

WORKING AT ALETHEIA ACADEMIES TRUST

Join our Team



For appointment of:
Governance Professional



Aletheia
Academies Trust

Welcome from the CEO

Thank you for your interest in Aletheia Academies Trust



Aletheia Academies Trust is a non-profit making charity whose vision is rooted in a determination to **improve the life chances of local children**.

Since our beginning, the Trust has adopted an operational model based upon the notion of a family of schools, understanding that like any family member, each school and each community that it serves is unique. Schools are encouraged to celebrate and explore this dimension; striving to follow the highly ethical vision of Aletheia.

The role of the Trust is to act in a parental capacity; to ensure that each school is well-supported and individual strengths are shared to improve the outcomes of all; to provide wider experiences to Trust pupils beyond the capabilities of any individual school; to develop and share staff expertise; to provide expert leadership and governance.

Aletheia has grown with devotion to a principle of geographical proximity; knowing, caring for, and understanding the areas we operate in are important to us. The Trust has grown from a single academy trust to a multi-academy Trust of eleven primary schools, one secondary school, one all-through school with another all-through school and community sports provision in the heart of Ebbsfleet Garden City which is planned to open in 2025.

Steve Carey

Chief Executive Officer

Why Aletheia Trust?

At Aletheia Academies Trust, we aim to provide an inclusive nature of high-quality leadership to continually provide educational excellence.

At the heart of Aletheia is the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community, by providing places where everyone has the ability to develop and thrive intellectually, socially, culturally and spiritually.

Our growing family of academies give multiple possibilities for our staff to create a career that **improves the life chances of local children.**

We aim to grow our staff to extract the best in everyone to consistently deliver outstanding education while having the freedom to create environments based on unique diverse backgrounds, experiences, perspectives and ideas.

Aletheia is committed to sustaining high-quality academies as well as supporting those in need of specific improvement. Our focus is to provide school improvement services that draw on the wealth of practice from across our Trust, broaden the expertise available to schools through flexible working arrangements and increase our capacity to respond quickly to the needs of individual schools. Pedagogical excellence is at the heart of all we do, with a sustained focus on collaborative and mastery learning.



Our Schools

The Trust is a family of academies that provide an inclusive education from ages 3 years to 18 years throughout Kent; including nursery, primary, secondary, and sixth-form.



**Saint George's C of E
All-Through School**



**Shorne C of E
Primary School**



**St. Botolph's C of E
Primary School**



**Stone St. Mary's C of E
Primary School**



**Horton Kirby C of E
All-Through School**



**Sutton-at-Hone C of E
Primary School**



**Rosherville C of E
Academy**



**Holy Trinity C of E
Primary School**



**Cliffe Woods
Primary School**



**Halling
Primary School**



**Sedley's C of E
Primary School**



**Ditton C of E
Junior School**



**Knole
Academy**



**Alkerden C of E
All-through Academy**



Staff Benefits

The 2022/2023 Aletheia wellbeing survey showed that the majority of staff would recommend Aletheia as a great place to work.

We value every one of our employees and want to give back as much as we are able to, therefore we provide a range of perks and benefits as found below:



Trust-wide commitment to your ongoing Continuous Professional Development (CPD) including secondment opportunities.



Unlimited access for you and your family to 24/7 GP telephone consultations.



Enhanced annual leave allowance with term-time offerings.



Access to a wide array of discounts including Motorfinity, Kent Rewards and Blue Light Card.



Employee Assistance Programme provides access to support your mental health and wellbeing support including one to one counselling sessions, mindfulness classes and Physiotherapy.



Access to Local Government and Teachers' Pensions Schemes.



