

<b>Job title:</b>	Governance Services – Trainer
<b>Job ref:</b>	HFL1274
<b>Contract:</b>	Variable hours – Employed / Self-employed
<b>Fees:</b>	£175 per 2 hour course/ £460 per full day course
<b>Reports to:</b>	Governance Advisor – Training Lead
<b>Team:</b>	Governance Team
<b>Location:</b>	County – wide (but can have preferences for districts)

## Our company

Herts for Learning Ltd (HfL) is the UK's largest schools company. Developed from Hertfordshire Local Authority's education services, the company is now owned and accountable directly to schools, which hold 80% of the shares, and with Hertfordshire County Council (HCC) owning 20% of the shares.

HfL provides trusted, inspirational and collaborative teaching, learning, leadership and business support to schools and education settings in Hertfordshire and beyond. With our not-for-profit ethos at the heart of what we do, we are dedicated to raising standards and improving teaching and learning, we work closely with schools to ensure that our products and services meet their continually changing needs.

## Job context

Governance is a specialist team within HfL, which provides a range of services to support and develop the effectiveness of governing boards of schools and academies.

## Purpose of the job

To deliver high quality training to governors, governing boards and school leaders across a range of topics offered through the Governance Services Training package

## Main areas of responsibility

- To deliver high quality training on specified subjects as assigned by the Governance Services team.
- Make contact with the Chair of Governors (or nominated individual) at an identified setting to make necessary arrangements (at least 5 days before the training).

- Review paperwork to ensure training meets the need of the customer – e.g. minutes of meetings; headteacher report; School Improvement Plan (SIP) and Self-Evaluation Form (SEF), Ofsted report, the settings website and relevant policies.
- Follow key quality assurance processes including:
  - Checking that you have all training materials at least 7 days in advance of the course.
  - Arriving at the venue at least 15 minutes prior to the course start time to ensure the room is set up as requested.
  - Ensuring all delegates sign in using the governance attendance sheet and complete the Herts for Learning course evaluation.
  - Scan and email/post attendance sheet and evaluations to the training team within 10 days following the course date.
- Deliver high quality training as per the course slides and documentation as created by Herts for Learning.
- To keep within the recommended timescales and to liaise with the governance team concerning any problems.
- To engage with quality assurance of your work, accepting direction where necessary.
- To have a trainee governance trainer shadow training sessions as required

The post holder will be required to:

- Attend training days and service update meetings as required.
- Keep up to date with other relevant training within Governance.
- Be trained or willing to train in other Governance subjects (as agreed by the Governance Training Advisor).

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time become necessary.

## Equal Opportunities

HfL is committed to the aim of ensuring that everyone who applies to work for us receives fair treatment and we positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status. We expect all our staff to demonstrate a commitment to advancing equality of opportunity and fostering good relations.

## Disclosure and Barring Service

This post may be subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

## Health and safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## Intellectual property rights

It is a contractual requirement of all employees of HfL to protect the intellectual, property rights of the company and to adhere to our company policy with regard to IP.

## Person specification

Please provide a supporting statement outlining why you are applying and how you meet the criteria below;

### Knowledge

- Have a good understanding of school governance, the role of governors and current issues; and the support available for their development.
- Be able to give examples from experience of strong or weak governance.
- Know and keep updated on Ofsted criteria and framework.
- Understand the role of the governors, the duties and strategic importance.
- Understand the role of the clerk to the governors, the duties and the appropriate level of administration and professional advice.
- Have detailed knowledge of good practice of Governing Board (GB) agendas, minutes and quality reports including Headteacher reports, and GB committee structures and operations.
- Understand the GBs involvement in the SIP and the SEF.
- Be able to differentiate the role of governors (strategic leadership) with that of the Headteacher/Senior Leadership Team (operational role).
- Be knowledgeable about GB Statutory Safeguarding Duties and Child Protection issues.

### Experience of

- Being a school governor.
- Designing, developing and delivering high quality training programmes to meet the needs of the organisation.
- Working with educational organisations.

### Skills and abilities

- Continually strive to meet and exceed the expectations of internal/external customers.
- Gives the highest priority to customer satisfaction.
- Displays the highest level of professionalism and personal presentation.
- Excellent interpersonal skills.
- Able to build rapport quickly.
- Gain trust and respect by being open, fair, honest and consistent.

# Job Outline

- A flexible style to suit target audience.
- Able to demonstrate strong organisational, planning and time management skills.
- Helps others to work out answers and solutions for themselves.
- Methodical work process.
- High level of confidence.
- Enjoy working collaboratively.
- Able and willing to work flexible hours to meet the needs of the business.
- To be reflective and have good listening skills.
- To be able to manage difficult conversations in a professional manner.

For an informal discussion regarding the role, please contact Hollie Common via email on [Hollie.Common@hertsforlearning.co.uk](mailto:Hollie.Common@hertsforlearning.co.uk) and provide your mobile no. so a mutually convenient time can be arranged to discuss the role.

## APPLICATION PROCESS

Please download and complete the HfL application form along with the supporting statement, explaining how you meet the requirements of the job outline and person specification. We would also love to hear why you are interested in becoming part of the HfL team.

To submit the application or to discuss any recruitment queries please email [hfl.recruitment@hertsforlearning.co.uk](mailto:hfl.recruitment@hertsforlearning.co.uk) or contact our Central Recruitment Team on 01438 843465.

**Closing Date: TBC**

**Interview Day: TBC**