' of new academies, including establishing Governance arrangements and developing positive relationships with governors and colleagues.
- Lead Governance recruitment strategies, ensure that agreed practices in respect of appointments are adhered to. Advise on succession planning, particularly in respect of the role of Chair.
- Assess academies' compliance with the performance measures outlined in the Wellspring Assurance Framework (WAF), provide feedback at WAF review meetings with Principals and Chairs, agreeing what support is required.
- Develop and maintain effective communications with Trustees, LGB members and Chairs, Principals and other members of the WAT Team regionally and centrally.
- Lead on reviewing and updating key constitutional documents such as the Local Governing Body Constitution, Standing Orders, Schemes of Delegation, Terms of Reference, and other key documents.
- Key liaison with other teams in the Support Centre to ensure that systems and processes meet Governance requirements.
- Translate legislation and guidance into practical procedures and advice for colleagues across the Trust.
- Support the Chair of the Board in relation to Trust Governance matters.
- Obtain and disseminate appropriate legal advice, support and guidance and where necessary.



Person Specification

Criteria	Essential / Desirable
Qualifications and Certification	
Degree or equivalent in relevant subject, or willingness to work towards.	D
Level 2 qualification(s) including English and Maths.	E
Possess a relevant qualification, such as Chartered Governance Professional.	D
Skills, Knowledge and Experience	
Proven line management experience. Ability to effectively lead, develop and empower a team.	E
Significant experience in Governance.	D
Excellent relational skills, building rapport and enjoying influence with a variety of stakeholders.	E
Ability to communicate effectively with a wide range of stakeholders, both verbally and in written communications.	E
Knowledge of academy governance legislation and legal requirements.	D
Highly effective problem solving and decision-making skills, exercising professional initiative and creativity related to complex issues.	E
Personal Attributes	
Personal integrity and a commitment to the Nolan principles of public service.	E
Be a person of integrity, able to maintain confidentiality and remain impartial.	E
Be adaptable and flexible with a flexible approach to working hours.	E
A commitment to professional development, both personally and in support of your peers and reports.	E
An affinity with Wellspring's culture and purpose.	E



WELLSPRING

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Applications

We welcome informal conversation with candidates, these can be arranged by contacting Natalie Hardman, Chief Administration Officer at n.hardman@wellspringacademies.org.uk

Post Title: Head of Governance

Reporting to: Chief Administration Officer & Chair of Trustees

Duration of Post: Full-time

Work Commitment: 52 weeks per year

Start Date: As soon as possible

Closing Date: Monday 6th January 2025

Interview Date: Thursday 16th January 2025

Salary: £50,000 - £55,000

Location: Hybrid of remote and office working. Head office located in Barnsley town centre adjacent to the interchange.

Further Information

Wellspring Academy Trust recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Trust activities and expects all staff to share this commitment. An Enhanced DBS is required for this post.

References will be requested and an online search carried out for shortlisted candidates, prior to attendance at interview. Further pre-employment checks, including prohibition from teaching, childcare disqualification and section 128 checks, if deemed relevant for the role, will be completed for the successful candidate upon acceptance of the post.

We are committed to equal opportunities and to promoting diversity. We want our people to reflect the diversity of our communities, and we welcome applications from people from all backgrounds, especially from under-represented groups, including those from Black, Asian and minority ethnic communities.

If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide an overseas criminal records check from the country/ countries you have resided in, if you are the preferred candidate for the post.

Wellspring Trust

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