



Girls' Learning Trust

www.girlslearningtrust.org

Recruitment Pack

HEAD OF GOVERNANCE

Shared Services
May 2024



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WELCOME FROM THE CEO AND COO

Dear Candidate

Thank you for your interest in the post of Head of Governance for the Girls' Learning Trust.

The Girls' Learning Trust (GLT) was formed in September 2015 and consists of three successful and high-performing girls' schools: Nonsuch High School for Girls, Wallington High School for Girls and Carshalton High School for Girls. All three schools are located in the London Borough of Sutton. As the largest all-girls multi academy trust in the UK, we have over 4,500 students aged 11-18 and almost 500 staff. We have a financial turnover of £30m and operate over three large sites. Our aim is to empower girls and young women by delivering a first-class education and providing an inspirational start to their futures.

Staff are our most valued asset, and we aim to support them both in their current roles and to develop them for their future careers. Working alongside the teaching staff, we have a skilled support staff team who perform vital roles within each school and across the trust. Continued professional development plays an important role in ensuring that the quality of education is very high in our schools. There are lots of opportunities for cross-trust professional development, with staff from all three schools working collaboratively on projects in many areas and we have a GLT professional development conference each year for all our staff.

This is a new and exciting role for the Trust, as we move towards a new academic year with a new Chief Executive Officer, a new Executive Leadership Team structure, and the development of a new strategy. There is significant scope for impact and shaping our strategy in this area. We believe you would enjoy working with us and very much look forward to receiving your application.

Kind regards



Jennifer Smith
Chief Executive Officer (to September 2024)



Dr Thomas Flynn
Chief Operating Officer
Chief Executive (from September 2024)



OUR TRUST

What is a Multi Academy Trust?

Multi-Academy Trusts (MATs) are where more than two schools have joined to form one organisation, governed by one Trust board. Our MAT is both a registered (exempt) charity and a company limited by guarantee, and since we operate within the state sector, we are regulated by the Education and Skills Funding Agency (ESFA). We receive our funding direct from the government on per pupil basis, and we also generate some income through various additional activities (including targeted capital funding bids, and out of hours lettings), which we invest directly into our educational activities.

What makes Multi Academy Trusts different?

The original academies programme started in 2010 and was intended initially to provide an alternative governance model for schools. Since this process started, many schools have now identified the significant benefits associated with forming partnerships with other schools – enabling cost savings across central services, alongside the ability to invest in strategic roles supporting schools to become more effective. By ‘clubbing together’, our three schools have access to resources and support that individually they would not be able to afford, and ultimately, we are able to collaborate to provide better outcomes for our pupils.

What is the history of the Girls’ Learning Trust?

In 2015, Nonsuch High School for Girls formed a multi-academy trust with Wallington High School for Girls, the Nonsuch & Wallington Education Trust. In 2018, the company became the Girls’ Learning Trust (GLT) and later that year Carshalton High School for Girls joined.

Our schools share many characteristics and are held in high regard by the local community. They are high performing and deliver a broad, balanced and challenging curriculum setting high expectations. Students benefit from being taught by well-qualified, dedicated and committed staff who are experts in girls’ education. The Trust benefits from the expertise within an executive support staff team that provides shared services for schools, including Finance,

Estates, IT, Procurement, Capital Development Projects, HR, Governance, Audit and Risk. This core team of professionals ensure consistent methods of operation, strong quality assurance and best value across the Trust.

Relationships in the Trust, between staff and students or between colleagues, are built on mutual trust and respect. These relationships drive school improvement and contribute to the wellbeing of everyone. Visitors often comment on the high levels of motivation and positive behaviour of the students, the commitment and professionalism of the staff and the well-equipped school buildings. Strong academic performance is complemented by highly effective pastoral care. We believe in offering a broad experience that goes well beyond the academic, and girls are encouraged to develop their confidence, independence and resilience across a wide range of enrichment and extra-curricular activities.

What makes the Girls' Learning Trust special?

While we work across the Trust to support school performance and ensure value for public money, we believe in allowing our schools autonomy in developing approaches to pedagogy and the curriculum that will deliver the very best outcomes for their students. Nevertheless, our shared values and the many opportunities we have for collaboration across our schools mean that we learn lots from each other and that we remain outward-focused.

