



Waterton Academy Trust
Clerk to Academy Standards Committee
(Governors)
Application Pack

Post title	Clerk to Academy Standards Committee (Governors)
Location	At 1 or more (if desired) of our 13 academies based within West and South Yorkshire
Salary & Grade	£100 per meeting
Hours	3 meetings per year, per school (one per term) * More meetings negotiable for the right candidate

Waterton Academy Trust, a trust of 14 primary phase schools, 2 specialist provisions and 4 pre-schools in the Wakefield and Barnsley areas, is looking to employ a number of professional Clerks to support governance of the Trust and member academies. The Trust has enjoyed much positive press recently, regarding school improvement in challenging schools and is widely acknowledged as a desirable employer. We are in an exciting time as our central team is growing, and we are seeking new Clerks to join this friendly and welcoming team.

Our team of Clerks work successfully with a supportive Head of Governance and Governance team, as well as academy leaders and Governors. This is a fantastic opportunity to develop governance, administration and communication skills in a forward-thinking Trust. With the exception of attendance at meetings, all work can be completed flexibly; the successful applicants will therefore need to be self-motivated and have a pro-active approach to their workload.

A robust training programme will be provided for successful applicants, and support will be delivered from the central Trust team thus no previous governance or minute taking experience is required though strong experience in the administrative field is essential. The Trust will also work with applicants to identify suitable schools based on location and timings to ensure best outcomes.

The role of a clerk includes:

- Attendance at 3 evening or afternoon meetings per year (start times between 3:30pm – 5:30pm)
- Taking and producing accurate and comprehensive minutes of the meetings.
- Communicating important meeting updates to the governance team in an accurate and timely fashion.
- Responsibility for advising the Governors on procedural, constitutional and governance matters (with direction and support from the governance team).
- Utilising Microsoft Teams (training provided)

We are looking for someone who:

- Is able to maintain confidentiality.
- Has excellent administrative and communication skills.
- Can work flexibly.
- Has the ability to work on their own initiative with the minimum of supervision.
- Can work as part of the whole school/Trust team

Expectations of All Employees

- Full working knowledge and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality, HR and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Working knowledge of the education sector
- Contribute to the overall ethos/work/aims of the Trust and member academies
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Additional Information

The duties and responsibilities highlighted above are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibilities for Resources

Employees (Supervision):
None

Financial:
None

Physical:
Support the formation and organisation of legally binding and confidential minutes.

Customers and Clients

Internal:
Staff within the Central Team and individual academies, including SLT and Headteachers

External:
Community and parent governors.

Working Conditions

The post is predominantly home based with the requirement of travel to our academies.

Characteristics of the post

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The employment checks are required:

Evidence of entitlement to work in the U.K.

Evidence of essential qualifications

Two satisfactory references

Confirmation of medical fitness for employment

Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.

Dear Applicant

Thank you for your interest in the post of Clerk to an Academy Standards Committee at Waterton Academy Trust. We hope that this pack provides you sufficient insight and information to decide if you have the right qualities, skills and experience to apply for the position.

Our Trust came into being on the 1st September 2014. Our 14 primary, infant and junior schools, 2 specialist provisions and 4 pre-schools are currently situated within the Wakefield and Barnsley areas and consist of well over 3000 pupils.

This is an exciting time for all concerned with the trust as we enter into a new phase of development. The reshaping of our focus and renewed drive for excellence will undoubtedly lead to improved opportunities and outcomes for all.

People are at the heart of our organisation. We invest heavily in our children, staff, Trustees and Governors, ensuring that we all benefit from being part of the Waterton family. We seek to create a fertile environment for growth, to share best practice, develop expertise, draw on local, national and international research, and form partnerships within and beyond the trust.

Working for Waterton you will have the opportunity to support our schools in shaping the lives of all those in the Waterton family.

As a member of the Clerking team, you will also have the opportunity to work alongside partners across our academies.



Given the trust's ambitions for excellence, we are seeking to employ outstanding individuals to join our team. We require highly skilled professionals that can contribute to the development of our provision and support our academies in providing our children with the best possible learning experience. If this is you, then we would be delighted to hear from you.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Dave Dickinson'.

