

Job Description

Job Title: Strategic Lead for School Governance : Peterborough and Cambridgeshire

Position Code: CCC2084

Grade: P4 £47,824 - 51,611

Overall purpose of the job

It is the intention to create a new post of Strategic Lead for School Governance across Peterborough and Cambridgeshire. The post holder will line manage a small team of Governance Advisers. The aim is to improve the effectiveness of Governing Bodies in maintained schools and academies, this will result in improved leadership in schools and improved outcomes for pupils.

The postholder will need to be an influential leader who has the skills to effectively challenge Governing Bodies to achieve improvements in schools leadership.

Main accountabilities

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1.	<ul style="list-style-type: none"> • To support the LA's role in securing high standards in all schools by providing professional leadership in the area of school governance. • To implement strategies for improving the quality of School Governance across Cambridgeshire and Peterborough, thus improving the governors' leadership role in schools. • To work with all phases - Nursery, Infant, Junior, Primary, Secondary and all types – maintained and academies
2.	<ul style="list-style-type: none"> • Maintaining a good, up to date overview of the effectiveness of governing bodies across Cambridgeshire and Peterborough. • Implementing strategies for improving the quality of School Governance across Cambridgeshire and Peterborough, thus improving the governors' leadership role in schools and academies • Developing a system to ensure that there is good knowledge of the effectiveness of individual governing bodies across Cambridgeshire and Peterborough • Challenging Governing Bodies to improve • Developing systems for sharing best practice across Governing Bodies • Developing systems to facilitate peer to peer reviews of governing Bodies • Scrutinising Governing Body minutes and providing feedback • Observing Governing Body meetings and providing feedback and challenge for improvement • Leading Governance Reviews as requested by Ofsted/schools/LA or when concerns are raised • Supporting Governors to write Action Plans for improvement • Providing support for schools transferring to new models of governance e.g. academies/federations • Ensuring that governor vacancies are filled in a timely fashion and initiate methods to recruit new governors • Developing the role of the Governance Advisory Panel (GAP) in Cambridgeshire and the Governor Leadership Group (GLP) in Peterborough • Ensuring that Local Governing Bodies and Trust Boards of academies are fulfilling their statutory roles
3.	<ul style="list-style-type: none"> • Intervening and challenging where Governing Bodies are not effective by

	<ul style="list-style-type: none"> • Working closely with colleagues when a school is causing concern. The postholder will intervene when Governing Bodies are not effective by: <ul style="list-style-type: none"> ○ Develop a clear strategy for intervention, which is communicated to all Governing Bodies ○ They will intervene where Governing Bodies are not effective, by removing LA maintained governors and replacing with Interim Executive Boards ○ Planning, applying to the Regional Schools Commissioner and liaising with incoming IEB members and communicating with outgoing Governors.
4.	<ul style="list-style-type: none"> • Planning and providing a high quality, comprehensive advice and training package for Governing Bodies of maintained schools, Local Governing Boards of academies for Nursery, Primary, Secondary and Special schools/academies • Developing a training package to meet the needs of varying types of governing bodies which will improve school leadership and ultimately outcomes for pupils • Planning Governors' Annual Conference • Planning Governors' Termly Briefings • Providing audit tools and other relevant materials to enable governors to measure their own effectiveness in raising standards in schools • Reviewing and updating Governor Guidance Notes • Providing advice and support to individual Chairs of Governors • Providing advice to Headteachers when concerns are raised about Governors • Providing input into the induction programme for new Headteachers. • Delivering training to Governing Bodies
5.	<ul style="list-style-type: none"> • To line manage a team of Area Lead Governance Advisers and maintain a strategic role in the work of the Clerking Services in both Cambridgeshire and Peterborough by: <ul style="list-style-type: none"> ○ Providing strategic and day to day leadership to the Area Lead Governance Advisers ○ Quality assuring the work of the Governance Advisers ○ To provide strategic leadership for the Camclerks and Clerking Service in Peterborough.
6.	<ul style="list-style-type: none"> • To set, manage and monitor the budget and developing initiatives to increase income generation. The aim is that the post will be self funding in the future. • To increase opportunities for traded work
7.	<ul style="list-style-type: none"> • To provide advice to governing bodies regarding Headteacher recruitment and selection: <ul style="list-style-type: none"> ○ Updating the policy and guidance in relation to Heateacher recruitment ○ Advising Governing Bodies on managing Headteacher performance ○ Advising Chairs of Governors about concerns regarding Headteacher performance ○ Advising Governors on retention and succession planning ○ Advising Governors on Headteacher wellbeing ○ Advising on Headteacher recruitment panels and attending interviews for new Headteachers
8.	<ul style="list-style-type: none"> • To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Safeguarding commitment

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

This will be reflected in the Person specification, advertisement and interview process

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Criteria	Essential/ Desirable
Qualifications	
Bachelors level Degree or equivalent, including relevant professional qualifications	Essential
Higher Degree: PGCE; Masters degree; NVQ level 5 or equivalent, including all chartered professions and postgraduate qualifications in any subject related to training, education, advice and guidance or business or <ul style="list-style-type: none"> • QTS • NPQH • National Leader of Governance 	Desirable
Knowledge & Experience	
<ul style="list-style-type: none"> • Up to date knowledge of the law and regulations relating to school governance and their impact on local authorities, schools and young people. • Knowledge and understanding of education and schools including a comprehensive awareness of the school improvement agenda, statutory interventions and the expectation placed on schools by Ofsted. • A good, up to date knowledge of school improvement • Proven track record of working with Governing Bodies to facilitate school improvement. • Proven recent successful experience of planning, designing and delivering training and development opportunities for governors, teachers and/or support staff. • Proven experience of developing plans, setting up monitoring systems and evaluating effectiveness and quality of services provided. • Experience of managing teams and individuals • Experience of managing or co-ordinating projects, budgets and staff under different circumstances and pressures. • Experience of budget management and the ability to manage and develop a traded revenue budget. • Experience of delivering training 	Essential
<ul style="list-style-type: none"> • Knowledge of Teaching Schools, school partnerships and system leadership and how this plays into support for Governance. • An understanding of the principles and methods of measuring impact and performance. 	Desirable
Skills & Attributes	
<ul style="list-style-type: none"> • Ability to monitor and challenge individuals with varying degrees of expertise and abilities • Resilience and determination <ul style="list-style-type: none"> ○ Ability to lead, manage and motivate a team. • Proven a bility to plan ahead and to work with minimal supervision <ul style="list-style-type: none"> ○ Ability to think and work across functional and structural boundaries. ○ Good management skills and use of management information systems to monitor performance. ○ Ability to prioritise and make cost-effective use of available resources. ○ Ability to set and achieve team and personal objectives and targets. ○ Successful experience of working to differing deadlines across projects and 	Essential

teams in wide partnerships. <ul style="list-style-type: none"> ○ Evidence of being able to respond and prioritise quickly and efficiently. ○ Ability to develop new systems and processes. ○ Effective written and oral communication skills including strong interpersonal skills in groups, teams and one-to-one situations. ○ Ability to present, persuade and negotiate at different levels and across different agencies, services and groups. 	
Special Requirements	
<ul style="list-style-type: none"> • Ability and willingness to travel across the Cambridgeshire and Peterborough sometimes at short notice 	Essential

Disclosure level

What disclosure level is required for this post?	Enhanced with barred list checks
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Work type

What work type does this role fit into?	Flexible
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