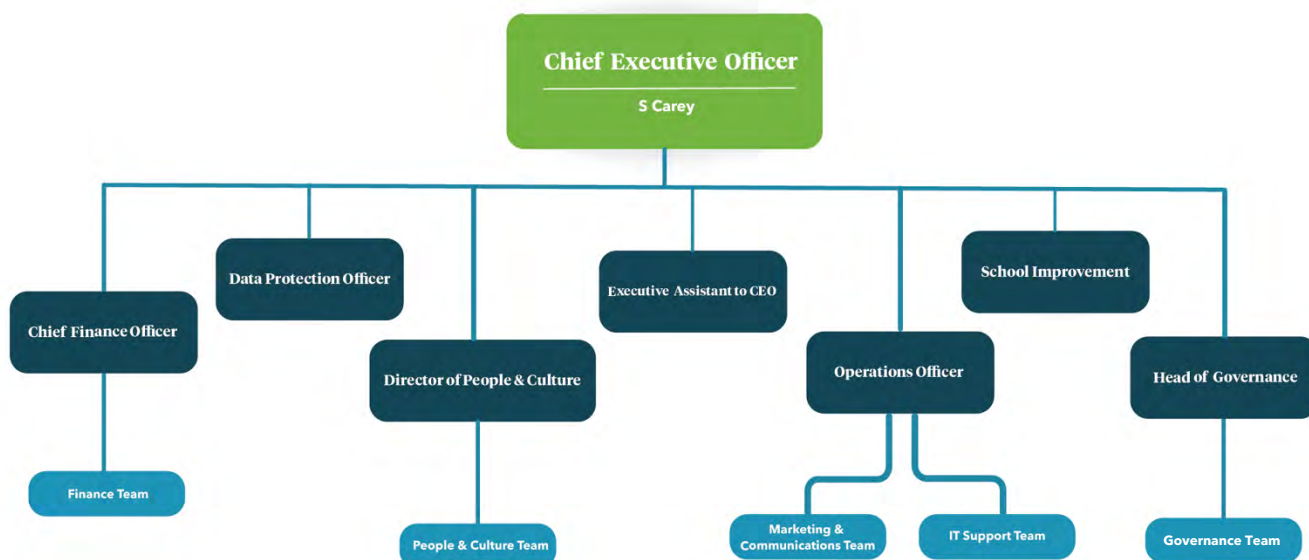
Free eye test, examinations and eye care vouchers.

For a full range of what Aletheia Academies Trust offer, please scan:



Trust Structure

Aletheia Academies Trust's ambition is to support our family of academies in every aspect. Our executive leadership team works closely with school leaders to establish development priorities to shape and drive school improvement initiatives and help deliver outstanding outcomes throughout. Aspiring to achieve educational excellence is at the heart of what we do.



"Staff within the Trust have frequent opportunities to collaborate and develop professionally with others within the Aletheia family, including an expert team of School Improvement Officers."

Sutton-at-Hone CofE Primary School (Joined Oct, 2017)



Job Description



Job Title

Governance Professional

Location

Hybrid

Duration

Permanent

Work Hours

20 hours per week, 6 evening meetings per year, per school

Reporting to

Head of Governance

Salary

KR7 £26,515-£28,850 per annum (FTE)

Pension

Local Government Pension Scheme

About the Role

This new role will support the Head of Governance in further developing and enhancing the governance framework within the organisation. The role will involve providing clerking support to schools within the Trust and advising the Governing Boards on governance, procedural and constitutional matters, ensuring alignment with relevant legislation and statutory guidance, such as the Academy Trust Governance Guide.

The position will provide essential administrative support to the governing bodies and their committees, enabling them to operate effectively and efficiently. Ensuring that the governing bodies are correctly constituted and compliant with statutory regulations will also be a key responsibility.

The role will also focus on managing and safeguarding information in accordance with legal requirements, promoting transparency and accountability across all governance practices.

Key Responsibilities

Membership

- ▶ Keep the Governing Board informed of any upcoming expiry of terms of office to allow appointments and elections to be planned.
- ▶ Implement transparent processes for the election and appointment of governors and maintain accurate records of the outcome.
- ▶ Chair the section of the meeting where the official chair is to be elected, providing information and guidance on the election process and procedures.
- ▶ Oversee the Declared Conflicts of Interest Register for each member of the Governing Board and maintain a regular review of the register.
- ▶ Monitor attendance at governor meetings and advise the chair of any potential disqualifications through inadequate attendance.
- ▶ Advise the Governing Board on their responsibilities relating to record keeping and information management, in line with the UK GDPR, Data Protection Act 2018 and the Freedom of Information Act 2000, ensuring systems are in place to maintain the security of information.
- ▶ Keep all personal information of members of the Governing Board up-to-date. This includes names, addresses and categories of membership, as well as their terms of office.
- ▶ Liaise with the person within the school who is responsible for 'Get Information About Schools' (GIAS) and provide the required information relating to governors, ensuring this is up-to-date at all times.
- ▶ Maintain a register of governor DBS checks and ensure all governors have an up-to-date DBS check and section 128 check in place.
- ▶ Inform the Governing Board and other relevant bodies of any changes to the personal information of governors.
- ▶ Monitor and review all the terms of reference and membership of committees if appropriate.
- ▶ Maintain records of all Governing Board correspondence.
- ▶ Maintain records of signed meetings and ensure copies are sent to all the relevant parties.
- ▶ Ensure that all the school's policies are available upon request.
- ▶ Ensure that the school website contains all the information which is required in order to meet statutory requirements including the publication of information related to governance.





