



Clerk to the Local Governors of Haygrove School
198 hours per Academic Year

Information for Applicants



Durleigh Road, Bridgwater, Somerset TA6 7HW
Tel: 01278 455531 Fax: 01278 427972
www.haygroveschool.co.uk
Headteacher – Mrs K Canham, BA (Hons), MA

March 2020

Dear Colleague

Thank you for showing an interest in this post. Haygrove is a highly popular school with students, staff and parents and I am very proud that we continue to attract high quality, committed and inspiring individuals who believe passionately in the importance of providing the best possible educational opportunities for every child in our community.

You will have gained from the website a snapshot of the culture, ethos, curriculum and support that we provide. Life at Haygrove is vibrant and dynamic.

New colleagues are guaranteed a full programme of induction and support and we are committed to on-going 'in-house' investment to meet the professional needs of all our staff. We have an open-culture and treat others with respect and fairness. We work together to meet the common need, share ideas, collaborate effectively for the benefit of the school and build relationships with colleagues and the community. Our Teaching School status provides all staff with a wide range of opportunities to develop their career.

These are exciting times for Haygrove School. Having been approved as a sponsor in February 2016, we established the Quantock Education Trust (formerly Haygrove Academy Trust) in 2016, which is designed to be a formal cross-phase collaboration between Haygrove and its local primaries, including some with a church designation. It is our intention to grow the trust to include another secondary and further primary schools. The Regional Schools Commissioner has now approved our growth and two primary schools are currently preparing for conversion and membership of our Trust. This will provide staff with further enriching curriculum based as well as personal and professional opportunities to 'grow' in their career.

We are now entering a very exciting phase in the history of the school as we await the start of a new build for our main block. Haygrove School has much heritage which is very highly valued by the staff and the community. It is now time, however, for our main block, which is now 81 years old, to be replaced by a new facility offering a more modern learning environment designed to meet the needs of our curriculum and the personal development of our students.

This is a permanent post with a requirement of 198 hours over the course of the Academic Year, term time only. The salary is £11.19 per hour, based on a full-time equivalent annual salary of £21,589.

The person appointed to this post will be accountable to the Local Governance Committee (LGC), working effectively with them, the Chair of and the CEO to provide professional clerking services. You will be able to take accurate minutes and produce well-presented minutes for distribution; collate and distribute agendas and associated paperwork in advance of meetings and be available to attend meetings throughout the year, up to 10 meetings a year (including attending termly Clerks briefings).

You will be expected to be self-motivated and possess excellent interpersonal and organisational skills with an understanding of the need for confidentiality and discretion. Candidates should also have a commitment to young people, their welfare, education and personal development.

Experience of clerking for an educational body would be an advantage although a full training and induction programme will be provided.

If you wish to proceed with an application for this post, please complete an application form from our website, together with a covering letter outlining your experience and qualities, and return it to the school by the closing date of 17 April 2020. This post is subject to an enhanced DBS disclosure of criminal records and proof of identity.

We are intending to interview during week commencing 20 April 2020. If you have not heard from the school by then, you may assume that your application has been unsuccessful on this occasion.

Haygrove School has first class training and support in place for teaching and support staff and offers bespoke training and opportunities for career development.

If you wish to proceed with an application for this post, please complete an application form from our website, together with a covering letter outlining your experience and qualities, and return it to the school. This post is subject to satisfactory references, disclosure of criminal records and proof of identity and Right to Work in the UK.

I look forward to receiving your application.

Yours faithfully

A handwritten signature in blue ink that reads "K. M. Canham".

Mrs Karen Canham
CEO/Executive Headteacher

HAYGROVE SCHOOL

Haygrove is an extremely popular, mixed 11-16 academy situated in a pleasant residential suburb to the west of Bridgwater. Bridgwater is a rapidly growing and flourishing town, set in a beautiful part of Somerset, with views of the Mendip, Quantock and Blackdown hills, great access to the cities of Bath and Wells, and the County town of Taunton. We occupy the site of the former Dr Morgan's Grammar School, which was one of our foundation schools when education in Bridgwater was re-organised in 1973.

We attract students from over 20 primary schools throughout Bridgwater and from a wide surrounding area. Demand for places in our school is very high and we are regularly oversubscribed. There are currently 1063 students on roll.

We pride ourselves on our successful academic record across the full ability range and on our culture of care and personal development. We believe in the traditional values of courtesy and consideration. By setting clear expectations for our students and by working in close partnership with our parents, we aim to provide a purposeful environment where teachers can teach and where our students' talents can be best developed. As a result, standards of behaviour in our school are high. School uniform, which includes a blazer and tie, is worn by all students and is strictly enforced.



At Haygrove we place teaching and learning at the heart of all that we do and our central purpose is to provide a first class education for all our children. To this end we believe that education should be a genuine partnership between home and school.

Our aim is to provide a happy and purposeful environment built upon mutual respect and positive relationships that encourages endeavour, an enjoyment of learning, and the pursuit of personal achievement in all aspects of school life. Each student is encouraged to be successful, active and confident in their learning. We believe passionately in the development of 'character' in educating our young people to become active and responsible citizens, equipping them for successful working lives and happy and fulfilling family experiences.

Our Vision, Values, Aims and Strategic Objectives

To deliver a first class and outstanding education for all students in the Haygrove community.

OPPORTUNITY

ENDEAVOUR

ACHIEVEMENT

Our Values

Haygrove School is an exceptional school which provides a first class educational experience for every child in a safe, happy, caring and purposeful environment.

Our ethos is characterised by traditional values, high expectation, rich opportunities, mutual respect, personal responsibility and pride. We foster a culture of endeavour, enjoyment of learning and the pursuit of individual achievement in all aspects of school and community life.

Our aim is to enable all students to flourish academically and to develop into confident, courteous and well-rounded young adults, skilled and equipped for adulthood.

Our Strategic Objectives

- To be a 'centre of excellence' for teaching and learning in the South West.
- To ensure that all students achieve and, in most cases, increasingly exceed expected progress and that gaps between all the different groups continue to reduce.
- To establish an all-through school model which provides an inspiring learning community and environment, promoting increasingly high standards of achievement and a strong culture of continuum and progression through the primary and secondary phases.
- To grow the Multi-Academy Trust, supporting and collaborating with other schools which share a common vision and ethos, enabling rising standards and mutual benefits for the personal development and welfare of students, staff and society.
- To ensure that all staff are able to benefit from a programme of career progression, creating future leaders and a body of expert practitioners.
- To develop student voice and leadership programmes which create confident, resilient and mature thinking young adults equipped for the next stage of learning and future careers.
- To establish a sustainable curriculum model; broad, balanced, personalised and outward facing, fostering a learning culture which is consistent with the school's traditional ethos and values, but also reflecting the changing needs of young people in society and promoting British values as a critical part of each child's social, moral, cultural and physical and spiritual development.
- To increase further the profile of Haygrove School in the national and international community.
- To be the first choice school for all families in our community.

Our Aims

At Haygrove School we believe that every person matters and it is our expectation that we all:

- aspire to be the best that we can be.
- welcome challenge and feel empowered to take risks, show initiative, creativity and enterprise in a secure environment.
- recognise, support, celebrate and promote achievement.

- respect diversity within the community and develop caring, empathetic, respectful and positive attitudes.
- promote and model mental, physical, spiritual, social and emotional well-being.
- demonstrate attitudes that are caring, empathetic and supportive of others.
- make a positive contribution to the development and maintenance of a sustainable school environment and take responsibility for our impact on the wider environment.

It is essential that all students:

- engage in a personalised curriculum which meets current needs, future aspirations and equips them to become flexible and adaptable lifelong learners.
- will become responsible citizens who make an active contribution to the school, local and wider community.
- are encouraged to enjoy active learning with and from each other.

Curriculum Outcomes

We aim to ensure that all learners achieve a level of mastery of the following knowledge, skills, attitudes and attributes, all of which support our whole school vision and ethos, both through policy and practice.

Knowledge

It is our aim that each student has a “personal toolkit” for learning now and in later life;

- is able to retain, recall and use the facts necessary to show high achievement in assessments and examinations and so become successful learners
- has broad background knowledge to support responsible and confident decision making
- is literate, numerate and has good ICT knowledge
- is aware of what constitutes a healthy lifestyle.

Skills

It is our aim that each student:-

- is able to communicate effectively; orally and in writing
- can organise and use time effectively
- can listen and learn from others
- is creative and able to show initiative.
- is resilient and shows a ‘can do’ attitude.
- is ambitious and has a high level of self-expectation.
- uses information effectively; can assess, synthesise and evaluate
- is able to solve problems
- can work independently and as a team member
- is technologically literate; can select appropriate tools and use them productively
- is adaptable
- can work to deadlines

Extra-Curricular Programme

Our extra-curricular programme is recognised by staff, students and parents as a strength of our school. We are a centre for the Duke of Edinburgh Gold Award, we have Healthy School Status, the Artsmark and Sportsmark Awards, International Schools Status, the KS3 Secondary Geography Quality Mark Award and the Excellence in Enterprise Quality Award. In July 2013, we were formally recognised as a 'Thinking School', after an evaluation by the University of Exeter's Cognitive Education Development Unit.





Introduction

Founded in 2016 by the Headteacher and governors of Haygrove School, the Quantock Education Trust (QET), formerly known as the Haygrove Academy Trust, comprises a cross-phase group of closely located schools: Spaxton C of E VC Primary, Stogursey C of E VA Primary, and Haygrove School.

The two primary schools have all been given the approval from the Regional Schools' Commissioner to become academies to join the QET. The conversion date has been set for 1st August 2019, although the three schools have been working in collaboration for many months. We are working closely with several other schools who have shown interest in joining our Trust, as well as a range of schools with which we have formed links through our Teaching School status.

The geographical proximity is an important factor in the Trust rationale, but it is even more important that each school has committed to share a common vision and ambition to improve the life opportunities of all the children and young people in the community. What binds us all is a strong sense of collective and moral responsibility for the education of all children between the ages of 2 and 16, seeking to increase opportunities for learning and enrichment for those growing up in a rural community. All member schools must commit to protect the religious character of its schools as well as the individual ethos and diversity of each school community.



Integral to the development of the Trust is the importance of building capacity, sharing best practice and promoting excellence in teaching and learning from the very start of the academic journey through to the age of 16. We are passionate about developing the whole-child, through a high quality curriculum and programme of character education that will enable each child to develop into a well-rounded and good citizen with a lifelong passion for learning and ambition to succeed.

Our Vision is:

To deliver an exceptional education with the aim of increasing the life opportunities for all learners in our Trust community.

Our Mission is:

To improve outcomes for all pupils across the Trust.

The overall aim of our Vision and Mission is to provide clarity of purpose in driving our strategy for a culture of continual improvement.



We believe that at the heart of school improvement there is a need for a strong culture in which relationships are key to effective and productive collaboration. We are hugely ambitious for all learners across our Trust, regardless of background or ability. We are also keen to support the sustainability of our small local schools, ensuring equity of access to opportunities, curricular and non-curricular, particularly for those children and families who live in remote areas.

As a multi-academy trust, we are committed to the development of talent and personal growth through an engaging and innovative approach to career planning through leadership pathways and an enriching offer of opportunities for Continuous Professional Development, including working in other Trust schools. Our Teaching School status is central to this aspect of our vision.

Quantock Teaching Alliance

In 2016 Haygrove School was accredited as a Teaching School and formed the Quantock Teaching Alliance (QTA). The alliance is working collaboratively and strategically to support other schools and to provide a wide range of opportunities for professional development for teachers and support staff at all stages of their career. The alliance has become a member of the Chartered College of Teaching and is committed to the promotion and development of innovative and pioneering pedagogy which will enable high quality teaching, outstanding achievement and the development of character, growth mind-set and resilience in our learners. For more information on the Quantock Teaching Alliance please visit

<https://www.quantockta.co.uk/>.

These are very exciting times for our Trust and we are keen to recruit ambitious, enthusiastic and highly committed professionals who are keen to develop their career with us.

Link to the 'Day of Kindness' video -

<https://youtu.be/6dqxySPANrA>



Haygrove School



STOGURSEY C E PRIMARY SCHOOL

<https://youtu.be/6dqxySPANrA>



HAYGROVE SCHOOL

Clerk to the Local Governors of Haygrove School *Member of Quantock Education Trust*

JOB DESCRIPTION

March 2020

Job Title:	Clerk to the Local Governance Committee (LGC) of Haygrove School
Responsible to:	Chair of LGC and CEO of Quantock Education Trust
Salary:	£11.19 per hour (Full-time equivalent salary of £21,589)
Hours:	198 hours over the course of the Academic Year, term time only. To include attending evening meetings.

MAIN PURPOSE

- Provide effective and proactive administrative support to the Local Governance Committee
- Provide advice to the Local Governors on governance, constitutional and procedural matters
- Manage information effectively in accordance with legal requirements
- Ensure the governing body is properly constituted

RESPONSIBILITIES

The post holder will:

Effective administration of meetings:

- Work effectively with the Chair of the LGC to prepare a focused agenda which takes account of Department for Education (DfE) issues and aligns with the Trust agenda for LGC as agreed by the Chairs and Trustees
- Liaise with the Chair of the LGC preparing papers to make sure they are available on time
- Collate and distribute the agenda and papers in advance of the meeting
- Ensure meeting venue is booked in advance and room is set up appropriately prior to the start of each meeting
- Ensure meetings are quorate
- Record the attendance of LGC at the meeting and take appropriate action re absences
- Draft minutes of LGC meetings objectively, and, in line with the agreed Trust format, indicating who is responsible for any agreed action with timescales and recording key discussion points and all decisions and send drafts to the to the Chair for amendment or approval

- Circulate the reviewed draft to all LGC members and the CEO within the timescale agreed with the governing body.
- Follow up or liaise with the Chair prior to the next meeting for progress of actions agreed previously.
- Clerk disciplinary, capability and appeals committee hearings of the LGC
- Operate the Trust governance schedule, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the Trustees and its committees.

Provide Advice to the Trustees

- Advise the LGC on governance legislation and procedure matters where necessary
- Act as the first point of contact for LGC members with queries on procedural matters
- Have access to appropriate legal advice, support and guidance and where necessary, proactively seek advice and guidance from third parties on behalf of the governing body
- Inform the governing body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of the governing body and staff
- Advises on the annual calendar of LGC meetings and tasks
- Play an active part in the induction of new local governors, including ensuring new local governors have induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice relating to the school and the Trust.

Manage Information

- Maintain up to date records of names, address and category of LGC members and their terms of office, and inform the Trustees and any relevant authorities of any changes to its membership
- Maintain copies of current terms of reference and members of committees, working parties and any nominated governors, eg Child protection, SEND
- Keep information about LGC members on the school website updated.
- Maintain a record of signed minutes of meetings in school and ensure copies are sent to relevant bodies on request and are published as agreed
- Maintain records of LGC correspondence
- Maintain the electronic portal of governance documentation and ensure LGC members have appropriate access
- Manage and maintain copies of statutory policies and other school documents approved by the Trustees, ensuring they are organised in the school system and published as agreed, for example, on the website
- Disseminate information, agendas and papers electronically via email and use the secure online document storage to share information, demonstrating effective use of computer skills.

Membership

- Advise local governors and Trustees in advance of the expiry date of a Trustees' term of office, so elections or appointments can be organised in a timely manner.
- Chair that part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections
- Maintain LGC meeting attendance records and advise the Chair of non-attendance of local governors.

- Maintain a register of LGC members business and pecuniary interests and ensure these are reviewed regularly and lodged within the school
- Ensure that a Disclosure and Barring Service (DBS) check has been successfully carried out on any local governor so, together with declaration of eligibility on all new appointees and re-appointees
- Maintain a record of training undertaken by local governors

Professional Development

- Attend a new clerks training day or its equivalent
- Undertake appropriate and regular training and development to maintain knowledge and improve practice
- Attend briefings and participate in professional development opportunities, including Clerk's briefings
- Keep up to date with current educational developments and legislation affecting educational governance and become familiar with relevant websites
- Participate in regular performance management

Additional duties

- Co-ordinate or respond to Freedom of Information or access requests in line with current statutory regulations and in liaison with the CEO or other staff members as required
- Prepare briefing papers for the local governors, as necessary
- Organise elections of parent and staff governors, and make arrangements for recruiting appointed governors
- Co-ordinate publication of the Governance Annual Report to parents
- Contribute to and update as required the Governance and Terms of Reference document
- Participate in, and contribute to the training of local governors in areas appropriate to the clerking role
- Maintain archive materials
- Conduct skills audits and advise on training requirements and the criteria for appointing new local governors relevant to vacancies
- Undertake the role of Complaints Co-ordinator as set in the QET's Complaints Policy
- To perform any other duties as may reasonably be required by the Chair which are considered to be commensurate with the job purpose and responsibility levels of the post

General

- Comply with the QET's Health and Safety Policy
- Uphold the principles of safeguarding and promoting the welfare of children and be aware that safeguarding is everyone's responsibility
- Work in compliance with the Codes of Conduct, Regulation and policies of the Trust and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards

Contacts and Relationships:

- Liaison with Heads of School within the Trust
- Liaison with other Clerks within the Trust
- Liaison with the Trust Company Secretary to ensure that all records are updated, i.e. Companies House and GIAS
- Liaison with relevant external agencies
- Occasional contact with parents and members of staff



Person Specification
Clerk to the Local Governance Committee
of Haygrove School
Member of Quantock Education Trust

