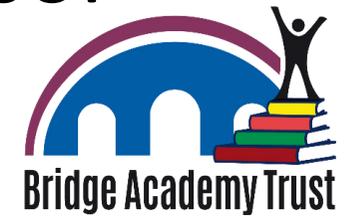


Governance Professional and Policy Advisor Candidate Pack



Welcome letter from our CEO

Welcome to Bridge Academy Trust. We are excited to offer an opportunity to join our Central Team leading Governance.

At Bridge Academy Trust we aim to appoint and develop professionals who have high expectations, are highly motivated and wish to work collaboratively with others to ensure our children have the best possible provision.

In return the successful candidate will be part of a forward-thinking, collegiate, and collaborative Trust where first and foremost, each school is a place of high-quality learning, where young people ENJOY, ENRICH, ACHIEVE & ASPIRE.

Our core purpose at Bridge Academy Trust is to provide high quality continuity of every child's journey through education from 3 to 19, with a strong sense of 'community' and school-led school improvement approach, with a long-term sustainable strategy.

We recognise that our staff are a precious resource, and we are committed to excellence and ensure our staff are supported individually and collectively, building strong partnerships, to help us to achieve our aims and goals.

Mr Mark Farmer
CEO

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About us

Here at Bridge Academy Trust, we are dedicated to bringing about significant improvement to the life chances of our children. We want them to be safe, happy, well-educated, and rounded **young** people who are active citizens and are fully prepared for the world beyond school; not just to cope with the world they will be part of, but to shape it.

Our commitment to achieving these goals for our children begins with the work of our amazing school leaders, teachers, support staff, trustees, and governors. It is our collective responsibility to develop schools capable of delivering truly world-class education in the 21st Century. This is why we are fully committed to supporting and developing every member of staff to be the best that they can be.

It is the responsibility of the Trust Leadership Team working with and alongside school leaders, central staff, and all school staff to deliver this strategy and to bring it to fruition. The Board of Trustees and Trust Leadership Team will receive regular information and feedback from staff at all levels to reflect and to monitor the impact of this strategy.

We are here to inspire, empower and educate. We are here with the knowledge, guidance, and resources to enable you to become the best you can be. Welcome to your Bridge Academy Trust journey.



Join us and be part of our Trust

Bridge Academy Trust wants schools to work with each other in localities for the benefit of the local children and communities.

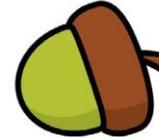
High quality continuity of every child's journey through education

High quality and effective transition work between key stages and school transfers, ensures that children are 'ready', academically, socially, and emotionally for the next stage of their learning journey.

A community and school-led school improvement system

All children and adults are positive citizens within the areas they live and the school it serves.

- **ENJOY** coming to school and learning experiences available to them.
- Are **ENRICHED** with a wealth of opportunities inside and outside of lessons and the curriculum, so that all talents are identified and nurtured.
- **ACHIEVE** high standards:
 - academically, in terms of examination results.
 - personally, through their respect for others and their environment.
 - socially, through their contribution to the life of the school and wider community
- **ASPIRE** to be the best they can be.



Acorn Academy



Chipping Ongar Primary School



High Ongar Primary School



Mildmay Primary School



Moulsham High School



Notley High School & Braintree Sixth Form

Notley High School & Braintree Sixth Form



Oaklands Infant School



Ongar Primary School



Richard de Clare Community Academy



The Ongar Academy



The Ramsey Academy

Our People Strategy

Bridge Academy Trust wants schools to collaborate with each other in localities for the benefit of the local children and communities.

We aim to transform teaching, leading, and learning to fulfil our commitment to giving our children, young people and our communities, the high-quality education they deserve. Each facet of our improvement strategy recognises the need for schools and the wider MAT to recruit, nurture, grow and plan for the succession of a high-quality workforce.

We recognise the development (support and challenge) of leadership at all levels as the key to sustainable school improvement and this is evident in our ongoing financial and resource planning. Frequent and regular time with core improvement team members provides our school leaders and those with leadership responsibility with mentoring, coaching and additional capacity to drive school improvement day to day and over time. There is a shared understanding that school leaders will then work with us to similarly develop staff within their schools, creating a high-quality, committed workforce across our Trust.