Dave Dickinson OBE

Chief Executive Officer



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Our Trust Central Team provide efficient and high-quality service to myself as Headteacher and the school. Having such a crucial role within our Central Team structure is invaluable as we have made savings through key contract reviews which impacts the school and our children positively.

Luke

Headteacher



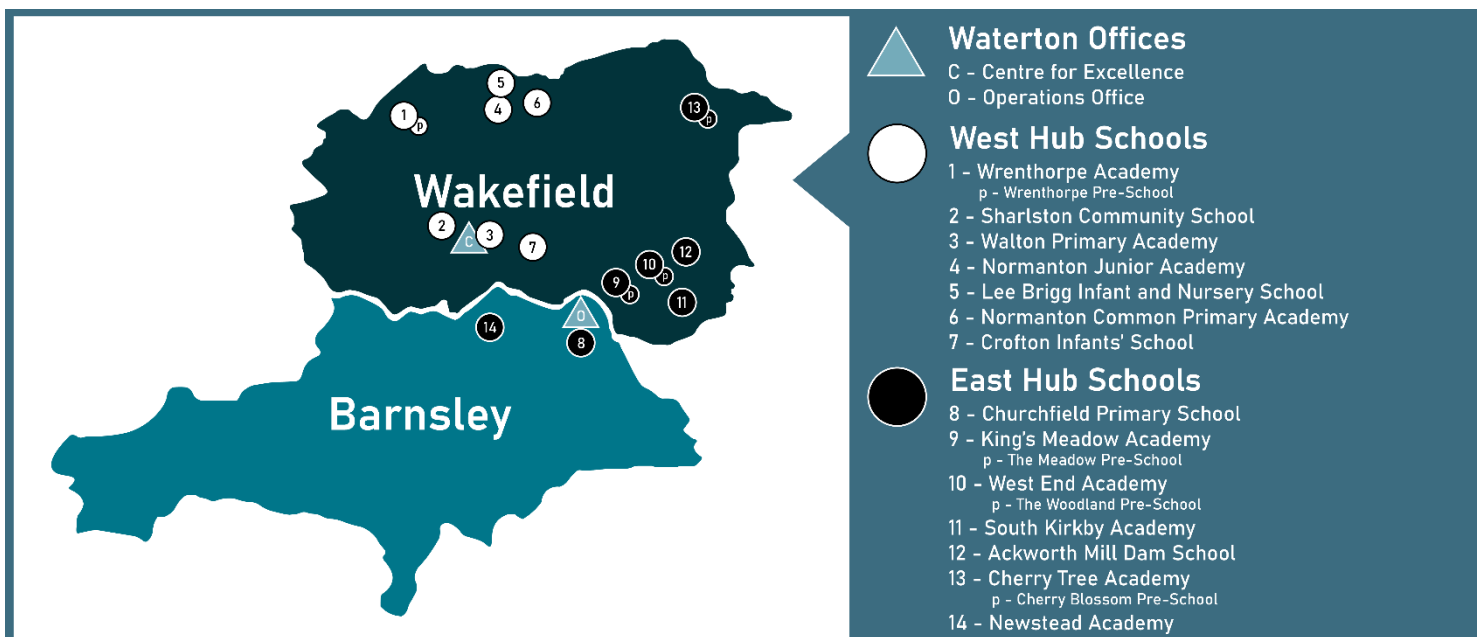
About the Trust

Our vision is to create a collaborative of schools that work together to deliver excellence; a collective where teaching and learning is paramount and children enjoy and engage in a rich and relevant curriculum. We strive to foster a culture of high aspiration amongst all our students and to create an environment where everyone reaches their full potential, regardless of their social, economic or cultural background and where success truly is a shared experience.



The creation of the Centre for Excellence (CfE) is the single most important development the trust has delivered in recent years. The centre has become the beating heart of our school improvement strategy, CPD offer, partnership working and the main conduit for our blended learning provision. Our School Improvement Team are based in the CfE and leaders from across the trust work alongside them to develop practice and provision. The trust believes that excellence can only be delivered through investing in people and providing them with the resources they need to deliver. The CfE is one example of how we do that.

