

Every child, every chance, every day.

Every child **deserves** the best possible start in life



Recruitment Pack

Governance and Policy Lead



Exceed Learning Partnership
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

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A message from the CEO

Dear Applicant,

Thank you for taking an interest in developing your career with Exceed Learning Partnership. We are a Multi-Academy Trust currently serving 8 primary academies in Doncaster with ambitions to grow over the forthcoming year.

As a trust we are passionate about improving the life chances of the children and families we are serve. When any of us choose to work in education, I think we do so for three major reasons; we want to make a difference and inspire others; we want to pass on our enthusiasm for learning to the next generation; and we believe that a good education is the greatest means of helping establish a fairer society where everyone has the opportunity to make the most of their lives.

When we created Exceed Learning Partnership in April 2017, we did so in order to improve the life chances of pupils in and around Doncaster, particularly the most disadvantaged pupils. Having grown out of Edlington, the academies within the Trust have demonstrated that with the right provision, support and highest aspirations, all pupils can and will succeed. This is our

ultimately goal within our Trust – making sure all our academies are exceptional places of learning where everyone thrives.

In our Trust we believe that colleagues need the freedom to develop and perform to the highest standards, dovetailed with leadership and support that comes from an organisation that is passionate about removing any barriers to outstanding teaching and learning.

In our Trust we are delighted to welcome colleagues who share in our vision to help our academies to thrive. We support our staff in their learning, with the latest research and innovation, as well as contribute to their growth by sharing our experiences. All of us within Exceed Learning Partnership continue to grow our expertise so that we can make a difference to the lives of our pupils.

We look forward to meeting with you and warmly welcome you to visit our Trust and all our academies to find out more about the role and the difference you can make!



Beryce Nixon

Chief Executive Officer
and National Leader
of Education

Our Ethos



Children within our Trust will always be our main priority, with personalised learning as our starting point, making the challenges of 'Helping Children Achieve More' a reality.



Every child will have the opportunities to expand their horizons, and build the confidence, talents, interests, skills and qualifications to succeed as they make their way towards a fulfilling and prosperous adulthood.



The amount of time children spend in education is finite. We have a responsibility to ensure every moment a child is in an Exceed Learning Partnership School, must be spent productively. Once wasted, it is gone forever and cannot be given back.

Every Child | Every Chance | Every Day



Our Vision

To equip young people with the knowledge, skills and mind-set to thrive and then take on the world!

We will achieve our vision by:

Every child developing:

- a greater understanding of themselves as a learner
- recognise what their strengths are
- how they can share their strengths with others
- understand what steps they need to undertake for their continual learning journey

Pupils will be encouraged and inspired to believe in themselves, build dreams and aspirations and strive to achieve these.

At Exceed Learning Partnership we believe in social justice through exceptional schools, creating and sustaining the best schools in which to learn and work by pursuing social justice for all.

Every child will be given the same opportunity to succeed, whatever his or her prior attainment. A key feature of the Exceed Learning Partnership will be a learning curriculum which builds the characteristics of Learning across all schools within the trust. This will focus on our learning philosophy skills:

Resilience, Motivation, Collaboration, Creativity, Investigation, Teamwork and Evaluation.



Our Values

Inspire

Embodied in the Trust motto, "Every Child, Every Chance, Every Day", all members of our organisation aim for excellence in their individual professional roles, in our innovative, evidenced-based practice and in our pupils so that we can all fulfil our potential in whatever we aspire to do or be!

Include

At Exceed Learning partnership we are concerned with achieving equitable, diverse and quality education for all pupils. Social justice includes a vision of society in which the distribution of resources is equitable and all members are physically and psychologically safe and secure.

Integrity

We respect the individuality of our academies and their communities and always act with integrity. By allowing high levels of autonomy wherever possible, we are able to nurture personalised learning approaches and focus on developing holistic people.

Exceed

Excellence and enjoyment should be an entitlement for all children and adults working in our Trust. We are developing cutting-edge, research-informed and highly engaging pedagogies that ensure high levels of progress and rapid development of staff; leading to the highest levels of achievement for all!