What is it like working at the Girls' Learning Trust?

All of our staff are located at offices in one of our schools, ensuring our shared services gain an understanding of the challenges and opportunities that face our pupils, teachers and school leaders. The environment is fun, fast paced and collegiate. Colleagues join us from all different walks of life and for a host of different reasons. But the one thing that we all share is a passion for education and a desire to make sure young people get the best education possible.

There are some common features to working in any role at the GLT:

- A passionate and dedicated staff team who believe in the transformative power of education and take pride in the positive impact their roles have both inside and outside of the classroom.
- A team of problem solvers who constantly figure out ways to help pupils achieve better outcomes, tackling challenges both big and small together.
- A fun and empathetic environment: staff who support and take care of each other, bringing a sense of humour to the workplace.
- A commitment to professional development: we are proud of our culture of promoting GLT staff within and across our trust and have an excellent record of developing outstanding staff and preparing them for senior leadership.
- A commitment to safeguarding and wellbeing: we operate a rigorous recruitment procedure that includes DBS, medical screening and confirmation of qualifications. And we are committed to ensuring this remains our top priority.



OUR SCHOOLS

All three schools in the Trust share many common characteristics and are held in high regard in the local community. They are high performing, deliver a broad, balanced, and challenging curriculum, and set high expectations. Students across the Trust benefit from being taught by highly qualified, dedicated and committed staff who share their passion and knowledge of their subject.

More information on the schools in our Trust can be found here:



Carshalton High School for Girls

Headteacher: Mr. Maurice Devenney
Students: Approximately 1,450 students
Address: West Street, Carshalton SM5 2QX
Website: www.chsg.org.uk



Nonsuch High School for Girls

Headteacher: Ms. Amy Cavilla
Students: Approximately 1,550 students
Address: Ewell Road, Cheam SM3 8AB
Website: www.nonsuchschool.org



Wallington High School for Girls

Headteacher: Ms. Tracey O'Brien
Students: Approximately 1,550 students
Address: Woodcote Road, Wallington SM6 0PH
Website: www.wallingtongirls.org.uk



OUR SHARED SERVICES

There are significant benefits associated with being part of a multi academy trust, giving us the ability to invest in strategic roles supporting schools to become more effective as well as enabling savings across our support services. By ‘clubbing together’, our three schools have access to resources and support that individually they would not be able to afford, and ultimately, we are able to collaborate to provide better outcomes for our students.

We purposely use the term ‘shared’ not ‘central’ services because all these roles are embedded across our schools and play an active and positive role in school life.

Finance

We are responsible for the long-term financial sustainability of the Trust and support each school in its own budgeting. We also manage all finance processing and other financial reporting for the schools.

Infrastructure

Estates and Facilities

We lead a team of school-based premises staff at each site, making sure our buildings and facilities are fit for purpose for students and staff. We also manage all capital development and large refurbishment projects, working with experts to secure external funding where possible.

Information Technology

We lead a team of school-based IT staff at each site, managing the digital infrastructure that supports high-quality teaching and learning in the classroom, as well as key systems for staff.

People

We work across the Trust and take responsibility for managing and coordinating all HR functions, implementing policies, and ensuring best practice. As well as advising and supporting Headteachers and the wider Executive Leadership Team with the selection, recruitment, development and management of all staff, we are responsible for ensuring an inclusive and kind working environment.

Governance

We lead the team who support all governance processes across the Trust, including providing servicing for all Trust Board, subcommittee and Local Governing Body meetings. We also ensure all the recruitment, selection, induction and training of Members, Trustees and LGB members is in line with best governance practice.

Contract Management

We also take the lead in managing a number of Trust-wide external contracts, including the provision of catering, cleaning and other core services across all three sites.

OUR STRATEGY & FUTURE PLANS

During the 2024/25 academic year we will move to a new Executive Leadership Team model within the Trust, including a new Chief Executive Officer (and Accounting Officer). Working with Trustees, LGB members, staff and students we are going to take this opportunity to review our current strategy and operating model and consider our medium-term approach to growth. We will ask ourselves what more we can do to leverage the power that our collaboration as an all-girls' education trust can provide.

Our Vision

Our vision is to be champions of excellence in girls' education, empowering young women to realise their full potential and shape the world.

