

Academy  
Transformation  
Trust

# Head of Governance

## Application Pack



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# 01. About Academy Transformation Trust

## Our Mission

Transforming lives by *putting education first*.

## Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.

Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.

Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

## Our Values

### Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.

### Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.

### Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.

### Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.

**To learn more about our story/journey, please read our [ATT Magazine](#)**



# Welcome

to Academy Transformation Trust

At Academy Transformation Trust, we're on a mission. We want to transform education, performance and lives, and we're giving young people the best possible start to their careers across our fast-growing network of academies. A not-for-profit trust, we focus on our students' interests in everything we do, and we are passionate about using innovative technology to accelerate learning. We work inclusively within our communities, embracing the varied localities we serve while sharing our common vision and values. At ATT we are passionate about Diversity, Equity and Inclusion and welcome all applications.

# Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

## Our Priorities: Big Moves

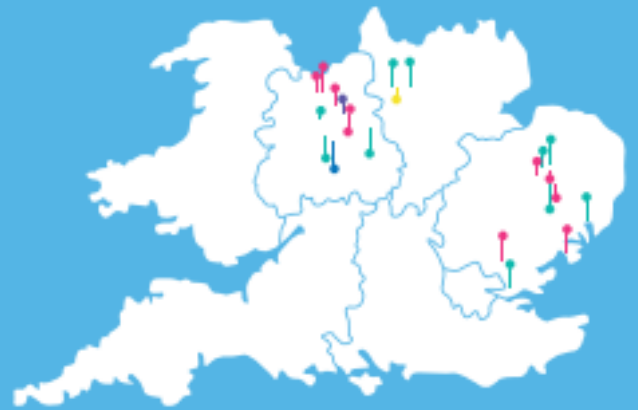
Our Big Moves help solve a problem and achieve a step on our 2-to-5 year plan.

Aligned Autonomy

Shared Services

Improve Outcomes

Grow



- Academy Transformation Trust
- Secondary Academies
- Primary Academies
- Special Academies
- FE Colleges



**ATT | 21 Academies**

Local Authority Areas | 10

**Staff | 1720**

Primary | 409  
Secondary | 1130  
Special | 30  
FE | 76  
Other | 75

**Learners | 13,334**

Primary | 2711  
Secondary | 9280  
Special | 45  
FE | 1298

**Governance**

People Engaged | 120+  
Trustees | 10  
Members | 4

**Finance**

£78 million in funding and other income

ATT Institute | Offering the very best PD opportunities for all our colleagues.

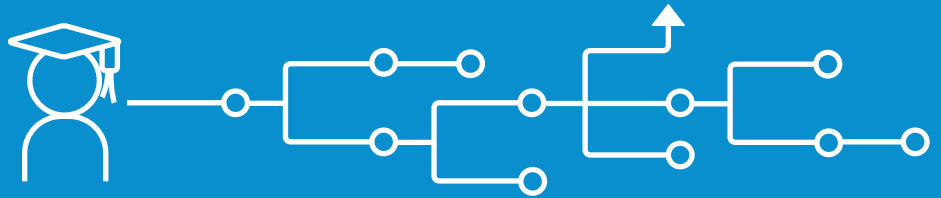
**Ofsted**  
Performance

1 Outstanding

**19 Good**

1 Requires Improvement

# 02. Career Testimonials



## **Donovan Stansbury** | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

## **Samantha Chilton** | PA to Principal

During my 14 years at Bristnall Hall Academy, I have been fortunate to have had various roles within the academy. I joined as a Learning Support Practitioner, supporting SEND students in the classroom, however 7 years ago developed my career further to become an Attendance Officer. The transition from LSP to Attendance Officer was well supported by the academy and ATT through a range of CPD, as well as the opportunity to work with colleagues across the Trust to share best practice.

More recently, I have become PA to the Principal, and with the support, guidance, and advice of my colleagues within the Trust, have been able to develop my skills and knowledge to enable me to carry out my role effectively.

## **Nicola Powling** | Faculty Leader, Humanities

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.



Our PD Curriculum is delivered through three pillars:

Transformational Leadership

[Click to Learn More](#)

Transformational Teaching

[Click to Learn More](#)

Transformational Services

[Click to Learn More](#)

Professional Development at ATT:

## 03. The ATT Institute

### What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey.

### PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

### Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

[academytransformationtrust.co.uk/institute](https://academytransformationtrust.co.uk/institute)

# 04. Job Description



## Head of Governance

### Purpose of the job

To transform the life chances of our students by ensuring that governance is effective in enabling the Trust to achieve the highest possible standards and prepare all our students to lead successful lives.

The Head of Governance will ensure that Trustees and Local Governors have the skills and qualities to enable them to do an effective job, and that all aspects of the Trust's governance operate within appropriate statutory and professional frameworks.