Advising the Local Governing Board

- ▶ Provide the Local Governing Board with information on procedural matters, including issues relating to the governance structure and scheme of delegation.
- ▶ Access appropriate advice, support and guidance from third parties on behalf of the Local Governing Board.
- ▶ Keep the Governing Board up to date with any changes in legislation which are likely to affect the governance of the school.
- ▶ Keep the Governing Board updated with the annual Local Governing Board meetings and Trust training events calendar.
- ▶ Be responsible for providing induction packs and relevant information/documents for new governors.
- ▶ Advise the Governing Board on succession planning regarding the impending expiry of governors' terms of office.
- ▶ Ensure each agenda is planned to prompt governors to declare any new or existing conflicts of interest.

Administration of meetings

- ▶ Successful administration of meetings and distribution and filing of information.
- ▶ Work alongside the headteacher and chair of governors to prepare an agenda for the full Governing Board meetings and sub-committee meetings if appropriate.
- ▶ Ensure all appropriate paperwork is ready for meetings and distributed to governors 7 days before the meeting or in line with relevant terms of reference.
- ▶ Record attendance at all meetings, taking responsibility for dealing with absences, including providing absent governors with details of upcoming meetings.
- ▶ Advise the chair of governors or committee if the meeting is not quorate.
- ▶ Draft minutes of all Governing Board meetings, evidencing the challenge and including who is responsible for the agreed action and the expected timescales as appropriate.
- ▶ Demonstrate an awareness of confidentiality when recording sensitive information in discussions and decisions, and ensure confidential minutes are recorded and distributed appropriately.
- ▶ Distribute the reviewed draft-approved minutes to all governors and the headteacher and ensure draft-approved minutes are approved at the following meeting.
- ▶ Follow up on any agreed action points with those responsible, keeping the chair informed of progress.

People and Relationships

- ▶ Develop and maintain professional and effective working relationships with the Governing Board, headteacher and senior leadership team.
- ▶ Establish and implement clear communication processes for sharing information with the board, and on behalf of the board with external partners.
- ▶ Support the Governing Board to develop a culture where challenge is embraced and welcomed.
- ▶ Ensure membership reflects the skills and knowledge of individual governors.
- ▶ Maintain an up-to-date record of individual governor and whole board training and CPD.

Personal Development

- ▶ Regularly undertake training and CPD which improves and maintains knowledge and ability to perform duties.
- ▶ Keep up-to-date with any local or national developments in the education sector.
- ▶ Keep up-to-date with legislation which is likely to impact the school.
- ▶ Take part in regular performance reviews and self-evaluation.
- ▶ Maintain own training record.

Safeguarding and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils. Annual safeguarding training is offered to all staff and it is the individual's responsibility to be aware of the most up-to-date guidance in the Keeping Safe in Children Safe in Education document 'KCSIE'.

Additional Notes

This job description will be reviewed annually and may be updated or amended at any time in consultation with the post holder. The job description does not form part of the contract of employment but describes the way the post holder is expected and required to perform and complete the duties set out above.



"Staff responsible for each subject access high-quality training within the multi-academy Trust networks".

- Ofsted 2023



E = Essential D = Desirable

E D

Qualifications and Experience

Demonstrate a willingness to attend relevant training	✓	
Attendance and completion of Induction Training	✓	
Administrative Experience		✓
Experience of record-keeping		✓
Experience in writing agendas and accurate and concise minutes		✓
Experience in organising meetings		✓

Skills and Knowledge

Good communication including active listening skills and strong written and oral communication skills	✓	
Excellent organisation skills	✓	
Time management skills with the ability to work to deadlines	✓	
Knowledge of Governing Board procedures		✓
Knowledge of educational legislation	✓	
Knowledge of the respective roles and responsibilities of the Governing Board		✓
Knowledge of data protection legislation		✓

Personal Qualities

- Punctual with a good attendance record.
- Able to communicate efficiently, verbally and in writing.
- Hardworking, with high expectations of themselves and their professional standards.
- Able to demonstrate their ability to maintain confidentiality and remain impartial.
- Able to take a flexible approach to working hours, including attending evening meetings in addition to managing a demanding workload.
- Able to travel to meetings, in possession of a full driving licence.
- Available to be contacted at mutually convenient times.
- Evidence of previous work experience where appropriate.
- Have a positive attitude to personal development and training.

How to Apply

If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

Jo Barker-Platt, Director of People and Culture

HR@aletheiaacademies.org.uk

01474 533 082

To apply for this role, please visit MyNewTerm:

[Apply Now](#)

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Closing Date:

24th January 2025
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Interview Date(s):

4th February 2025
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Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



Contact Us

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