# 

# LONDON DIOCESAN BOARD FOR SCHOOLS

# JOB DESCRIPTION

## Name:

## Title of Post: Head of Governance Services

**Duration: Permanent, 0.4 full time equivalent**

**Salary: Equivalent to PO6, £46,293 to £53,133; £18,517 to £21,253 pro rata for 0.4 FTE**

**Responsible to: Chief Executive Officer Responsible for: Clerking Service Manager**

# OVERALL RESPONSIBILITIES

To take strategic responsibility for governance services, ensuring coherence and efficiency.

To ensure that LDBS and Grow schools have access to high quality, up to date and appropriate advice, support and training which is in line with the LDBS vision, values and strategic priorities and the provisions of the Core Service Partnership and Grow Education Partners’ services.

To provide advice and support to LDBS officers and partners on the latest national developments in governance and their implications for LDBS schools.

**Particular Tasks and Duties:**

To support LDBS in its statutory responsibilities eg agreement of Instruments of Government; consideration of Academy conversion proposals; liaison with LAs and DfE over schools in a category or causing concern.

To oversee the LDBS central governor training offer in liaison with the Governor Training Co-ordinator, to ensure a particular focus on church school governance, school improvement and leadership and management issues. To lead the relevant sessions in the programme.

To oversee the recruitment and appointment of LDBS governors in liaison with the Administrator.

To oversee the LDBS Clerking Service including line management of the Clerking Service Manager.

To be part of the LDBS Advisory Team and to support the work of LDBS school advisers and in relation to school governance.

To represent the LDBS at relevant professional networks and training events and disseminate information to professional colleagues and schools as appropriate.

To develop and promote models of good governance practice through written briefings and guidance.

To ensure that LDBS guidance documents in relation to governance are in place and are reviewed and updated as necessary.

To contribute to individual governing body development through the provision or commissioning of appropriate targeted training and support, including governance reviews.

Flexibility and commitment:Although it is expected that this job description will fully occupy the post-holder, s/he must accept that from time to time s/he may be asked to undertake work for other officers. This may be due to staff absence, a particular set of pressures or time-demands or other circumstances. The acceptance of shared responsibility for the overall responsibilities and success of the Board is an essential element for the smooth and professional functioning of the Board.

**Person Specification**

Experience of working in school governance services for a Local Authority, Diocesan Board of Education or multi-academy trust.

Experience of supporting effective governance in Church of England voluntary aided schools and Church of England Academies.

Up to date knowledge and understanding of legislation and regulation in relation to governance of Church of England voluntary aided schools and Church of England Academies.

Understanding of education in a culturally diverse city.

The ability to motivate and engage people to be advocates for school governance.

The ability to process information from a variety of sources and to make it accessible to school governors and LDBS colleagues.

The ability to communicate effectively with governors, clerks, school leaders and colleagues in writing and orally.

Commitment to the vision and ethos of the LDBS.