KEY CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • 5 A*-C GCSE's or equivalent including English and Maths • Willingness to attend appropriate training and development • Willing and able to keep up to date with appropriate legislation, guidelines and effective techniques 	<ul style="list-style-type: none"> • Have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent
COMPETENCE SUMMARY. (Knowledge, Abilities, Skills and Experience)	<ul style="list-style-type: none"> • Confident and proficient in the use of computer packages including Microsoft Outlook, Word and Excel • Good verbal and written communication skills especially listening, counselling and literacy skills • Highly organised with own time and working to deadlines • Ability to organise meetings • Ability to maintain Record systems, both manual and computerised, information retrieval and disseminate governing body data/documentation, to the Trustees and relevant partners • Good skills in assessment, delivery and prioritising actions • Ability to work constructively as part of a team • Ability to use own initiative and be self-motivated 	<ul style="list-style-type: none"> • Experience/knowledge of governance • Use of internet to access relevant information • Develop and maintain contacts with outside agencies, eg departments of the LA, Church Authorities and the DfES • Knowledge of governing body procedures • Knowledge of educational legislation, guidance and legal requirements • Knowledge of the respective roles and responsibilities of the Trustees, the CEO, the LA, Church Authorities and the DfES • Knowledge of Equal Opportunities and Human Rights legislation • Knowledge of Data Protection legislation
Personal Qualities and Attributes	<ul style="list-style-type: none"> • Good interpersonal skills and be an effective communicator with an ability to establish positive relationships with all QET staff, Trustees and external bodies • Personal integrity 	<ul style="list-style-type: none"> • Willingness to contribute suggestions/ideas to improve efficiency and effectiveness of work procedures

	<ul style="list-style-type: none"> • Able to maintain strict confidentiality, work with discretion and objectivity • Attention to detail • Have a flexible approach to working hours • Able to use initiative and to think creatively and offer suggestions for improvements and greater efficiency. • Be sympathetic to the needs of others • Have an openness to learning and change • Self-reliance, ability to work without close supervision and manage time effectively • Desire to enhance and develop skills and knowledge through CPD • Shows a personal commitment to safeguarding, appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances demonstrating that they contribute to a safe environment 	
<p>Special Factors</p>	<ul style="list-style-type: none"> • Must be able to work at times convenient to the Trustees and associated committees including evening meetings • Must be able to travel to meetings • Must be available to be contacted at mutually agreed times • Must be eligible to work in the UK. • Must satisfy relevant pre-employment checks including DBS Clearance • Two supportive work related references. (References from friends will not be accepted) 	

WORKING AT HAYGROVE

Conditions of Service

Full details of conditions of employment will be set out in a Statement of Main Terms and Conditions of Employment, which will be issued to the successful candidate on appointment.

Fitness for Employment

The successful candidate will be required to complete a medical questionnaire which may result in a check by the Occupational Health Physician. Satisfactory clearance with police records will also be necessary (please see Disclosure procedure).

Remuneration

Salary is paid on the 31st of each month comprising salary for the whole month.

Flexibility

As a condition of employment, the post holder may be required to undertake such other duties as may reasonably be required, in addition to the major tasks outlined in the job description.

Interview Expenses

The School will pay second class rail travel, or mileage allowance and reasonable out-of-pocket expenses incurred by candidates attending interview.

Smoking Policy

Haygrove School is a non-smoking site and all prospective employees are expected to accept this as a condition of working at the school.

Equal Opportunities

Haygrove School is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that we are striving to ensure that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Safe Recruitment

Haygrove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment - this will depend upon the nature of the offence(s) and when they occurred.

Further information about Disclosure can be found at www.disclosure.gov.uk

Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

Interview

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates and where necessary, employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with students.

Working across the Quantock Education Trust

This job needs to be considered in the context of a changing and evolving Multi Academy Trust and therefore the duties detailed here will need to be adjusted to meet the needs of the Trust. Whilst this post is based at Haygrove School this is a Trust wide post and you could be required to work across the Trust Schools.



APPLICATION

To apply, please download an application from our website <https://www.haygroveschool.co.uk/about-us/vacancies.htm>

Completed application forms should be sent, together with a supporting letter, by email or post to:



recruitment506@educ.somerset.gov.uk



**Miss M Collins
HR Administrator
Haygrove School
Durleigh Road
Bridgwater
Somerset
TA6 7HW**

Please ensure your application form has your email address and also the e-mail addresses of your referees.

Closing date: noon on 17 April 2020

Interview Date: w/c 20 April 2020

*Early applications are encouraged.
We reserve the right to close the advert should we feel able to appoint
an appropriate candidate.*