



Job Description

JOB TITLE	Clerk to Governors, with a focus on Governor Disciplinary Committee clerking
JOB FAMILY	Central
PHASE	Central
SALARY GRADE	Pay Group 4
HOURS	5 hours per week, (annualised hours). Usually within the hours of 9-4 but with some occasional evening meetings. This role has the ability to take on additional hours on an overtime basis, the level at which can be discussed at interview.
REPORTING TO	Governance Manager
RESPONSIBLE FOR	Not Applicable
LOCATION	Portsmouth

Job Purpose

We are looking for a clerk who has a knowledge of governance and governing body procedures as well as educational legislation and legal requirements, to provide advice and effective administrative support to the governing body or has a desire and drive to learn this area where full training will be provided.

The purpose of the role is to clerk meetings and panels, and provide advice to the governing body on governance, procedural matters; especially in relation to Governor Discipline Panels (GDCs) and the DfE statutory guidance on Suspension and Permanent Exclusion from school.

Duties and Responsibilities

Take direction from the Governance Manager to assist with the following tasks:

Key Responsibilities:

Clerk GDC meetings and provide advice to governors:

- Take accurate minutes of the GDC meetings
- Advice Governors on procedural matters
- Advice Governors DfE statutory guidance on Suspension and Permanent Exclusion, SEND code of conduct and Equality Act during GDC deliberations
- Draft and circulate outcome letters Follow-up any agreed action points with those responsible and inform the chair of progress



Effective and compliant administration of Governance meetings:

- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations
- Ensure meetings are quorate
- Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not)
- Draft minutes of governing body meetings, indicating who is responsible for any agreed actions with timescales, and send drafts to the chair and, if agreed by the governing body, the principal
- Circulate the reviewed draft the Chair within the timescale agreed with the governing body
- Act as the first point of contact for governors with queries on procedural matters
- Offer advice on best practice in governance

Governor meetings may include complaint hearings, governing board meetings and governor Board committees.

Manage Information:

- Maintain a record of signed minutes of meetings and GDC outcome letters, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
- Maintain records of governing body correspondence

Personal Development:

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice
- Keep up-to-date with current educational developments and legislation affecting school governance
- Participate in regular performance management

Additional Services:

- Clerk any statutory appeal/complaints committees/panels the governing body is required to convene
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role
- Perform such other tasks as may be determined by the governing body from time to time

Generic Duties relevant to all members of Staff



Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and performance management procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at either the Portsmouth Hub or working remotely.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the



core business. This may mean undertaking tasks outside of your area of responsibility where required.

Customer Service

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.



Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Clerk

Name:

Signed:

Date: