

Clerk to the Local Governing Body (LGB)
King Edward VI College
Candidate Pack



Introduction from The Chair and Stuart Noss



King Edward VI College is a friendly, supportive and high achieving college, here to help students succeed.

As a long established provider of sixth form education, we are proud of the high quality student experience delivered by well-qualified staff.

Students work alongside staff on all aspects of the college's operations and future direction. Student leadership and student voice are not add-ons to how we do our work but key components of our institutional DNA.

We are an ambitious college, with high aspirations for students and ourselves. I am proud to be the Principal of a College which inspires, challenges and supports its young people to gain the skills they need to thrive.

Stuart Noss
Principal

Stuart Stanley
Chair

Message from the Student Voice

As a Students' Union we believe students should be at the heart of all the college does.

All students should be encouraged and supported to be active contributors in the college community, from our president to the student in the classroom. Student Voice is fundamental in the development of the college and hence, we believe that accountability of those responsible is vital, from us to the Principal and from them to us, to ensure that we are all fulfilling this responsibility. We want the college to be a thriving environment which offers the best experience to our students, where they can grow and reach their goals.

We look forward to working with staff who are passionate about the college and who will walk through its doors, and challenge current thinking and take fresh approaches to provide the best experience possible. We are committed to partnership working to actively help our members and hope that our teaching and support staff are too.

Help us to be co-creators of the college experience, and together we can help the college reach its full potential.

The Students' Union



Our Mission, Vision and Values

Mission:

We inspire young people to gain the skills they need to thrive in an ever-changing world as we transform Sixth Form Education.

Vision:

Our students will be recognised locally and nationally for the remarkable impact they have on their communities.

Values:

- **Involved.** We are one community with a shared responsibility
- **Ambitious.** We are curious to create exciting ways to succeed
- **Genuine.** We are honest with ourselves and each other
- **Supportive.** We help each other improve with an optimistic and positive outlook.



Key facts about the College

We have been educating the young people of Nuneaton and the surrounding areas since 1552.

Since re-designating as a Sixth Form College over 45 years ago the core purpose of the college has remained the same: to meet the needs of young people from across Nuneaton and the surrounding areas.

We are the only Sixth Form College in Coventry and Warwickshire and currently have over 1200 students and 100 staff.

We offer over 40 subject courses at A Level and level 3 BTEC, Maths and English GCSE and a diverse range of enrichment courses. We also offer a Level Three Foundation Programme for students needing to resit a range of Level Two courses, as well as Higher National Certificates in Media & Business.

In November 2017 the College was inspected by Ofsted and was judged as continuing to be 'Good'.

In January 2019 the college became the founding member of Better Futures Multi Academy Trust (BFMAT), an SFC focussed Trust sponsored by Coventry University.



College Facilities



Students have Study Periods where they can research and complete assignments. The College Library and Study Centre are great places to help students develop their study skills. They offer a range of learning environments, so they can find a space that suits— whether they want to work on their own or in a group.

The College Library and Study Centre have over 70 open access computers plus all the equipment you would expect to find in a modern library – 6,000 textbooks, 40 magazines, 600 DVDs, 1,000 novels and over 500 e-resources. All of these resources have been selected to support sixth form courses and all of them are fully searchable on the library database in college and at home.

But best of all, we have trained and friendly college services staff to answer your enquiries.

For many subjects, specialist equipment is needed. We provide all the necessary materials and equipment to help students get the most out of their course. From video cameras to art materials, we keep supplied fully stocked and available on request.

Better Futures Multi Academy Trust

A bit about Coventry University.

Coventry University Group (CU) is nationally and increasingly internationally recognised as an innovator in the higher education world. The group is made up of a range of educational and innovation services companies. Headquartered in Coventry but with sites throughout the UK and the world. Teaching excellence is second to none in the UK, increasingly the University has a growing reputation for research in niche, interdisciplinary domains such as peace, trust and social relations, water and agro-ecology and transport.

The University has achieved TEF Gold and in the Guardian University Guide is ranked as 15th amongst UK HEIs, securing its place as the highest ranked modern university in the UK for the seventh year running. The Group is number one in the UK for working with small and medium sized enterprises. Through Coventry University College Ltd. The group is heavily engaged in the Degree Apprenticeship movement, In recent years the group has expanded its range of provision with campuses based in Coventry, East London and Scarborough. These sites offer high quality alternative and flexible provision at a competitive price, increasing access to HE.

A bit about Better Futures MAT.