Our Mission

We are committed to offering an outstanding education that promotes wellbeing and personal development for everyone in our schools, enriched by the opportunities that arise from being part of an girls' education trust.

We believe education should be about:

- Encouraging risk-taking and developing reflective approaches to teaching and learning.
- Championing equality and inclusion and challenging social and economic disadvantage.
- Building supportive and collaborative networks whilst allowing schools the autonomy to develop in ways that are best for their students.
- Offering broad and rich experiences that go well beyond the academic and lead to satisfying and rewarding career paths.
- Fostering a sense of pride in diversity.

Trust Development and Growth

Since 2015 we have been through two discreet phases of development as a Trust. As we continue to emerge from the impact of the pandemic we are now moving into a period of growth – which creates an exciting environment for new staff joining us.

Phase: Development (2015 – 2018)

Academies join the Trust

Emergence of central services in Finance, IT, HR and Estates

Development of cross-Trust initiatives

Phase: Consolidation and Building Capacity (2019 – 2023)

Consolidation of shared services and of collaboration across schools

Rise in student population numbers

Post-Covid 19 recovery strategy

Phase: Growth (2024 – 2028)

New CEO appointed

Explore opportunities for external partnerships

Increase income generation capacity

Strategic approach to succession planning

Prepare for declining secondary-stage population

Shared Strategic Priorities

As a Trust, over the past four years we have focussed on the following shared priorities for all our schools and shared services. These will be reviewed in line with development of our new strategy mentioned above:

1. Promoting wellbeing and personal development for all
2. Excellent staff development for high quality teaching and learning
3. High-quality careers education and advice
4. Extensive enriched curriculum opportunities
5. Welcoming, and robustly supporting, disadvantaged students
6. Strength in equality, diversity and inclusion
7. Sustainability, efficiency and value for money
8. Effective governance
9. Championing collaboration across and outside our Trust
10. Recruiting and retaining the very best staff
11. Innovative and effective IT support and infrastructure
12. Well-maintained and managed facilities that support the aims of the schools and the Trust





THE OPPORTUNITY

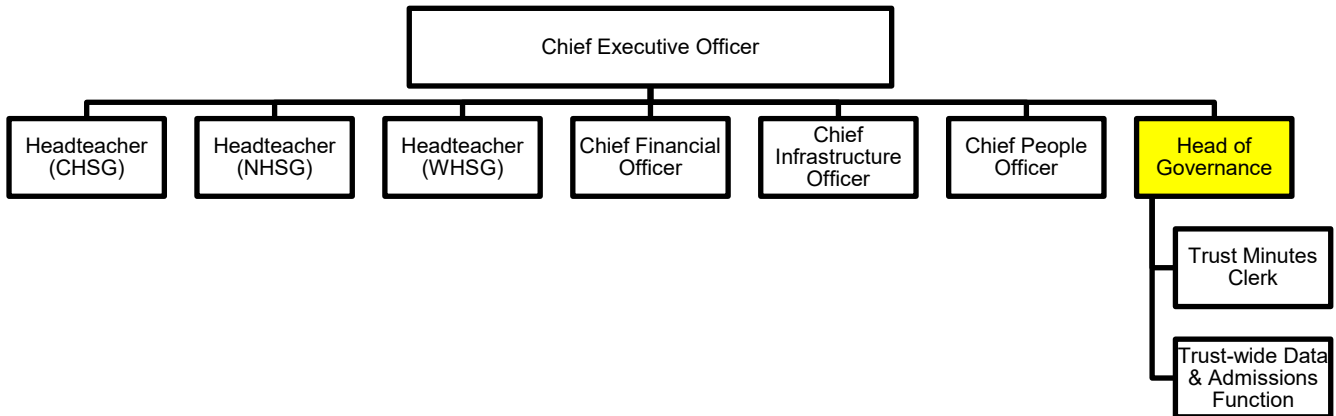
This is a brand-new senior role, as we reshape our shared services within the Trust into four core areas:

1. Finance
2. Infrastructure
3. People
4. Governance

The post will report directly to the Chief Executive Officer, provide support for Trust Board (and associated subcommittees), and will work across the entire Trust to develop and deliver the highest standards of governance and compliance. It will also support and contribute to the work of the Executive Leadership Team of the Trust, which is responsible for the day-to-day leadership and management of the organisation. More specifically this includes:

- **Strategic Development:** responsible for developing the strategy of the Trust for approval by the Trust Board.
- **Strategic Delivery:** responsible for delivering the strategic objectives of the Trust and developing transformation and large-scale improvement initiatives.
- **Operational Oversight and Delivery:** responsible for oversight and guidance on the day-to-day operations of the Trust, ensuring that all schools within the trust operate efficiently and effectively.
- **Resource Management:** responsible for leading the financial management and allocation of resources for the Trust, including budgeting, financial reporting, and ensuring compliance with regulatory requirements.