Our Aims and Strategic Objectives



SO1. Outstanding Professionals

- To develop winning teams of Governors, leaders, staff and other stakeholders who are forward thinking, highly skilled, open, hardworking and determined to enable success for others



SO2. Innovative Systems Enabling Creative Schools

- To create innovative and sustainable schools that are creative, vibrant, safe, compliant, financially healthy, well resourced and exceptionally well governed and led



SO3. Strong Partnerships and Communities

- To work closely with our local communities and parents to secure the best outcomes and opportunities for our learners.
- To develop a network of partnerships across all our academies, our local area and across the country which are powerful in supporting the development of all.



SO4. Exceptional Learners

- To develop learners who are highly successful with attributes, skills and qualifications for a fulfilling life.
- To ensure all our learners have a high quality school experience and enjoy an abundance of opportunities.

People Vision



We create exceptional, inclusive and enjoyable places to work

We are passionate about our purpose and inspire each other to deliver high performance

We act with integrity and our Values drive our behaviours and decision-making

We strive to exceed in all we do and learn from every opportunity

...to deliver on our motto



Every Child.
Every Chance.
Every Day.





A Message for the Candidate

Dear Applicant,

Thank you for your interest in the position of Governance and Policy Lead.

Due to continued growth within the trust, we are seeking an enthusiastic, forward thinking and dynamic individual to join our trust in the new post of Governance and Policy Lead. The successful candidate will be responsible for the Governance Professional and work with the Board of Directors, Local Governing Boards, Executive Leadership Team, Central Team and the academies senior leadership teams to design, implement and support the highest quality governance across the Trust.

The role will ensure that all layers of Exceeds governance arrangements operate as a coherent whole. This strategic position is responsible for ensuring that the Trust and all the academies are compliant with regulatory requirements, whilst consolidating local arrangements that provide robust challenge and support for academies.

The post holder will be the lead in the Trust for ensuring high standards of governance including the smooth and efficient administration of the Directors Board and its Committees, as well as advising the Chair of the Board on governance process and practice.

The post holder will oversee compliance with regulatory and legislative requirements, ensure the Board's decisions are acted upon and at all times they are in accordance with the Memorandum and Articles of Association, and continue to provide public benefit.

At academy level, the post holder will be proactive and creative in identifying where governance is working well but also where interventions may be required. They will build strong relationships with Principals, Chairs and National Leaders of Governance, ensuring governance at each Academy is fully 'Ofsted-ready'. As the Trust's Governance and Policy Lead, the post holder will design and rollout a professional governor-training programme, and lead on governor recruitment and retention, with a licence to be innovative in attracting high calibre volunteer.

The post holder will need to provide leadership as well as operational management; they will be innovative and creative in developing system-leading governance across the trust, whilst also ensuring statutory and regulatory requirements continue to be met. In addition to this, they will be an expert on the theory and approach to governance with the ability to implement and safeguard high standards of challenge and support;

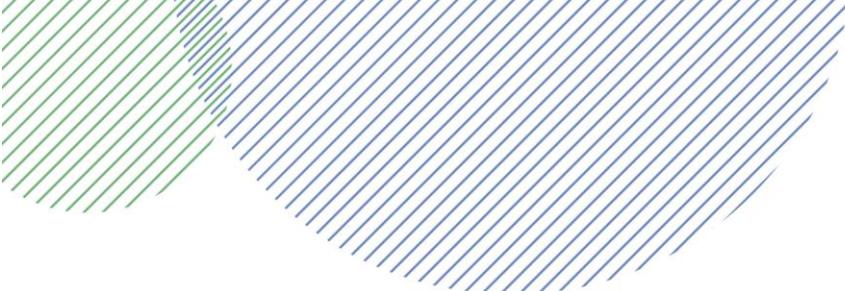
In addition to this, they will be equally comfortable operating locally ensuring all elements of governance combine to support driving improvements in standards across Exceed Learning Partnership.

We encourage interested applicants to contact us if they have any questions or queries about the role and look forward to receiving your application.

Yours sincerely

Mr Andrew Hibbitt

Deputy CEO



Job Description

Job Title:	Governance and Policy Lead
Grade:	Grade 10, Point 36 - Point 42 (£40,578 - £46,662)
Hours:	37 hours per week, 52 weeks contract with annual leave entitlement (no of days dependant on length of service)
	This role involves evening and flexible working. We will consider job share roles or term-time requirements
Location:	Trust Office with travel to all our academies
Responsible to:	Deputy Chief Executive/Chief Operating Officer and Chief Executive Officer
Responsible for:	Governance Professional

All support staff should endeavour to maintain the ethos of the academies and must uphold the standards of personal and professional conduct at all times, ensuring honesty and integrity prevails in every situation. Support staff must maintain appropriate professional boundaries and respect the unique position of trust as support staff in the academies.