The trust has maintained a manageable geographical partnership area, one where academy staff and central team colleagues are able to travel between each other within a reasonable time frame. There are currently thirteen academies in the trust, all are within the Wakefield and Barnsley boundaries and therefore find it easy to attend INSET, CPD and trust events. The trust has adopted a Hub Model to further support collaborative working and allow for future growth.



Why Choose Waterton?

Everything we do is about creating a team of committed professionals who share our ambition for young people.

We are committed to providing employees with a safe, healthy and supportive environment in which to work.

We seek to reduce disadvantages, discrimination and inequalities of opportunity. We promote diversity.

We recognise the need to support staff to enable a healthy work life balance.

We are able to draw upon expertise from across the trust. Colleagues collaborate and share best practice through a number of trust wide networks.

Our partners are of the highest quality and colleagues have the opportunity to work alongside sector leaders such as the EEF and Research School Network.

Flexible working arrangements are promoted across the trust where possible, to enable our staff to manage their work life and family commitments.



About the Trust (Continued)



Partners and Projects

Investing in people and in partnerships is key to ensuring excellence and is something that as a trust we are extremely passionate about.

Quality professional development is delivered by colleagues from across the trust to all members of our team.

We are proud to call ourselves an outward facing organisation and are advocates of sharing best practice and being contributors to the wider system leaders' network. We therefore encourage colleagues to take up opportunities and engage in projects outside of the trust.

Below are examples of some of the partners, projects and opportunities that Waterton Academy Trust colleagues experience.

I started my teaching career as an ITT student through the Waterton and Leeds Trinity partnership. I enjoyed the ITT course and found the training on offer, especially within Waterton, to be extremely beneficial. The course was challenging, supportive and a great deal of fun. The fact that there is a job at the end for successful students is the cherry on the cake!

Robyn

Year 2 Teacher (RQT)



A collaborative partnership between Wakefield Local Authority, Wakefield System Leaders and Doncaster Research School. Supported by funding from the Education Endowment Foundation and Wakefield Council. The primary project is led by Waterton's CESO and Waterton LLEs are involved throughout.

A partnership through which EBE and Waterton Academy Trust (and the broader Waterton network) collaborate to offer professional learning to teachers and leaders.



Evidence Based Education



The desire to invest in all colleagues has seen the trust become an apprenticeship provider. The first apprenticeship to be designed was the Level 3, Supporting Learning in Primary Schools. The trust is currently designing further courses to support early career progression.

Investing in future leaders has seen the trust create a strong relationship with Learners First. Colleagues have full access to NPQ courses, with NPQH and NPQEL cohorts working together in the CfE.





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I am both proud and privileged to be part of Waterton Academy Trust, which strives to provide an outstanding education for all its children. It is a place where individuals are nurtured, valued and encouraged to flourish and succeed. Commitment, passion and hard work are rewarded with opportunity for personal development; in my own case I have undertaken a journey from Class Teacher, to School Leadership, Trust Lead for our Initial Trainee Teachers and now embarking on a National Professional Qualification for Headship. The ethos of our Trust is ‘success is a shared experience’, I have wholeheartedly found this to be the case and I am honoured to be part of it.

Sally

Deputy Headteacher, Class Teacher

Next Steps

Further Details

For further information please visit, www.watertonacademytrust.org or contact Laura Clark, Head of Governance by email lclark@watertonacademytrust.org .

To Apply

We are always looking for Clerks and each application will be reviewed in a timely manner.

Applicants are requested to submit a completed application form which can be downloaded from the recruitment page on the trust's website. www.watertonacademytrust.org

Completed applications are to be returned to hr@watertonacademytrust.org .



Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. The Trust has policies and procedures relating to safeguarding and child protection available on request.

Waterton Academy Trust follows safer recruitment processes which all applicants will be subject to. This includes the interview process containing questions about the safeguarding of children and the disclosure of criminal records and other vetting checks.

An enhanced DBS check is required for the successful candidates, this process is completed by an online third-party company. All successful candidates are required to join the DBS update service with an annual cost of £13.

The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of the interview.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request.

Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.



W A T E R T O N

ACADEMY TRUST®



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