### Key Responsibilities and duties:

#### Accountabilities

The Head of Governance will:

- Maintain the highest standards in all aspects of governance, ensuring this is regularly quality assured and continually improving.
- Provide advice and support to the Board and Local Governing Bodies and ensure that professional clerking is in place, as well as support in areas such as recruitment, training and development.
- Ensure that statutory governance processes are conducted fairly and in accordance with requirements; this includes complaints, admissions appeals and exclusions hearings, providing assurance to the Board that this being done.

#### Key responsibilities

- Lead the Governance Team.
- Support the work of the Board in pursuit of its strategic aims and of its accountability to local communities and to the Secretary of State.
- Ensure that the Board of Trustees is supported by an effective layer of local governance, which provides assurance of the scrutiny of performance at individual academy level in conjunction with the Directors of Education.
- Ensure the effective flow of information between levels of governance within our Trust.
- Ensure there is an appropriate Scheme of Delegation in place to guide all aspects of our governance work and to deliver a consistent focus on our core strategic aims.
- Ensure that the work of Members, Board of Trustees and Local Governing Bodies is appropriately supported, including through the provision of high-quality clerking services.
- Support the Clerk to the Board in managing all aspects of the day-to-day work of Trustees and members - for example, agenda planning, the sequencing of Board and Board committee meetings and effective induction of new members and training.
- Ensure that there are regular opportunities for the Board of Trustees to review its own performance, development and succession planning.
- Lead the strategic development and quality assurance of our local governance function in all its aspects, thereby ensuring the highest quality of challenge and support to academy leaders.



## **Advice and support**

- Provide impartial, expert advice and support to members, Trustees, Local Governors and the CEO to enable them to fulfil their obligations.
- Ensure that corporate governance activity takes appropriate account of the identification and management of strategic and operational risk in conjunction with the Deputy CEO.
- Lead our work on governance recruitment and succession planning.
- Lead our governor development events, ensuring they are always responsive to need and of high quality.
- Ensure our local clerking operation is well managed and informed by appropriate high-quality professional development.

## **Statutory governance processes**

- Lead our approach to all statutory processes from a governance perspective.
- Ensure that there are clear frameworks for the management and clerking of complaint, exclusion and admission appeal panels, and that our academy leaders are trained to implement these frameworks.
- Ensure we are able to respond to statutory processes appropriately and within agreed timeframes.

## **Policies**

- Advise on the policies that the Trust must have in place and ensure they are published on our websites.
- Notify the CEO when Executive Leadership Team need to update these policies.
- Notify Trustees when the redrafted policies need their approval, and pass on any Trustee commentary to the CEO.
- Liaise with the Executive PA throughout the process to ensure its smooth progress.

We particularly welcome applicants from under- represented groups including those based on, ethnicity, gender, transgender, age, disability, sexual orientation or religion or belief.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

ATT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment by observing the academy's safeguarding policies and procedures.

# 05. Person Specification



## Head of Governance

	Essential	Desirable	How are these measured
<b>Professional Qualifications and learning</b>	<ul style="list-style-type: none"> <li>Undergraduate degree level qualifications or CPD that demonstrates qualification by experience.</li> <li>GCSE good standard in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Degree in relevant area (Business)</li> </ul>	Application (via my new term)
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of Governance at all levels not limited to minuting, clerking, development and co-ordination</li> <li>Experience of working with Boards, Trustees, LGB's, corporate affairs,</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience in Education governance</li> <li>Previous experience of co-ordinating activities across Multi Academy Trusts (in education)</li> </ul>	Application form & Interview/Task
<b>Competencies</b>	<ul style="list-style-type: none"> <li>Clear &amp; Effective communicator</li> <li>Effective influencer</li> <li>Effective problem solver</li> <li>Create range of IT literacy with experience of MS products, outlook, MIS systems</li> <li>Flexibility and willingness to travel to Academies across the Trust</li> <li>Highly Organised and efficient</li> <li>Excellent attention to detail and accuracy</li> <li>Ability to dynamically prioritise workload</li> </ul>	<ul style="list-style-type: none"> <li>Schools MIS system experience</li> <li>Governance Database experience</li> </ul>	Interview/Tasks
<b>Values</b>	<ul style="list-style-type: none"> <li>Ability to demonstrate ATT's vision and values</li> <li>Act with integrity</li> <li>Work hard</li> <li>Be a collaborative team member</li> </ul>		Application/Interview & Task
<b>Other</b>	<ul style="list-style-type: none"> <li>Promotes and defends equal opportunities</li> <li>Commitment to the safeguarding and welfare of all pupils</li> <li>This post is subject to Safer Recruitment Checks in line with KCSIE which includes an enhanced DBS check</li> </ul>		Application/Interview & Task

# 06. How to Apply

## Head of Governance

### Applying:

Please apply by visiting our vacancy site.

[Vacancies - Academy Transformation Trust](#)



### Status:

37 hours per week, All Year Round  
Permanent

### Salary:

Salary: NJC Point 44 £53,422 FTE – Point 47 £57,094 FTE



### Closing Date:

9am on Friday 10<sup>th</sup> January 2025

### Start Date:

As soon as possible



### Interviews:

Week commencing 20<sup>th</sup> January 2025