The formation of Better Futures MAT (BFMAT) has been notable in two key aspects; firstly, it is the only MAT to have as its focus Sixth Form Colleges and Sixth Form Education and how this sector can gain mutual benefit from a structural relationship with a leading HE provider; secondly, and more importantly, the collaborative, collegiate approach that has been taken in its formation and development. CU has not positioned itself as the expert on post 16 education or as needing to retain all the levers of power within the MAT, rather it has engaged in meaningful learning conversations about how best to utilise the relationship to improve the educational experience of the students. As a result, members of the MAT find themselves retaining high levels of autonomy while still having access to the financial benefits of a MAT and the opportunity to be a leading player in some exciting 'systems leadership developments in the sector..

The trust is at an interesting stage of its development. KEC formally joined as a founding member on 1 January 2019, followed shortly afterwards by Bilborough SFC and Gateway Sixth Form College. With the three founding members in place we will be focussing on co-creating 'The BFMAT way', not only what we want to do to achieve our vision and fulfil our mission, but just as importantly, how we intend to do this. Setting out our agreed ways of working, our collective expectations of each other and how we will measure our progress toward reaching our vision.

<https://www.Coventry.ac.uk/business/our-services/Coventry-university-group/better-futures-multi-academy-trust/>

Better Futures Multi Academy Trust

King Edward VI College

Clerk to the Local Governing Body (LGB)

Start Date: April 2022

Part Time Permanent 15 hours per week (0.405FTE*)

*to work flexibly in line with Board meetings conducted during the evening

52-week contract to include

30 days annual leave (pro-rata) plus statutory/public holidays recognised by the College

Sixth Form College Support Staff Pay Scale 31 to 35 £40,265 to £44,243

(Pro-rata part-time term time £16,307 to £17,830 per annum)

Closing Date for Applications: Monday 28 February 2022 @ 9:00am

Interviews to be held: Wednesday 16 March 2022

The opportunity

Thank you for your interest in the position of Clerk to the Local Governing Body (LGB) at King Edward VI College. This rewarding position has become available due to the current clerk moving to a full-time governance role within the BFMAT.

The College is at an exciting time in its history having joined the Better Futures Multi-Academy Trust in 2019. We are looking for an individual who will be responsible for enabling and promoting effective governance, giving sound advice to the LGB on the proper exercise of its delegated powers.

Educated to degree level or equivalent professional qualification, you will join us with experience of servicing Boards and committees with an understanding of relevant legal and regulatory frameworks. You will be adept at planning cycles of business, organising meetings, preparing agendas, and taking minutes. You will bring excellent interpersonal, communication and administrative skills.

An ambassador for the College and wider Trust, you will share our dedication to transforming the futures of young people through excellence, innovation and opportunity.

The post is offered as 0.4FTE to be worked flexibly depending on meeting commitments.

The post is subject to an enhanced DBS Check

What we offer

The chance to work with fantastic students who have chosen to continue their learning at King Edwards	The trust, autonomy and freedom to take creative risks	A truly progressive approach to how an educational institution operates
The chance to work with open minded colleagues who are ready to work in new and exciting ways	An organisation that wants all of their staff to be happy and achieve at work.	A friendly but fast paced & optimistic culture
A truly purpose rich job where your success is based on helping others	Consistent but emotionally intelligent feedback to help remove your blind spots and to accelerate your development	A safe, values led institution that put the wellbeing of students and staff first
The opportunity to work at a place where students are genuinely at the heart of our decision making.	Financial investment in your professional progression	We are not obsessed with hierarchy. We are obsessed with the student experience.
A flexible and contemporary approach to and view of work	A culture where failure is seen as a learning opportunity	Collaborative opportunities to work with colleagues from two other sixth form colleges

Who we are looking for and what we expect

We are looking for adaptive and people centred staff. The college prides itself on having supportive, reflective and ambitious staff who work to achieve the best outcomes for students. We treat our staff and students with respect, listen to both and involve all in our continuous improvement.

We would like someone who can truly inspire students and staff to do things which inspire them. We want someone who is reflective and asks for help when they need it. Someone who always sees the best in our students and is willing to support the wider college and trust. No one subject specialism is essential, but an ability to contribute to a range of subject teaching areas would be welcomed.

