



Learning
Community Trust

Head of Governance and Corporate Support



**Deadline for submission: 9.00am,
Thursday 20th March**

**Interviews: week commencing the
24th March**

If you wish to receive further information,
visit the Trust or have an informal
discussion about the role please contact
Veronica Croft:

Veronica.croft@lct.education

Please send completed application to:
Veronica.croft@lct.education





Our Mission

Providing a formidable education, within the classroom and beyond, to inspire the next generation of global citizens.

Our Vision

Developing compassionate, resilient and inspirational young people who can thrive within an ever-changing global community.

Dear colleague,

Thank you for your interest in the role of Head of Governance and Corporate Support.

This is an exciting opportunity to join our local, and community-focused Trust at a pivotal moment in its growth. The Learning Community Trust is now a well-established MAT in Telford and Shropshire, having grown significantly since welcoming our first academies in March 2018. With 13 academies now part of our Trust family, we have built an excellent reputation locally and regionally for delivering high-quality education and fostering strong community connections.

The Trust Central Team is based in Telford, and is further developing the central resources team to support our academies. As a community-based Trust, we are deeply committed to serving the Shropshire area, working in close partnership with families, stakeholders, and communities to deliver exceptional educational opportunities. Equally, we are passionate about the wellbeing and professional growth of our staff, offering a culture of collaboration, opportunities for development, and access to high-quality training programmes.

We are a Trust who value and listen to their expert employees. As Head of Governance and Corporate Support, you will be working alongside a team of dedicated Trust staff, and talented leaders working together to share and drive forward our central Trust mission, vision and values. You will be at the forefront of supporting our governance community across the Trust, supporting our leaders, staff and service to our community.

I am confident that the successful candidate will find tremendous support within the Learning Community Trust, where collaboration, innovation, and continuous improvement are fundamental principles. We are excited to welcome a new Head of Governance and Corporate Support into our family, knowing that their passion and expertise will contribute significantly to the ongoing success of our Trust community.

Yours faithfully,

Paul Jones

COO of the Learning Community Trust





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About the Trust

The Learning Community Trust is a multi-academy trust which spans education for children and young people from the age of 2 years old through to 16 years old, and up to 25 years old in our specialist settings. We have an excellent reputation both regionally and nationally and are proud to place our pupils, staff and families at the heart of everything we do. We want our pupils to thrive, enjoy school, and understand the importance of respect for others.

We believe that pupils should have access to a formidable educational experience, ensuring a mindset for success and a readiness to thrive, preparing them for their futures as global citizens. The Learning Community Trust exists because we have a commitment and passion for providing great academies for our communities. We acknowledge and celebrate the distinctness and individuality of each academy's community; we celebrate equality, diversity, inclusivity and individuality because we believe that we have far more in common than that which divides us.

The trust academies span across the education sector, with primaries, secondaries, and specialist academies. This means we are responsible for thousands of pupils and staff across our campuses; we take that responsibility very seriously. Each academy is individual and has its own distinctive ethos. However, we all share the same LCT value, to support all our pupils to ensure that – regardless of their background or starting point – they can achieve exceptional educational outcomes.

Our absolute focus is to provide the highest quality of education and pastoral care in our academies, developing compassionate, resilient and inspirational young people who can thrive within an ever-changing global community.

Staff members across our Trust benefit from a broad spectrum of training opportunities, including nationally recognised development programs, all tailored to support the specific needs of our academies and their personnel. Whether you are beginning your journey in education or are an experienced leader, we are here to ensure you reach your fullest potential.

For more information about the Learning Community Trust, and our academies please visit: lct.education

Job Title:	Head of Governance & Corporate Support	Salary:	PO18 points 44-48	Work Schedule:	37 hours per week, term time + 2weeks
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Location of Role:	Based at LCT Headquarters with travel to LCT academies as required.
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Trust Mission and Vision

Mission Statement: Providing a formidable education, within the classroom and beyond, to inspire the next generation of global citizens

Vision: Developing compassionate, resilient and inspirational young people who can thrive within an ever-changing global community.

How our vision aligns with our employee roles

A Trust with Heart	Successful Pupils	Never Leave A Child Behind	Learning For All
Thriving Community	Respect For All	Together We Are Stronger	Coping With The Challenges Of Life

Main purpose of role	<p>The postholder will lead governance and corporate support for the LCT, and act as the Trust's governance professional (as defined in the Academies Trust Handbook).</p> <p>To lead governance across the LCT, including the provision of professional advice and support to trustees, senior leaders and local governors.</p> <p>To build and maintain effective professional relationships with colleagues across the Trust, including the Chair of the Trust, Trustees, CEO, COO, the wider LCT team, senior leaders/staff in academies, LGB Chairs and local governors.</p> <p>To ensure a culture of professionalism, excellence and continuous improvement and the highest standards of awareness and compliance in MAT governance and corporate support.</p> <p>To manage and oversee the Service Level Agreement with outsourced Governance Professional Services ensuring compliance and quality.</p>
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Duties and Responsibilities	<p>1 – Trust-level governance</p> <ol style="list-style-type: none"> a. Provide strategic advice and act as first point of contact for Trustees, Members and senior leaders on governance, legal and policy matters, including the LCT's own governing documents and procedures, regulatory frameworks and statutory guidance. b. Identify governance priorities, and associated risks, report these to the most appropriate individual/body and propose recommended actions. c. Know where to access appropriate professional advice and support (including MAT governance, company law and charity law) and seek that advice where necessary. d. Lead on the management of meetings of the Trust Board and its committees (and any ad-hoc/time-limited groups), including: <ul style="list-style-type: none"> - Developing an annual calendar of meetings and forward plan of business - timely communication of meeting details
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- coordinating/circulating papers via GovernorHub (and any other agreed method)
 - following up actions and reporting on progress
 - liaising with colleagues to book rooms/hospitality
 - attending meetings and producing accurate minutes
- e. Lead the development and implementation of a robust strategy for the recruitment, induction and succession for the LCT Chair, Trustees and Members, considering representation of local communities and identified gaps in skills/experience.
- f. Lead on the induction and ongoing development programmes for the LCT Chair, Trustees and Members, including the coordination of a regular skills/experience audit to inform planned activity.
- g. Ensure Trustees undertake regular self-reviews of Board and committee effectiveness and commission external reviews at least every 3 years.
- h. Lead on the annual review of the LCT's Scheme of Delegation, Terms of Reference and Codes of Conduct for Trustees/LGBs, and the Articles of Association when/if required.
- i. Manage the LCT's 'profile' on GovernorHub, including the maintenance of trustee records, training logs, calendars, document storage and register of interests, and ensure Trustees receive appropriate training on its use.
- j. Draft, circulate and maintain records of correspondence and communications sent/received by the Chair and wider Trust Board.
- 2 – Local governance**
- a. Provide advice and act as first point of contact for LGB Chairs, school leaders and local governors on governance and compliance matters, including the LCT's own governing documents, procedural matters, regulatory frameworks and statutory guidance.
- b. Develop an annual calendar of LGB meetings (including networks for LGB Chairs and link governors) and forward plan of business.
- c. Provide effective leadership of the governance function and manage the Governance team, including:
- leading on recruitment processes
 - providing an effective induction programme and ongoing CPD
 - line management/supervision, including clarifying expectations, conducting annual appraisals and sharing best practice
 - allocating clerks to academies/LGBs
 - liaising with school leaders/LGBs to ensure they receive a high-quality service
- d. Lead on the management of LGB meetings, including:
- timely communication of meeting details
 - drafting agendas and procedural/governance reports and liaising with senior leaders/LGB Chairs to finalise meeting paperwork
 - coordinating/circulating papers via GovernorHub
 - following up actions and reporting on progress
 - If the allocated clerk, attending meetings and producing accurate minutes
 - If not the allocated clerk, ensuring the meetings are attended/clerked and quality assuring the minutes produced
- e. Maintain accurate records of LGB membership, attendance, the conduct of business (minutes of meetings) and governor/senior leader interests (Register of Interests).