Job Description

The Governance Professional and Policy Advisor is responsible for ensuring high standards of governance across Bridge Academy Trust, including administration and support of the Trust Board and its subcommittees including Bridge Executive Board (BEB) and the Local Governing Committees (LGC).

Responsible for the coordination and accurate record keeping of the Trust Board and delegated subcommittees, providing regular information and training to Chairs and other members as required. Responsible for ensuring compliance with, and providing advice on, legal and statutory requirements, good corporate governance policies and procedures, and constitutional matter as needed.

Accountable to: Chief Financial Operations Officer

Responsible for: Local Governing Committee Clerks and Assistant to Governance Professional

Duties:

Professional Advisory Role:

- Advise Trustees, Members, BEB, and committee Chairs on terms of reference, policy and procedural matters, statutory guidance, and best practice in governance, before, during and after meetings, as well as being the first point of contact on Board, BEB, Committee and Members' business
- Identify governance priorities and related risks, anticipate issues which may arise, draw these matters to the Chair's attention and propose recommended actions
- Know where to access appropriate legal advice and support (Charity and Company law), and where necessary seek advice
- Advise the Board on the regulatory framework for governance (Articles of Association, Funding Agreement and Academy Trust Handbook) and ensure the required filings and returns are made
- Promote awareness (amongst trustees and the executive Leadership Team) of Schedule of Business and other integrated processes of organisational control and risk management

Compliance and Good Governance:

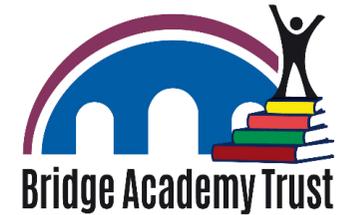
- Advise the Board on best practice in relation to its Scheme of Delegation for governance
- Manage and maintain the Trust's Schedule of Business and ensure its use as a vehicle to drive assurance, especially in key regulatory areas
- Manage and maintain the Trust's strategic risk register and risk management arrangements in conjunction with the Leadership Team and the Chair of the Risk and Audit Committee
- Draft termly communication with members
- Ensure that Trust-wide policies and other statutory information are in place (and published on the BAT website where necessary), and subject to an appropriate Board review process
- Working in concert with the Governance Team, be the editorial gatekeeper of the BAT policy portal, holding executive policy owners and editors to account for good practice in policy drafting and administration

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Board Composition, Appointments and Effectiveness:

- Ensure that the Board, BEB, and each Committee is properly constituted with appropriate terms of reference
- Work closely with the Board Chair and Members to ensure an appropriate skill mix at Board level
- Lead on Board recruitment with the Board Chair, bringing an emphasis on attracting high calibre candidates, managing new appointments and Trustee induction
- Oversight of the re-appointment and retirement of Board members in accordance with the Articles of Association
- Take primary responsibility for a detailed and thorough induction programme for new Trustees, including arranging sessions with the Leadership Team, sending induction materials, ensuring they have access to appropriate documents, including the Code of Conduct, and providing training where required
- Support the Board Chair with succession planning, developing, and implementing regular collective and individual Trustee evaluation activities to assess board effectiveness and inform next steps

Clerking and Administrative Support:

- Advise on the annual cycle of Board meetings, supporting the efficient flow of information and decisions, including preparation of agendas, distribution of Board reports
- Taking minutes of Board meetings, and following through on action point and matters arising from previous meetings
- Maintain up to date records for the Board and its committees and ensure that papers and minutes are well organised and readily accessible
- Ensure that Trustee and Member information on DfE and regulatory websites is accurate and up to date
- Maintain meeting attendance records and ensure these are published on the website(s) on an annual basis

Company Secretarial Responsibilities:

- Ensure that the Trust's Companies Secretary responsibilities are undertaken in accordance with Companies House statutory guidance, including statutory filings within prescribed deadlines, maintaining company and Trustee documentation and records management
- Working with the Business Managers, lead on Significant Change applications and liaison with the DfE on Deeds of Variation and changes to funding agreements
- Assist on transfers of academies into the Trust and their dissolution or mergers with other Trusts
- Serve as main point of contact for legal counsel and insurer

Local Governing Committees:

- Define, maintain, and monitor standards and procedures for Local Governing Committees
- Maintain relationships with Chairs of each LGC to facilitate engagement
- Working with the LGC Clerks, identify where LGCs are working well but also where interventions may be required
- Ensure the annual agenda cycle and supporting documentation is designed and implemented in a timely manner
- Responsible for the design and delivery of induction and training for LGC members
- Ensure the flow of information between the local and Trust layers of governance, including the effective communication of key messages

Advice and panel review service to schools:

- Ensure the Governance Team fulfils its advisory role for schools by providing timely, accurate and judicious advice on areas such as admissions, complaints, exclusions, data protection and policies
- Ensure escalated matters requiring panel review are efficiently and effectively arranged and clerked

Person Specification

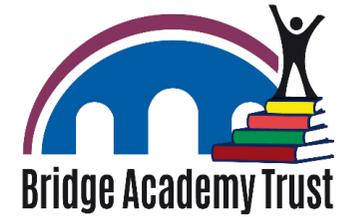
	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Clerking accreditation qualification • Educated to a good standard 	
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working in a multi-academy trust • Solid understanding of the purpose, value, and principles of governance • Familiarity with the policy landscape for charitable trusts • Experience of developing new or improved administrative processes 	<ul style="list-style-type: none"> • Experience of working in another regulated sector and/or charitable trust • Experience of working in large multi-entity organisations
Skills & Attributes	<p>Forward and Strategic Planning:</p> <ul style="list-style-type: none"> • A critical thinker who can step back from current ways of doing things and identify better ways to achieve the Trust's strategic objectives • Scheduling skills <p>Abilities:</p> <ul style="list-style-type: none"> • Proficiency with online productivity and collaboration tools • Excellent written communication skills, including drafting and editing of professional quality documents, and considerate use of email • Agenda planning and minute-taking 	<p>Line Management:</p> <ul style="list-style-type: none"> • Line management not essential, but must be confident in influencing peers and senior colleagues in the application of rigorous processes
Personal Qualities	<ul style="list-style-type: none"> • Pride in attention to detail, clarity, and accuracy • Very well-organised • Collaborative • Pro-actively anticipating problems and identifying solutions • Ability to demonstrate, understand and apply our values; enjoy, enrich, achieve, aspire 	

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Job Specifics:

Scale/Point: Scale 10, Point 34-37

Annual Salary: £42,403-£45,441

Hours Per Week: 37

DBS: Enhanced with Child Barred List

Core Hours: 08:30-16:30, Monday to Thursday

08:30-16:00, Friday

It is expected that you will cover Board Meetings on a regular basis.

Pension: Local Government Pension Scheme

Annual Leave: 27 days annual leave. Annual leave will be limited to school holidays, although 5 single days can be taken outside of school holidays.

Location: This role is based in Chelmsford at our Community Building, however travel to other sites is expected

How to apply:

If you wish to discover more about this exciting opportunity, need any further information or you would like to have an informal discussion, please contact Mandy Heal, HR Director: healm@bridgeacademytrust.org

To apply for the role, please complete the application form and recruitment monitoring form demonstrating how your skills and experience match the criteria in the Job Description and Person Specification and return directly to Bridge Academy Trust.

Application guidance notes are also available to assist you with completing your application.

Closing Date: Sunday 5th May 2024, midnight

Interview Date: to be confirmed

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be subject to an enhanced DBS check, medical clearance, and satisfactory references. Bridge Academy Trust welcomes applications from those of all backgrounds, faiths, and ethnic groups.

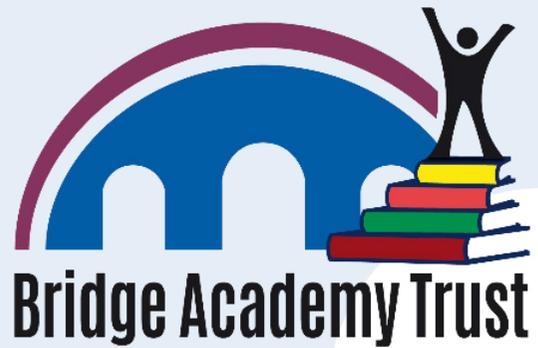


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Bridge Academy Trust
Community Building
Moulsham High School
Brian Close
Chelmsford
Essex
CM2 9ES