- Stakeholder Engagement: responsible for leading and managing the stakeholder engagement strategy for the Trust, working together to ensure a coherent and targeted plan is in place.



We're looking for an outstanding leader in the not-for-profit or education sector who understands the critical role that good governance can play in making an organisation impactful and effective. You'll have an analytical approach to policy and a keen eye for detail, with the skillset to influence in a complex matrix management structure.

JOB DESCRIPTION

Job Title	Head of Governance
Reporting To	Chief Executive Officer
Direct Management Responsibility	Trust Minutes Clerk Trust-wide Data & Admissions function (dotted line)
Salary Scale	SO5 (£52,116 - £57,201)
Employer Pension Contribution	Local Government Pension Scheme www.lgpsmember.org
Other Benefits	Generous annual leave allowance Access to EAP scheme Cycle to work scheme Eye Test Vouchers Onsite parking at schools where possible
Working Location	Minimum three days per week on site within the schools Flexible based on the needs of the Trust and the individual
Hours of Work	Full-time – 36 hours per week <ul style="list-style-type: none"> ▪ Please note that some evening work will be required across the year to facilitate various Board meetings and subcommittees. Time off in lieu will be granted with the postholder able to take back the time flexibly within the working week. ▪ Please note that whilst we are advertising this post as full time, we will consider candidates who are seeking 0.8FTE / or another alternative arrangement of term time only hours.

1. Purpose of the Post

To be the 'Governance Professional' for the Trust, as required by the ESFA and set out in the Academy Trust Handbook.

Working alongside the CEO, to provide operational and developmental leadership for the Trust (and associated schools) for all matters related to the following areas:

- *Governance*: ensuring the most efficient and effective system by which the Trust is controlled and directed, supporting all levels of governance within the organisation.
- *Executive Support*: working to support the Trust's Executive Leadership Team, contributing at a strategic level to the success of our students, our staff and the Trust as a whole.

2. Key Responsibilities

Ensuring Good Governance

- To develop, implement, and maintain governance policies and procedures for the Trust, working with Trust leaders and Trust Board members.
- To coordinate and support the Board of Trustees, local governing bodies, and other subcommittees in their roles and responsibilities.
- To monitor and report on governance performance, providing recommendations for improvement.
- To ensure compliance with legal and regulatory requirements, as well as Trust policies.

Committee & Meetings Support

- To lead the development of the annual calendar of business for the Trust, including agreeing key meeting dates and locations with all our committees.
- To personally service Trust Board (including the minutes) and a range of other subcommittees within the organisation, providing line management to the Trust Minutes Clerk for those delegated to this role.
- To provide professional and administrative support to the Chair of Trust Board and other Trustees in their roles.

Volunteer Recruitment, Induction & Support

- To oversee the recruitment and induction of trustees and governors, ensuring they are aware of their roles and responsibilities.
- To identify training needs for trustees and governors and coordinate relevant training sessions.
- To build and maintain positive relationships with trustees, governors, senior leadership, and external stakeholders, serving as a point of contact for governance-related inquiries and concerns.

Complaints, Investigations & School Exclusion Meetings

- To support the CEO in their role as Data Protection Officer for the Trust, taking administrative responsibility for key duties as required.
- To maintain accurate and up-to-date records related to governance, including membership details, terms of office, and attendance records.
- To develop, implement and monitor the records retention and disposal policy for the Trust.
- To support the CEO and other senior leaders within the Trust with complaints, investigations and other formal hearing as required.
- To provide clerking services for school exclusion meetings where required.

Policies and Procedures

- To work collaboratively with senior leaders to develop and update governance policies, keeping up to date with national developments and providing advice as required.
- To develop and manage a Trust-wide approach to policy formulation, working alongside schools to ensure compliance.
- To provide relevant reports against KPIs for various committees, ensuring Trustees have the right information to make informed decisions.
- To act as the first point of contact for various external contracts, including Governor Hub and other related platforms.

3. General Duties

- Offer support, challenge and advice to the Chief Executive Officer, acting as a critical friend when required.
- Work flexibly and closely with the Executive Leadership Team to ensure Trust objectives and KPIs are achieved, which may include external meetings and evening work when required.
- Be responsible for budget and efficient resource management, controlling income and expenditure within an agreed budget, complying with the Trust's financial regulations and other policies and procedures.
- Follow Trust policies and procedures, with particular attention to health and safety, safeguarding, prevent, risk management, equality and diversity, quality, values and behaviours.

- Attend training as necessary and update your own CPD (continuous professional development) and record and complete within timescales all mandatory training courses.
- Perform other duties as may be required by the Chief Executive Officer.
- Work effectively with cross Trust leaders, managers and staff to achieve the objectives of the post, fostering a culture of openness, transparency and a solution focussed approach.
- Keep up to date with changes in legislation so the Trust maintains its legal requirement and high standards and expectations in all that it does.
- Maintain a visible presence within schools, travelling between sites as required and attending appropriate Trust Board, subcommittees and Local Governing Bodies.

PERSON SPECIFICATION

E: essential; D: desirable; A: assessed via application; I: assessed at interview

Education, Training & Qualifications		
Undergraduate degree (or equivalent) with evidence of personal development	E	A
A professional qualification in subject matter related to governance, or a company secretary	D	A
Experience		
Experience of supporting governance in a complex organisation, preferably within the public, education or charity sector	E	A/I
Experience in developing, implementing, and reviewing governance policies and procedures	E	A
Experience in maintaining accurate and up-to-date records related to governance, including membership details, terms of office, and attendance records	E	A
Experience in identifying training needs for volunteers and delivering relevant training programs	E	A
Skills		
Strong organizational and project management abilities, with the skill to coordinate and facilitate governance meetings and activities	E	A/I
High level of attention to detail.	E	A/I
Ability to think logically and solve problems via creative solutions within the context of a regulatory framework	E	A/I
Ability to engage with and manage different stakeholders in a complex environment	E	I
Excellent communicator with the ability to work collaboratively with colleagues, senior leaders, and governance bodies to achieve common goals and objectives	E	I
Ability to use information technology and digital systems to design efficient management and reporting systems	E	A
An analytical approach to policy and an ability to use data and insight to make informed decisions	E	A/I
Values & Personal Style		
A pragmatic style of leadership that can balance competing priorities sensitively.	E	I
A good listener who can build coalitions amongst individuals who disagree	E	I
A strong communicator – both verbal and written	E	A/I
An empathy for education and the environment in which the Trust operates	E	A
A commitment to equality, diversity and inclusion	E	A
Proven commitment to upholding the highest standards of confidentiality and integrity	E	I

APPLICATION PROCESS

Safeguarding

The Girls' Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

As well as verification of identity, we ask all employees to undertake an enhanced DBS disclosure. In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal duty to meet safeguarding duties.

Data Protection

As part of our recruitment process, Girls' Learning Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information about this and to read our Data Protection and Freedom of Information Policy, please visit: www.girlslearningtrust.org/our-governance/policies

Application Process

We welcome applications from all suitably qualified people and aim to employ a culturally diverse workforce, which reflects the nature of our communities.

To apply, please complete the application form via [our website](#) or our careers page on [My New Term](#). The application includes a personal statement which should clearly demonstrate how you meet the requirements set out in the Person Specification.

Closing Date

Applications must be received by no later than Monday 24 June 2024 at 09:00am.

Interviews

First Stage (MS Teams Interview): Thursday 4 July 2024

Second Stage (In person Interview): Thursday 11 July 2024

Notification and Feedback

Candidates who have taken part in interviews will be notified as soon as possible. Constructive feedback will be provided for all candidates invited to interview.

Additional Information

If you would like further information, we would encourage you to have an informal telephone call with the Chief Operating Officer (CEO Designate) to discuss the role and the immediate priorities of the post. This does not form any part of the selection process.

To arrange this call, please contact Sam Willard (Trust HR Advisor) at swillard@girlslearningtrust.org.



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