- f. Lead on the recruitment and (re-)appointment process for co-opted and trust-appointed governors (in accordance with the constitution), taking into account representation of local communities and identified gaps in skills/experience, and provide advice/support to academies regarding the appointment processes for parent and staff governors.
- g. Lead on the induction and ongoing development programmes for governors/LGBs, including the coordination of a regular skills/experience audit to inform planned activity and regular self-review.
- h. Ensure LGBs are aware of and comply with the LCT's Scheme of Delegation, Terms of Reference, Code of Conduct for LGBs and governance-related policies, consulting on changes as needed.
- i. Manage the LGBs' 'profiles' on GovernorHub, including the maintenance of governor records, training logs, calendars, document storage and register of interests, and ensure governors receive appropriate training on its use.
- j. Convene and clerk panels where policies/DfE guidance stipulate governor involvement, including complaints (see 3i); exclusions and suspensions (see 2h); staff disciplinary matters and grievances; appeals against flexible working decisions; and teacher pay.
- h. Coordinate the LCT's approach to exclusions and suspensions, including:
 - providing advice and support on procedural matters to senior leaders/LGBs
 - support the development and review of a trust-wide exclusions policy
 - developing trust-wide templates for letters, reports and meeting paperwork
 - ensure all governors involved in exclusion/suspension reviews are trained
 - convening and clerking exclusion/suspension review meetings
 - issuing the appropriate paperwork following each review meeting (decision/outcome letter for parents/carers, notification to TWC and minutes)
 - in the event of referral to independent review, ensuring a panel is convened/clerked and its recommendations considered by the appropriate LGB

3 – Corporate support

- a. Provide advice and act as first point of contact for Trustees, LGBs and senior leaders on compliance matters, including the LCT's own governing documents and policies, procedural matters, regulatory frameworks and statutory guidance.
- b. Maintain accurate records of Trust Board membership (both LCT records and on GIAS), attendance, the conduct of business (minutes of meetings) and Trustee/Member/senior leader interests (LCT Register of Interests).
- c. Ensure compliance with the LCT's own governing documents and regulation/statutory guidance, and the timely and accurate submission of returns to the DfE/ESFA.
- d. Work with the Company Secretary to ensure:
 - compliance with company and charity law
 - timely and accurate filing of documentation and statements at Companies House
 - maintenance of the register of people with significant control
 - secure filing/storage of legal documents
- e. Ensure all trust documents required to be accessible via the website are published and in their most recent form.

- f. Liaise with Trustees, LGBs and senior officers to ensure decisions are made in accordance with the Articles of Association, Scheme of Delegation, Terms of Reference and LCT Policy Framework.
- g. Undertake regular audits of LCT and academy websites and GIAS profiles to ensure compliance with DfE requirements and, identify improvements to be made.
- h. Lead on the coordination of the LCT's Policy Framework, including:
 - the development, revision and communication of the framework across the LCT
 - liaising with colleagues across the Trust to ensure timely revision and approval of policies at both trust and academy level
 - managing the policy management software used by the LCT to monitor compliance and review
 - reporting on compliance to the COO/CEO and Trustees as required/requested
- i. Lead on the coordination of the LCT's Complaints Procedure, including:
 - the development, review and implementation of the procedure.
 - liaising with colleagues across the Trust to ensure complaints are responded to as per the procedure and maintaining a trust-wide record
 - communicating with complainants (for Stages 3-5 complaints, and Stage 2 where applicable), including confirming receipt, providing updates and issuing the outcome letter/report following investigation
 - providing advice to complainants, potential complainants, LCT staff and Trustees/governors regarding the implementation of the policy
 - identifying investigating officers and Chairs of panels where required
 - providing an annual report to the COO/CEO and Trustees as required/requested
- j. Manage and maintain the Trust's Board Assurance Framework and ensure it drives assurance, especially in key regulatory areas.
- k. Scope the internal audit programme in conjunction with the COO and support the programme as required, ensuring reports are presented to the Audit & Risk Committee and findings reflected in the risk register, plans and action tracking report as appropriate.
- l. Develop and implement the use of common templates across the Trust, including agendas, minutes, cover reports, policies, investigation reports and outcome letters.

4 – Other duties and responsibilities specific to the role

- a. Oversee the linkages across the different layers of governance within the LCT through consistency and communication.
- b. Proactively seek and share updates, developments and best practice in governance and compliance (within and outside the MAT sector).
- c. Attend training courses, conferences, webinars and sector networks in accordance with the role/agreed CPD plan.
- d. Support colleagues with the provision of governance and compliance information, advice and support as required, including the preparation of the annual accounts; evidence for audits and inspections; FOI and data protection requests; Trust reviews; trust-wide communications; due diligence and preparation for transfers into the LCT; and applications to the DfE/other external bodies.

