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Primary Advantage Federation

Governance Manager Application Pack



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Primary Advantage is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We welcome applications from all sections of the community regardless of gender, race, religion, disability, sexual orientation or age.



Welcome

Dear Applicant,

Thank you for your interest in applying for a post in one of our federated schools. I hope this pack supports you in finding out more about us. The pack includes some background information about the Federation, information about the application process and the job description.

Primary Advantage is governed through a Federation structure, working to the School Governance (Federation) Regulations. As a large Federation working across eight schools, getting our governance right is crucial to the success of organisation and ability of Central Governing Board (CGB) to discharge responsibilities and have a clear line of sight into our schools.

The role of the Governance Manager will be fundamental to ensure that the Federation is compliant with all governance legislation and leads on maximising the potential of our governance arrangements. The Manager will act as the bedrock for all the Federation's governance delivery. The Governance Manager will provide core proactive clerking support to our CGB, Business and Finance Committee (BFC), Outcome and Provisions Committee (OPC) and Local Advisory Boards (LABs).

The role requires a self-motivated, approachable and organised individual to lead and manage governance administration, in addition to providing expertise on legislation to support, develop and shape the future of the federation.

Your working hours will be equivalent to **three working days per week** term time only (this will include evening meetings.)

The closing date for this application is: Friday 25th January

The interview for shortlisted candidates will take place on: Tuesday 5th February

More information about each school can be found on the schools' websites. Please contact Venessa Williams on 0207 254 1010 for any queries. Please send completed application forms to.

recruitment@primaryadvantage.hackney.sch.uk

Kind regards,

Sian Davies
Executive Principal

Application Process

Salary: P03 £37,650 pro rata (*dependant on experience.*) Actual salary: £19,458.41 (based on a three day working week)

Application Closing Date: Friday 25th January 2019

Interview Date: Tuesday 5th February 2019 *Please note, you will need to make yourself available for the whole day.*

1. Please ensure that you have read the application pack thoroughly.
2. Complete the application form; CVs will **not** be accepted. Please note, alongside your application form, you will be asked to submit a [supporting statement reflecting your capabilities for this role](#). Without these documents, we may be unable to process your application.
3. Please specify the role you are applying for. The reference number for this application is: **PA/GM19**
4. Should you have any queries about the application process or would like to arrange a visit, please contact Venessa Williams on [02072541010](tel:02072541010) ext 6.
5. Completed applications should be sent by email to recruitment@primaryadvantage.hackney.sch.uk

SHORTLISTING

Once we have received your application you will be notified via email. Successful candidates who have been shortlisted for interview will be contacted shortly after the closing date.

Shortlisted candidates will be asked to complete tasks prior to the interview.

Candidates must ensure that if they are successful at interview, they are able to provide evidence of their Right to Work and Remain in the UK. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in the line with the Asylum, Immigration and Nationality Act 2000.

Following the interview, Primary Advantage will contact candidates by **Wednesday 6th February 2019** to confirm as to whether they have been successful or not.

SUCCESSFUL CANDIDATES

Successful candidates will be required to apply for an enhanced Criminal Record Check via the DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

All qualifications and references will be verified.

Our Schools

We would encourage you to visit our websites to find out about individual schools, our teaching schools and the federation. The schools are well positioned in Hackney with access to a range of facilities and good transport links.



