

## JOB SUMMARY

<b>Post Title</b>	<b>Governor Services and Clerking Manager</b>						
<b>Job Family</b>	<i>Service Delivery</i>	<b>Pay Range</b>	<i>14</i>	<b>Line Manager to others?</b>	<b>Yes</b>	<b>Role profile ref</b>	<i>SD14</i>
<b>Service Area</b>	<i>Children's Services</i>						
<b>Line Manager</b>	<i>Service Manager – Education</i>						
<b>Location</b>	<i>County Hall / Agile</i>						

### Job Purpose

As an integral part of the school improvement service this role will work with the Service Manager to improve educational outcomes for all children and young people, ensuing governance robustly holds school leaders to account.

Lead the strategic development, oversight, and continuous improvement of governance services across the Isle of Wight Education system. Ensure that all governance practice meets statutory requirements and contributes to robust school leadership and outcomes for children and young people, through the provision of high -quality support, training, clerking services and system leadership.

Responsible for ensuring that governance services actively contribute to measurable improvements in school leadership, pupil outcomes, and statutory compliance.

The role will:

- Lead and manage statutory duties and functions associated with the local authority's responsibilities for governance of the school system.
- Manage, coordinate and deliver our governance packages of support and traded offer to all schools, to raise standards across the Island.
- Provide expert guidance and support to governors, leaders, clerks and officers through training and continuous assistance.

### Job Context

- To report into the Service Manager and work across the wider children's services teams to support the design, delivery, and evaluation of key strategies and associated workstreams.
- To discharge the statutory function of the Local Authority regarding governance of schools.
- To lead the governance aspects of our education strategy.
- To work in partnership with governors, the wider service and the Department for Education acting as a link. Initiate, build and maintain good working relationships, and influence decisions which will impact on IWC policy. When required represent IWC at partnership, public and other high profile events.
- As professional lead hold Governors and Chair of Governors to account on key decision making. Investigate concerns appropriately, plan and deliver any necessary interventions ensuing learning is taken on board and any appropriate remedial actions are undertaken. Where necessary ensure any required escalation to appropriate stakeholders within the IWC and partner organisations.
- Ensure the professional development and motivation Governors and in particular Chairs of Governors to robustly challenge the management of schools. Coach and mentor key roles to help them perform their duties effectively and to maintain their motivation and knowledge. Challenge poor performance and engage stakeholders actively in service improvement to enable the deliver strategic outcomes.
- Develop opportunities that promote effective safeguarding practices in all educational establishments.

Be the strategic lead for governance across all education settings, aligning governance development with school improvement priorities.

Act as a critical system leader influencing governors and senior leaders to embed effective governance that drives pupil progress, financial integrity, and regulatory compliance.

Represent the Local Authority at a senior level in regional and national governance networks, contributing to policy development and best practice sharing.

Have overall responsibility for governance across Isle of Wight schools. This includes:

- Being the strategic lead for governance for the Isle of Wight and advising officers and members as necessary. Develop the Governance Strategy for the IWC and lead on its implementation across the schools supported by robust and realistic long term training programmes.

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- Lead on the design and delivery of the Clerking Service within the IWC to ensure the delivery of our statutory responsibilities and relevant strategic outcomes for educational improvement. Effectively manage Clerking Service by undertaking all aspects of people management and development to ensure appropriate levels of performance and resources.
- Provide expert advice to clerks to governors, providing guidance on governance processes, statutory responsibilities, and best practice, including support at meetings.
- Ensuring that all relevant stakeholders are aware of any changes in legislation or governance frameworks and provide support in implementing these changes.
- Ensure appropriate systems, record keeping, and business processes are in place within the Clerking Service. Including the governor database, ensuring all records, documents, and communications are up-to-date and managing training bookings and cancellations.
- Ensure the quality, accuracy and timeliness of regular communications to governors.
- Providing technical support and guidance to clerks and governors in using platforms effectively.
- Coordinate school governor recruitment and retention processes, including maintaining and developing the pool of talented candidates and assisting with organising community outreach events.
- Lead on organising and coordinating governance training sessions, events, and conferences for governors and clerks.
- Lead on the creation and distribution of governance newsletters, bulletins, and communications.
- Lead on the delivery and development of the commercial Service Level Agreement.
- Lead on the development of a clerking service.