Job Specification

To support the efficient and effective operation of the Trust Board, its Committees and Local Governing Boards, ensuring that Board business continues to drive the successful delivery of the Trusts objectives

- Responsible for ensuring appropriate meeting preparation and arrangements, agenda setting, Board reporting, and ensuring actions are followed up accordingly.
- Provision of strategic governance and policy advice to the Board Chair and other Trustees as well as being the first point of contact on Board business.

To lead on maintaining robust corporate governance across Exceed, including ensuring that the Trust continues to meet its regulatory and statutory reporting obligations

- Advising the Chair, Chief Executive, Deputy Chief Executive and other Directors on key matters of regulatory and statutory importance
- Ensuring statutory compliance including filings with Companies House, the Department for Education, and the Education and Skills Funding Agency
- Ensuring that Board decisions are made and implemented in accordance with the Memorandum of Understanding and Articles of Association, Scheme of Delegation as well as the Trusts operational procedures.
- Working closely with the Executive Board to maintain currency of format, content and drafting of all statutory reports and annual reviews
- Ensuring an appropriate skills mix at Board level through maintaining Board membership, and managing new appointments and their induction.
- To include oversight of the re-appointment and retirement of Board members in accordance with the Articles of Association
- Managing and maintaining the Trust's Strategic Risk Register and risk management policy in conjunction with the Chief Executive, Deputy CEO, Chief Finance Officer and the Chairs of Directors Committees
- Work in conjunction with the Trust's legal advisers to ensure all other regulatory obligations continue to be fulfilled

To drive Exceeds development of governance arrangements through ensuring high standards of local challenge and support, and enabling all layers of governance to function as an effective and coherent whole

- Ensure a high standard of local academy challenge and support in all Exceed Academies through knowing how all local arrangements are working, standardising good practice and identifying where local interventions are necessary

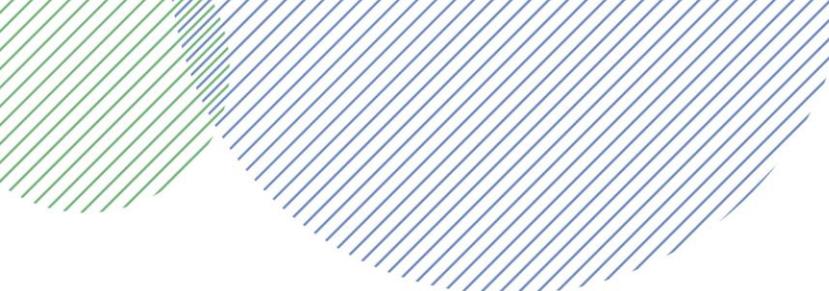
Job Specification

- Ensure local governance complements school improvement activity by working alongside leaders to ensure local arrangements are providing robust support and challenge for school action plans
- Oversee the linkages between the various layers of governance— local, Director and Members— so that information flows efficiently both ways, including managing annual strategic events for Members, Trustees, Principals, and Local Governing Boards
- Build proactive and productive working relationships with Principals, local Chairs, and local governors, and act as trouble-shooter for governance issues across all academies
- Lead recruitment and retention of local governors
- Lead on policy development for all Exceed governance policies including the Governance Handbook, Code of Conduct, Governance Terms of Reference and the Scheme of Delegation across the whole Trust
- Lead on reviewing, implementation and roll out of all governance training ensuring statutory compliance at all times
- Drive ongoing improvement through regular governance audits throughout the trust, ensuring that all academies remain compliant and Ofsted ready at all times
- Lead external governance audits, implement action plans and drive improvement whilst monitoring impact
- Ensure all boards and the trust remain compliant at all times, in line with DFE guidance, in particular from the Academies Trust Handbook.

Day-to-Day Line Management and Development of the Governance Professional to create a Strong Governance Team within Exceed.