Finally, we want the most creative, dedicated and effective people in education to join us and we will do all we can to make that happen. We want all appointments to believe in our mission and values. We also expect them to desire to work in a deliberately developmental organisation as illustrated below.

the three dimensions of a

Deliberately Developmental Organisation



The College is committed to the safeguarding and promoting the welfare of young people

The successful candidate will be required to undertake a criminal record check

via the DBS services

The College promotes diversity and welcomes applications from

all sections of the community

All candidates with a disability will be offered an interview should they meet

the minimum requirements of the post

The College is committed to the continuing professional development of all staff

Clerk to the Local Governing Body (LGB)

Job Description & Person Specification

Post:	Clerk to the Local Governing Body (LGB)
Responsible to:	Chair of Governors
Direct Reports/ responsible for:	n/a
Hours:	15 hours per week 0.405 fte – flexible Ability to conduct LGB meetings held during the evenings 5 – 7:30pm (currently Tuesday) 52-week contract
Salary:	SFC Pay Scale 31 to 35 £40,265 to £44,243 pro-rata part-time
Annual Leave:	12 days per annum (30 days FTE) plus statutory/public holidays recognised by the College

Overall Key Purpose

- To provide independent advisory, strategic and administrative support, and guidance to the LGB
 - To ensure the proper and efficient conduct of LGB business
 - To promote excellence in College governance
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Specific Responsibilities

Provision of Guidance

- To advise the LGB on the proper exercise of its delegated powers within the Trust Scheme of Delegation, and in line with other relevant legislative and statutory documentation including the Trust Articles of Association and Academy Trust Handbook.
- To advise on and be responsible for the constitution of the LGB in accordance with the Trust Scheme of Delegation.
- To advise and take appropriate action if any member of the LGB appears to be at risk of acting outside their powers or to be proposing actions that may be unlawful.
- To seek best practice and provide briefings on governance matters for the LGB and in particular the Chair, Vice-Chair(s) and Principal.
- To act as a reference point for all enquiries and communication with the LGB.

Conduct of LGB Meetings (and any working groups)

- To advise the LGB on the development and maintenance of an effective and efficient Governance structure that supports delivery of the College's strategic objectives.

- To ensure that business of the LGB is conducted smoothly, efficiently and within its powers, and that proper procedures are followed in accordance with legal, statutory, and public responsibilities.
- To ensure that business of the LGB, and of individual Governors, is conducted and accords with the highest standards expected of those in public office.
- To plan the business of the LGB and any working groups, determining the calendar of meetings, summoning meetings, preparing agendas and reports, and drafting timely minutes of meetings.
- To maintain a separate confidential file relating to sensitive matters and to review this file on an annual basis to confirm continued confidential status.
- To attend all meetings of the LGB and any working groups and advise on quoracy, governance and procedures at such meetings.
- To prepare management reports and papers as required by the Chair of the LGB and/or Principal to meet internal and external needs.
- To maintain the Board portal used by the LGB to share agendas and papers ensuring that relevant information is uploaded and kept up to date.
- To ensure that information on College governance made public via the website is accurate.

Membership of the LGB

- To maintain a record of LGB membership and skills; to notify the LGB of forthcoming vacancies and on strategies for succession planning and recruiting Governors; and to make arrangements for staff student and parent elections.
- To liaise with individuals and organisations on recruitment of new Governors in line with the wishes of the LGB; provide information to candidates about the LGB; and make arrangements for interviews.
- To ensure that all appointments are made in accordance with the Trust Scheme of Delegation.
- To maintain a record of Governor attendance at meetings, notifying the Chair if individual attendance raises any concerns.

Governance

- To manage the provision of governance information in relation to Ofsted inspections and internal audits.
- To maintain a register of Governor interests and make this available on the College website.
- To administer any schemes for reimbursement of Governors' expenses.
- To advise and support the LGB in co-ordinating a 'Governor Link' programme to allow members to gain a greater understanding of the College's work outside of the formal meeting structure.
- To develop effective relationships with all stakeholders and partners.
- To facilitate communication of LGB matters between the Chair, Principal and senior staff in College.
- To support procedures for the appointment, suspension or dismissal of the Principal in line with the Trust Scheme of Delegation.
- To arrange and clerk hearings of any LGB special panel called to hear grievance or disciplinary matters.

Training, Induction and Self-Assessment

- To support the LGB in reviewing its performance through robust self-assessment and be proactive in facilitating agreed actions within the College quality framework for governance.
- To arrange and co-deliver appropriate induction and on-going training for Governors.
- To keep under review the provision of training for Governors to ensure all required areas are covered, including arranging for Governors to attend external briefings and training courses.
- To share good practice in FE corporate governance to support the LGB with professional practice relevant to its responsibilities.

- To undertake continuing professional development as appropriate, including attendance at the annual Sixth Form Colleges Association (SFCA) Clerk Conference.
- To work in partnership with the Trust Company Secretary and other LGB Clerks to develop as a Team and share best practice.

Generic duties for all College Staff:

- To support the College's mission, values and strategic objectives.
- To support the College's policies on diversity and inclusion.
- To ensure awareness and compliance with the College's Health & Safety Policies and practices.
- As a member of staff working in a College setting, to have a duty to help keep young people safe and protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students.
- To embrace the College's commitment to people development by taking part in continuing professional development activities.