Lead and develop governance strategy and policy in line with DfE expectations and Ofsted frameworks.

Accountable for the design and quality assurance of governor training, clerking services and policy advice across all maintained schools and academies who commission services.

Provide expert governance support in complex or high risk settings ( e.g. IEBs, leadership reviews)

### Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Substantial relevant experience as a legal / regulatory / technical expert in a large / complex organisation with expert knowledge in the specialist field.	<i>Experience of managing governance in a local authority context.</i>  <i>Experience of delivering training to a variety of people.</i>	<b>E</b>	
Substantial experience of planning and delivering customer and community engagement services within a large / complex organisation.	<i>Experience with the relevant legislation and activities, including financial responsibilities.</i>	<b>E</b>	
Excellent knowledge of the service and partner relationships and wider sector / external influences. Experience of leading in multi-disciplinary and partnership working and awareness of the issues involved. Experience in chairing case conferences / partnership events.	<i>Demonstrable experience of being a successful leader across a governance role within education, which has led to improving provision for children and young people.</i>  <i>Wide range of experience of traded and non-traded work.</i>	<b>E</b>	
Expert knowledge and understanding of the legislation, regulations, systems, policies, procedures, professional guidelines, best practice and emerging developments within the scope of the specialist area. Experience of developing procedures and policies.	<i>Understanding statutory regulations and reporting mechanisms.</i>  <i>Knowledge of the issues facing local government in respect of its responsibilities around schools in order to support the delivery of service strategy, policy, and corporate priorities.</i>	<b>E</b>	

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Experience of contributing to strategy development.	<i>Proven ability to understand a public sector's governance arrangements including ensuring that policies and processes are aligned and to corporate priorities.</i>		
Substantial experience of representing the Council / organisation in a professional / legal capacity.	<i>Experience of representing the council in demanding situations with stakeholders and partners.</i>	<b>E</b>	
Excellent interpersonal, communication, persuasion and negotiating skills. Experience in managing sensitive and contentious issues and diffusing confrontational situations. Highly developed skills in persuading, influencing, developing and motivating people and partnerships to achieve service objectives.	<i>Experience in consulting with stakeholders to identify requirements. Proven ability to effectively communicate changes in policy, strategies and working practice both internally and to partner organisations/ stakeholders via all media channels.</i>  <i>Experience in managing difficult customers/ stakeholders or sensitive issues.</i>	<b>E</b>	
Authority and credibility to build relationships influence and engage successfully with colleagues, partners and customers at all levels in complex or politically sensitive situations.	<i>Ability to command credibility with partners and stakeholders and build trusting relationships that can demonstrate improved outcomes.</i>  <i>Ability to understand and successfully navigate through sensitive situations.</i>	<b>E</b>	
Initiative, strategic and political awareness demonstrated in problem solving and decision making.	<i>Understand of political awareness and ability to use this to solve practical problems.</i>		<b>D</b>
Excellent research, investigative and analysis skills demonstrating evidence of the ability to identify and diagnose complex problems/issues and develop innovative solutions.	<i>Experience of research and implementation, using evidence-based approaches.</i>	<b>E</b>	
Excellent planning and organisational skills, to manage a range of complex activities and to achieve given targets and objectives and cope with conflicting and changing demands.	<i>Experience of implementing projects across groups of stakeholders.</i>  <i>Experience of delivering training to a variety of different stakeholders.</i>	<b>E</b>	
Good ICT skills including use of Microsoft applications and specialist systems.		<b>E</b>	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
May require relevant certifications including evidence of fluency in English language.		<b>E</b>	
Educated to degree standard or equivalent.	<i>Degree level qualification in a relevant subject or equivalent experience.</i>	<b>E</b>	
Relevant professional /vocational qualification.	<i>Evidence of continuous professional development.</i>	<b>E</b>	
May require relevant post graduate management qualification.			

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<b>Other Requirements</b>
<i>May be required to work out of normal working hours for call out, member committees and emergencies, as and when required</i>
<i>Maintain professional knowledge and expertise in own field, ensuring that continuous professional development is undertaken for self and the team</i>
<i>Able to travel to mainland meetings as required</i>
<i>Enhanced DBS with children's barred list</i>