Support the development of the Governance Professional to ensure:

- Governance agendas are set in a timely manner and in line with the governance policy and strategy
- Papers are quality checked and distributed to boards in suitable timeframes
- Academies are both supported and held to account to produce high quality documentation pre and post governance meetings
- Governance meetings run to time and the Governance Professional supports the Chair to manage the meetings effectively
- Challenge and support is strong, with feedback and support provided by the Governance Professional
- Deliver effective administration, with high quality accurate governance minutes produced and circulated to academies within the Trust timeframes
- The Governance Professional has access to CPD as part of their career development.



Job Specification

To work collaboratively with other key functions of the trust so that Governance and Policy within the Trust supports and enables the delivery of Exceeds strategic objectives

- Support due diligence activity of new academies potentially joining Exceed by preparing the schools' current governing body for conversion/transfer
- Lead on co-ordination of all Trust policies across Exceed, including defining which sit at school and Trust-level, and drive the production and updating of central Trust policies as Policy Lead.

The duties and responsibilities in this job description are not exclusive or exhaustive and the post holder will be required to complete such duties as may reasonably be expected within the scope and grade of the post.

- source or provide clerking cover during times of absence
- clerk boards/committees as and when required

Person specification

	Essential	Desirable	Interview /App form
Qualifications			
Graduate or equivalent experience	✓		✓
Ideally have been an academy or school governor, worked closely with school governors and/or Academy trustees	✓		✓
Willingness to enhance qualifications and training for development in the post	✓		✓
Knowledge & Experience			
Extensive experience of supporting and advising Boards and their senior committees, with direct corporate governance experience preferably gained within a regulatory environment	✓		✓
Evidence of leading on governance within a dynamic, multi-functional organisation, collaborating successfully with other functions to deliver on the organisation's strategic objectives	✓		✓
Strong track record of successfully making strategy a reality, delivering demonstrable improvements to processes and practice	✓		✓
Experience of identifying and mainstreaming organisational best practice, whilst also troubleshooting areas of weakness	✓		✓
Evidence of successfully building relationships with internal and external stakeholders at all levels in order to implement the highest possible standards of governance practice	✓		✓
Experience of writing policy, setting and leading strategy, undertaking audits and holding people to account.	✓		✓
An up to date understanding of good practice in corporate governance, including an understanding of the relationship between the Executive and Non-Executive	✓		✓
Thorough knowledge of governance in the education sector, including latest MAT best practice, plus DfE and ESFA requirements	✓		✓

Person specification

The ability to quickly gain credibility and influence senior colleagues, including being persuasive and pushing back where necessary		✓	✓
Ability to convey complex information with clarity, including writing concise and effective Board papers	✓		✓
Excellent planning and organisational skills	✓		✓
Strong interpersonal skills coupled with the ability to act diplomatically and with tact		✓	✓
Resilient, with the ability to deliver a complex and demanding workload alongside colleagues across disparate geographical locations		✓	✓
Personal Qualities			
Excellent written and oral communication skills	✓		✓
Excellent time and task management skills	✓		✓
Ability to work under pressure and to deadlines	✓		✓
Ability to relate well to children and adults	✓		✓
Ability to lead, motivate and influence others	✓		✓
To have a sense of humour	✓		✓
To show commitment to sustain excellent attendance at work	✓		✓
Confident and willing to challenge traditional assumptions	✓		✓
Energetic, enthusiastic and resilient, along with being action and solution-focused	✓		✓
A commitment to child-centred education	✓		✓
Contra-Indicators			
A satisfactory DBS Check	✓		✓

How to apply

Prior to applying:

If you are unclear about any aspect of the application process or you would like any additional information about Exceed Learning Partnership or the role, then please contact:

Mr A Hibbitt: coo@exceedlearningpartnership.com

Application is by application form and must be sent: pa@exceedlearningpartnership.com

Appointment Process

Closing Date for Applications:

Wednesday 2nd November 2022 (midday)

Shortlisting for Candidates:

Monday 7th November 2022

Interview Date for Candidates:

Friday 18th November 2022

Should you decide to apply, please confirm your availability for these dates when submitting your application.

References will only be taken up for shortlisted candidates who will be notified beforehand. Please contact each of your named referees to inform them that, if you are shortlisted, we will request a reference prior to the interview.

Please note that providing false information as part of your application may lead to a withdrawal of any conditional offer of employment, or disciplinary procedures potentially leading to dismissal without notice if you have already

The Exceed Learning Partnership



Willow
Primary
School



Exceed Learning Partnership
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

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