		<p>e. Contribute to the development, updating and revision of corporate/key strategic documents as required.</p> <p>f. Represent the LCT at meetings and events where requested/invited.</p> <p>g. Act as secretary to the Thomas Crump/Hadley Recreation Ground charity</p> <p>Employee qualities</p> <ul style="list-style-type: none"> • Ambitious - A strong desire for success, growth, and learning. Ambitious employees are motivated and driven to achieve their goals. • Humble - Humble employees are open to feedback, willing to learn, and embrace change. • Emotionally intelligent - The ability to recognise and regulate one's own emotions, while also understanding and responding to the emotions of others. Encompassing skills such as empathy, self-awareness, and effective communication • Resilient – The capacity to adapt to change, overcome challenges in both the whole academy and classroom settings, while maintaining a success-oriented mindset and a readiness to flourish • Collaborative - demonstrate strong collaboration skills, with the ability to work effectively as part of a team, foster open communication, and actively contribute to professional development opportunities. 			
Name of Staff:		Signature:		Date:	
HR Name of Staff		Signature:		Date:	
<p>This job description may be reviewed as part of the appraisal process and may be subject to amendment or modification after consultation with the post holder</p> <p>It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holders' professional responsibilities and duties, including the provision of high-quality teaching and learning across the Academy and the pastoral care of the pupils in their charge.</p> <p>Elements of this job description and changes to it may be negotiated at the request of the principal or the Learning Community Trust or the incumbent of the post.</p>					

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders are subject to an enhanced DBS check (including a check on the children's barred list) and an online search for the successful applicant. References will be checked following the Learning Community Trust recruitment and selection process.

In line with the Statutory Guidance Keeping Children Safe in Education an online check will be undertaken for all shortlisted candidates prior to the interview.

We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education.

For more information regarding our school's commitment to safeguarding, please see our Child Protection & Safeguarding Policy.

Person specification

CRITERIA	QUALITIES
Qualifications and experience	<p>Essential</p> <ul style="list-style-type: none"> - Experience of undertaking a governance and/or senior compliance role - Demonstrable understanding of the purpose, values and principles of governance - Advance knowledge and understanding of governance and compliance in the education sector, including key roles and their responsibilities - Knowledge of MAT legislation, guidance and legal requirements - Experience of supporting board members and senior leaders - Experience of working within a regulated sector - Evidence of successfully building relationships with internal and external stakeholders at all levels - Proven experience of promoting inclusion, equality and diversity - Evidence of continuing professional development - Experience of developing new or improving existing processes and procedures <p>Desirable</p> <ul style="list-style-type: none"> - A Chartered Governance Institute qualification in Academy, Charity or Corporate Governance (or similar) - Experience of undertaking a governance role in the education sector - Experience of working in a large multi-entity organisation - Experience of project/ programme management - Experience of managing a team - Experience of managing volunteers
Skills and knowledge	<ul style="list-style-type: none"> - Exceptional written and verbal communication and interpersonal skills - Pride in attention to detail and accuracy - Ability to convey complex information with clarity - Strong track record of delivering demonstrable improvements to processes and practice - Exceptional stakeholder management and influencing skills - Demonstrable record of integrity, discretion and confidentiality - Ability to analyse issues, make informed judgements, take appropriate action and make recommendations - Ability to use initiative, work independently and also lead a team - Resilience and the ability to deliver a complex and demanding workload - Ability to manage and prioritise own workload - Proficient in the use of Microsoft Office, online meeting software and document management tools
Personal qualities	<ul style="list-style-type: none"> - A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the academy. - Ability to work under pressure and prioritise effectively - Commitment to maintaining confidentiality at all times - Commitment to safeguarding and equality - Flexible approach to work, including the ability to travel to/from and attend evening meetings

Application and Appointment Process

Your application should include a statement of no more than 3 sides explaining how your current experience to date fits the demands of the role. Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description and the additional statement.

To find out more please contact Veronica Croft on:
Veronica.croft@lct.education

Please note:

It is essential that all elements of the application form are completed in full. We do not accept CVs as replacement of an application form. Paper applications will only be accepted in exceptional circumstances; please make contact with the Trust to arrange this. Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.



This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process should you be the successful candidate.

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the Trust website

Please send completed application to: Veronica.croft@lct.education



Learning Community Trust,
Grosvenor House, Central Park,
Telford, Shropshire, TF2 9TW



Lct.education

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant pre-employment checks.