St John and St James is a one-form entry Church of England Primary School based in Hackney Central. The school is overseen by the Executive Headteacher Jenna Clark and Jo Smith the Head of School. Our school's motto is to **"Learn together, journey together, pray together."** For more information about our school, please visit our website: www.johnjames.hackney.sch.uk

Holy Trinity is a building two-form entry Church of England Primary School located in Dalston. The Headteacher is Yvonne Barnett. Our school motto is **"Every child: Empowered. Inspired. Prepared."** For more information about our school, please visit our website: www.holytrinity.hackney.sch.uk/



Springfield is a one-form entry Community Primary School located close to the borders of Hackney and Haringey. The Headteacher is Fiona Judge. **"Learn together, grow together"** is our school motto and is expressed in every aspect of our work. For more information about our school, please visit our website: www.springfield.hackney.sch.uk/

St Matthias is a one form entry Church of England Primary School located in Stoke Newington. The Headteacher is Orlene Badu. Our school motto is **"Dream-Believe-Achieve."** For more information about our school, please visit our website: www.st-matthias.hackney.sch.uk/



St John the Baptist is a two-form entry Church of England Primary School located in Hoxton. The Executive Headteacher is Fiona Judge and our Headteacher is Toni Mason. Our school motto is **"We Achieve We Believe"**. For more information about our school, please visit our website: www.st-john.hackney.sch.uk/

Morningside is two-form entry Community Primary School located in Hackney Central. The Headteacher is Janet Taylor. Our School motto is **"Achieving and Aspiring Together"**. For more information about our school, please visit our website: www.morningside.hackney.sch.uk/



Gainsborough is a three-form entry Community Primary School located in Hackney Wick. The Executive Headteacher is Jenna Clark. Our school motto is **"Learn Together."** For more information about our school, please visit our website: www.gainsborough.hackney.sch.uk/

De Beauvoir is a two-form entry Community Primary School located in Dalston. The Headteacher is Rebecca Mackenzie. Our school motto is **"We have an unwavering belief that every child has the ability to succeed."** For more information about our school, please visit our website. www.debeauvoir.hackney.sch.uk/website





Our Background

Our schools gain significant benefits from working collaboratively, we strongly believe that schools can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of a high quality education and the improvement of life chances for pupils in the community beyond that of our own schools.

Our journey started in 2000 when St John and St James CE Primary School opened as a Fresh Start School. Since then we have worked alongside many different schools in Hackney, across London and in many different parts of the country and have grown into a Federation of eight schools. We work collaboratively towards a shared vision and agreed commitments but our schools are individual, serving the needs of different communities in creative and innovative ways

Our Commitments

Every teacher is a great teacher; every school is a great school.
We aim to move incrementally towards excellence in all aspects of our work.

All pupils will make good or better progress and will be properly equipped for the next stage of their schooling.

Learning environments are of high quality where pupils feel **safe and secure, known and valued and motivated to learn.**

Curriculum provision is bespoke, broadens horizons and inspires our pupils to become successful learners, confident individuals and responsible citizens.

Our learning community provides opportunities for growth for pupils, staff and families.



Expectation

We believe passionately in improving the life chances for all our pupils. We have the highest possible standards and will use our resources and expertise to unlock learning in all its facets for all our children. No barrier is too great; no learning is left behind. Skilled teachers use the most effective teaching methods to motivate learners and raise aspirations. Our schools are special places to work. We want to attract and retain staff at all levels that are willing to think flexibly, work with rigour and precision, and go the extra mile.



Partnership

We work in partnership, pooling our expertise and resources in order to achieve collectively what we may not be able to achieve individually. We promote a collaborative approach whilst developing the capacity of each school to serve its own community and retain its distinct identity. We have developed approaches which we know make the most significant impact on pupil outcomes. These are well considered systems, approaches or policies which can be implemented in a range of settings with the appropriate levels of support.



Leadership

Our leadership structure aims to make the most of our shared resources, maintain high expectations and secure high standards. We build leadership sustainability by spotting talent and creating opportunities for staff at all levels to receive high quality training and leadership experiences. We recognise the importance of individuality, spontaneity and creativity in developing innovated services and sharing systems and procedures. We seek to maximise the efficiency and effectiveness of each school by capitalising on centralised services and sharing systems and procedures.



Growth

Through the work of our Teaching School we are able to offer excellent professional development for current practitioners, leaders and future recruits to the profession. Teachers have many opportunities for professional growth through our development and masters programmes. Staff, pupils and families have opportunities for growth through links with our partners, schools and a wide range of enrichment activities.