This job description is not necessarily a comprehensive definition of the post. The post holder may be required to undertake any other duties, as directed by the Chair/Principal or which may reasonably be regarded as within the nature of the post, after consultation with the post holder.

PERSON SPECIFICATION – Knowledge & Skills

Qualifications

- Educated to degree level or equivalent professional qualification.
- Evidence of relevant continued professional development.
- Professional clerking qualification or willingness to undertake one if required (*desirable*).

Experience

- Previous experience as a Clerk within the FE Sector or equivalent role.
- Experience of working in a regulatory environment, with a good understanding of legal and governance frameworks.
- Experience of providing advice and guidance at a senior level.
- Knowledge and experience of Board/Committee procedures and the ability to assemble and present accurate and timely agendas, reports and minutes.
- Experience in the development and implementation of policies, procedures and practices.
- Knowledge of FE and issues facing the sector (*desirable*).
- Knowledge of FE external inspection frameworks and audit requirements (*desirable*).

Skills

- Excellent interpersonal skills and ability to effectively communicate with people at all levels.
- Ability to handle a diverse workload whilst working to a consistently high standard and tight deadlines.
- Ability to work on own initiative without supervision.
- Good IT skills to produce accurate and well-presented documents.

Personal Attributes

- Discretion and confidentiality.
- Ability to gain the respect and confidence of staff at a senior level and to work successfully with managers on a continuous improvement and developmental agenda.
- A keen interest in the education sector.

Other requirements

- Flexible approach to working hours to meet the needs of the LGB including the ability to work evenings as required.
- Knowledge and understanding of Equality and Diversity, Safeguarding and Prevent

Completing your application

Data Protection Act 2018 GDPR statement

Any personal data collected from applicants during the recruitment process will only be used for the purpose of recruitment within the college and will not be disclosed to any external sources without your express written consent. Records of the successful candidate will be placed on their personal files. Records of unsuccessful candidates will be destroyed after six months.

Contract Details

The post is made on the terms and conditions of the Support Staff in Sixth Form Colleges.

Contract:	Part-time Permanent 52 weeks per annum
Hours:	15 hours per week 0.405 fte
Actual Salary:	SFC Support Staff Pay Spine 31 to 35 £16,307 to £17,918 per annum
Start Date:	April 2022
Pension/ benefits:	Membership of the Local Government Pension Scheme 12 days holiday per annum (30 days FTE) plus statutory/public holidays recognised by the College

1. Application is by means of:

- a completed application form
- a completed Equal Opportunities Form
- a completed Disclosure Form

When completing your application please comply with all **instructions** detailed on the application form. **You are asked NOT to send a Curriculum Vitae (CV).**

The criteria in the enclosed person specification will be used to assist the short-listing process.

The specification identifies the minimum skills, experience and qualifications needed by you to carry out the job effectively. When completing your application you must ensure that you indicate how you meet these criteria.

2. Referees

Two references will be requested. We expect one referee to be the head of the organisation where you are currently employed (if applicable). We normally write for references before an interview. If there are any special circumstances, and you mark that you do not wish a referee to be contacted we will contact you directly. If you have any personal connection with any of your referees, you will be required to disclose it.

3. Health

If you are successful in your application you will be required to complete a medical questionnaire. This will be submitted to the Occupational Health Service and you may be asked to have a medical examination. If you think this may present a problem, please mention it in your application or at interview.

4. Certification

Any contract of employment issued will be on the basis that all information supplied by you on the form, on additional papers and at interview is correct, and that no material facts have been omitted. You will be required to provide proof of all the qualifications you declare on the application form.

5. Equal Opportunities

You are asked to return the equal opportunities questionnaire (which will not be available to the short listing or appointment panel).

6. DBS Disclosure

If you are successful in your application you will also be required to complete a DBS application, at enhanced level, which will enable a check to be made with the Criminal Records Bureau on any criminal background.

If you require confirmation of the receipt of your application, please enclose a stamp addressed envelope. We are sorry we are unable to respond personally to all applicants. If you have not heard from us within two weeks of the closing date you should assume you have been unsuccessful in your application.

Further information about the College can be found via our website www.ke6n.ac.uk

Closing date for applications: Monday 28 February 2022 at 09:00am

Interviews to be held: Wednesday 16 March 2022

Applications should be addressed to: **Associate Principal - Corporate Services**
King Edward VI College,
King Edward Road
Nuneaton
CV11 4BE

Email: personnel@ke6n.ac.uk

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The College promotes diversity and welcome applications from all sections of the community.
All candidates with a disability will be offered an interview should they meet
the minimum requirements of the post.
The College is committed to the continuing professional development of all staff.*

Thank you for your interest in King Edward VI College, Nuneaton.

Better Futures Multi-Academy Trust
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