Primary Advantage Teaching Schools

Teaching schools are outstanding schools that work with others to provide high-quality training and development to new and experienced staff. They are part of the government's plan to give schools a central role in raising standards by developing a self-improving and sustainable school-led system.

St John and St James, Holy Trinity and Springfield are designated teaching schools, working in collaboration with the other five schools in the federation. The schools work in partnership with primary schools across the borough and beyond and play a key role within the Primary Advantage National Teaching Schools Alliance.

Our work on improving provision for children will continue to see us working in partnership with schools in Hackney, across London and beyond. We will be working closely with our strategic partners; The Institute of Education and Hackney Learning Trust, to effectively deliver Initial Teacher Training (School direct and PGCE), Continuous Professional Development, talent management, school to school support, the brokering of Specialist Leaders of Education and research and development. Primary Advantage Teaching School Alliance will see all schools within the alliance achieving more together.

Teaching Schools provide opportunities for teachers across the federation to grow through:

- Excellent opportunities for professional development in a unique and dynamic context;
- Opportunities for collaboration and shared experiences through our teacher learning networks and learning festivals;
- Career progression opportunities through a range of leadership programmes and opportunities to be recognised as Specialist Leaders of Education and Lead Practitioners.

Job Description - Governance Manager

Post Title	Governance Manager
Start date:	As soon as possible
Remuneration:	P03 £37,650 pro rata (<i>dependent on experience</i>) Actual salary: £19,458.41 (based on a three day working week)
Contract:	One year fixed term Approximately 603 hours a year in term time, any additional hours will be paid at the same rate
Reports to:	Executive Principal, Finance and Business Director and Governance Adviser
Liaises with:	Head teachers, teaching staff, Finance and administrative staff, Governors, local community representatives, union representatives, and other external agencies

ABOUT PRIMARY ADVANTAGE

We are a group of eight schools in Hackney working together because we believe our schools can gain many benefits from working collaboratively. We have made a commitment to a shared responsibility to the wider school community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools. Teachers, support staff, school leaders and governors have added expertise in working alongside colleagues to improve provision and outcomes for our pupil.

ROLE SUMMARY

Primary Advantage is governed through a Federation structure, working to the School Governance (Federation) Regulations. As a large federation working across eight schools, getting our governance right is crucial to the success of organisation and ability of Central Governing Board (CGB) to discharge responsibilities and have a clear line of sight into our schools.

The role of the Governance Manager will be fundamental to ensure that Federation is compliant with all governance legislation and leads on maximising the potential of our governance arrangements. The Manager will act as the bedrock for all the Federation's governance delivery. The Governance Manager will provide core proactive clerking support to our CGB, Business and Finance Committee (BFC), Outcomes and Provisions Committee (OPC) and Local Advisory Boards (LABs). More than this, the post holder will also contribute to the effectiveness of key decision-makers within the organisation by overseeing the governance framework, meeting all compliance and regulatory requirements and providing advisory support to governance stakeholders.

Through developing and delivering a tailored governance model for Primary Advantage, the Governance Manager will enable our governance structures to fully meet the evolving needs of our organisation whilst demonstrating best practice in Federation governance.

KEY RESPONSIBILITIES

Governance Framework

- Overall responsibility to ensure governors act in accordance with, the Primary Advantage Federation Instrument of Governance and Scheme of Delegation including undertaking the annual review to ensure these documents are compliant with relevant statute and reflect the distribution of responsibilities throughout the organisation.
- Lead on the development of the annual Governance Workplan in conjunction with Chairs and Executive Principal, ensuring alignment with high-level organisational planning.
- Responsible for individual Central Governing Body (CGB), Business and Finance Committee (BFC), Outcomes and Provisions Committee (OPC) and Local Advisory Board (LAB) meetings to fall at strategic times to ensure fulfilment of regulator requirements and delegations.
- Hold strong understanding of Primary Advantage Federation's internal governance structure, constitution, procedures and delegations including the board code of conduct.

Clerking/secretariat support

- Translate annual Governance Workplan into standing agendas, report templates and agenda item briefings for CGB, BC, SC and LAB.
- Deliver high-quality papers and reports in format agreed with key governance stakeholders to meet agreed deadlines, including supporting staff with relevant aspects of reporting.
- Oversee smooth delivery of all governance meetings including taking and circulating accurate minutes.
- Overall responsibility to ensure timely two-way communication and information flows between all tiers of governance within the Federation, including, on occasion, presenting agenda items at Board, Committee or Advisory Board meetings.
- Support relevant governor panels (exclusions, disciplinary, grievance, complaints) in conjunction with other colleagues as required.

- Undertake regular skills audits to aid with succession planning activities and assist with annual board evaluation process and ongoing governance quality assurance.

Induction, training and communications

- Undertake first-line recruitment of new Governors, Committee and LAB Members in line with the overall Primary Advantage approach.
- Undertake all aspects of Governor/ Member appointment, record-keeping and membership.
- Plan and coordinate Governor and Member induction and training including signposting to opportunities available through Hackney Learning Trust and London Diocesan Board for Schools.
- Signpost Governors and Members to relevant communications/ newsletters to help fulfil roles and ensure that governance stakeholders are briefed on key development in local and national educational policy.

Risk, compliance and regulation

- Signpost Governors and Members to relevant communications/ newsletters to help fulfil role and ensure that governance stakeholders are briefed on key development in local and national educational policy.
- Develop Primary Advantage's approach to identification and management of risk including maintaining risk registers.
- Deliver internal audit strategy including coordination of annual internal audit plan and inspection visits
- Maintain Primary Advantage policy framework including ensuring policies are updated in a timely manner in accordance with legislation and key changes are communicated to school.
- Carry out practical elements of company secretarial role including ensuring quoracy at all meetings, filing annual returns and maintaining all required registers such as minutes and conflicts of interests
- Support Governors and LAB Members as required around Ofsted and Diocese inspections or other significant events, including providing briefings.
- Mobilise knowledge of legislative requirements including Safeguarding, Whistleblowing, Health and Safety, Equalities, Data Protection and Freedom of Information and work with colleagues to fulfil them
- Prepare any briefings requested by Chair/ Executive Principal on governance queries and present in a clear, logical manner.
- Keep watching brief on evolving policy and legislation affecting UK education including Federations specifically.

Other

- Work with the Chairs, Executive Principal, Federation Business Manager and Headteachers to develop key governance stakeholder relationships for the Primary Advantage Federation in order to foster a strong culture of support and constructive challenge.
- Continually identify areas for improvement within the Primary Advantage Federation governance framework
- To undertake any other reasonable additional duties relating to governance of the Primary Advantage Federation as requested by the Chair, Executive Principal and Federation Business Manager.
- To engage in relevant training and development as appropriate.

The Governance Manager must be available to attend all CGB, BFC, OPC and LAB meetings, these are usually held in the early evening..

To Be Noted

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with the line manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- The post holder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.
- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their appointment form and are expected to disclose such information at the appointment interview.
- Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to an enhanced Disclosure and Barring Service (DBS) check.
- If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Person Specification

Qualifications

- Maths and English GCSE or equivalent at grade C or above
- Qualified to degree level or equivalent, or able to demonstrate sufficient relevant work experience (Desirable)
- Right to work in the UK

Communication skills

- Confident in leading staff meetings as appropriate.
- Knowledge of school governance legal/ policy environment (Desirable)
- Knowledge of Federation legal/ policy environment (Desirable)
- Experience of governance in a school, corporate and/or legal environment (Essential)
- Experience of meeting management and minute taking (Essential)
- Experience of managing across and upwards to relevant colleagues
- Experience of monitoring systems, processes or projects
- Experience of record-keeping

Specific Skills

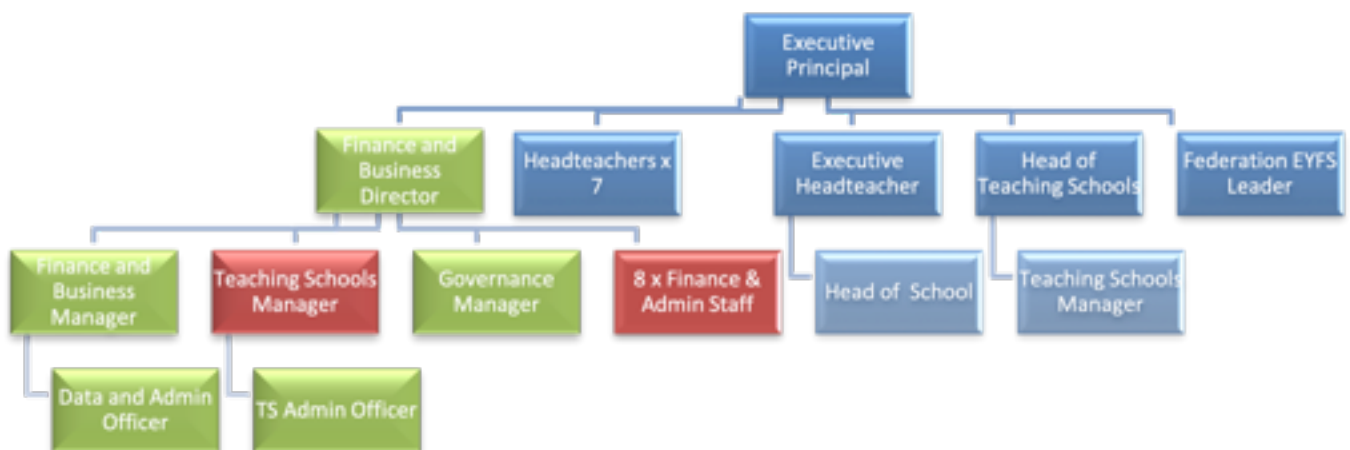
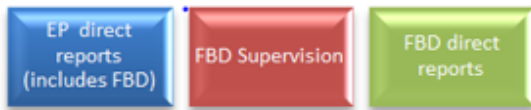
- Understand the nature of a Church of England Primary School.
- Strong written and oral communication skills
- Strong interpersonal and stakeholder engagement skills – able to foster relationships
- Strong attention to detail
- Able to write accurately, clearly and concisely and provide succinct reports
- Able to interpret financial and/or school performance data
- Ability to prioritise conflicting demands and balance on going deadlines
- Fully computer literate, with suitable experience of standard office software

Accountability/Freedom to act

- Leads by example in standards of behaviour in the work environment.
- Personal vision is aligned with the ethos and values of the Primary Advantage Federation and a commitment to ensuring the best possible education for each child
- Adaptable, organised, detail-oriented and systematic in approach to work
- Confident and able to work independently on own initiative, within an overall framework
- Conscientious and takes personal accountability for delivery of goals
- Focused on delivering and regularly reviewing support, solutions and key processes
- Adept at working with others to resolve conflicts or competing priorities
- Committed to on going personal development
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Primary Advantage Structure Chart

Key:





Primary Advantage Federation
Holy Trinity Primary School
Beechwood Rd
Dalston
London
E8 3DY
Tel: 020 7254 1010
www.primaryadvantage.co.uk

[St John & St James CE Primary School](#)

[Holy Trinity CE Primary School](#)

[Springfield Community School](#)

[St Matthias CE Primary School](#)

[St John Baptist CE Primary School](#)

[Morningside Primary School](#)

[Gainsborough Primary School](#)

[De Beauvoir Primary School](#)