



THE  
SHARED  
LEARNING  
TRUST

**INFORMATION FOR APPLICANTS:**  
School Governing Body Clerks (Casual)  
(Primary and Secondary Schools)



# WELCOME TO THE SHARED LEARNING TRUST

## FROM THE CHIEF EXECUTIVE, ANDREW COOPER

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### *We recruit people for attitude and train for skills*

We aim to recruit outstanding people. We would rather make no appointment than appoint someone who is not suited to our ethos. For this reason we try to articulate clearly our vision, values and expectations when putting together information for applicants and we always give a lot of attention to appointing the right person.

#### **We aim to recruit staff who:**

- are excited by their role and by the prospect of working with young people, even those who are less well motivated;
- love the processes of learning and teaching and are keen to continually develop their own skills;
- recognise that teaching can be a demanding job but react positively to those demands rather than complaining;
- will subscribe to the ethos of the Trust and ‘go the extra mile’ in terms of time and commitment to get the very best from our young people;
- see break duty as an opportunity to talk to children;
- are quick to praise and slow to criticise; and
- are not afraid to admit to seeing themselves as potential leaders of the future.

I am conscious that this may be your first contact with our Academy Trust and first impressions are very important. I hope what you read, coupled with anything else you discover about us, inspires you to apply for this post.

## THE TRUST

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The Shared Learning Trust is a stand-alone multi-academy trust. The trust currently manages four academies:

- The Linden Academy (formerly Moorlands Free School), Luton, age 4-11, judged good by Ofsted in July 2013.
- The Stockwood Park Academy (formerly South Academy), Luton, age 11-18, judged good by Ofsted in May 2015
- The Chalk Hills Academy (formerly West Academy), Luton, age 11-18, judged good by Ofsted in September 2014.
- The Vale Academy, Dunstable, age 4-13 (in the process of changing from a middle school to a primary school) judged good (with behaviour outstanding) by Ofsted in September 2014.

## VISION & VALUES

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### **A Vision for the development of The Shared Learning Trust**

(Agreed by CEO & Principals and Board of Directors, March 2015)

Our ethos is simple: we will make the most of our unique family of schools to give every child the best possible opportunity to flourish and develop into a decent, disciplined, well-educated and employable young person.

Here is what is at the heart of all we do:

#### **Developing decent people:**

Results and qualifications are important, but they are not the whole story – far from it. Our ultimate goal is to develop well-rounded young people who will make the most of the opportunities open to them in our schools. They will have resilience, zest and passion: people that employers will want to employ; people who will play a part in the communities in which they live and work; people we can be truly proud to say came through one of our schools.

#### **Achieving full potential, no excuses:**

We will do all we can to make sure every child gets the chance to reach their full potential. No child should ever get left behind; all have the capacity to learn and to achieve. We'll do this by instilling an acceptance that hard work, effort and application really does pay off. And through effort and application come self-respect, self-esteem, self-belief and success.

#### **Discipline and standards:**

It is important to us that our young people demonstrate high standards and that our schools are safe, structured places in which to learn – this will enable inspiring things to happen in the classroom. We will achieve this by expressing our high expectations regularly and frequently and by paying relentless attention to detail. We attach importance to values such as respect: for ourselves, for others, for learning and for the environment.

#### **Great Schools for All:**

We want the schools within our Academy Trust to be judged as great schools for all the young people that attend them. This means recruiting outstanding people to work in our schools and offering a curriculum that is engaging, challenging and responsive to individual needs.

**Big on Attitude:**

We will frequently stand back and reflect on how we can do things differently and better. That doesn't mean latching on to the latest fad: it means being open-minded about trying new ideas; it means acknowledging mistakes but seeing them as an experience from which to learn; it means being aware of what happens beyond our schools so that we can predict future trends and remain in control of our destiny.

**Strength in Numbers:**

Each of our schools is different. Each serves its own community; each has its own history. But at the heart of all our schools is a strength brought about by working together within a multi-academy trust enabling shared resources, shared knowledge, shared experience and shared success. We never forget that we are in the unique position of seeing through a child's education from the first words they read and write, right through to their first job or acceptance into higher education.





The Shared Learning Trust  
Luton  
Bedfordshire  
LU2 0EZ

## School Clerks to the Governing Body (Casual) Bedfordshire

**£80 – £120 per meeting**

**Approximately 2 hours per meeting**

Salary dependent on experience and previous success  
Required for immediate start

**A brilliant opportunity to play a crucial role within a stand-alone multi-academy trust**

Our ethos is simple: we will make the most of our unique family of schools to give every child the best possible opportunity to flourish and develop into a decent, disciplined, well-educated and employable young person.

***We would like from you:***

We are seeking to appoint a committed, enthusiastic and highly organised pool of Clerks to undertake administrative and organisational support to the Governing Body of our academies.

The successful candidate will provide advice on procedural and constitutional matters, they will be required to organise and attend meetings, most of which are arranged during weekday evenings. The ability to accurately record minutes using a high standard of English is essential.

In addition the clerk will be expected to prepare and distribute meeting agendas, collate and file relevant paperwork and maintain records relating to governor business.

***We can offer you:***

A unique family of schools: 2 primary and 2 secondary.

Fantastic young people who are “eager to learn and exemplary in their attitudes to their work” (Vale Academy Ofsted, 2014) and who are “hugely proud of their Academy” (West Academy Ofsted, 2014).

A role where you can make an impact and develop your skills.

For further information and to return completed applications please contact:  
Lily Killick, Human Resources Assistant, The Shared Learning Trust, York Street, Luton, LU2 0EZ.  
E-Mail: [academyrecruitment@thesharedlearningtrust.org.uk](mailto:academyrecruitment@thesharedlearningtrust.org.uk)  
Tel: Lily on 01582 211226

Closing Date:

Interview Date:

The Shared Learning Trust is committed to safeguarding.  
This post is subject to an enhanced DBS check.

**Chief Executive: Andrew Cooper**

I thought it might be helpful to provide some additional notes on the role, as you make up your mind about whether to apply.

We hold approximately 4 full governing body meetings each academic year which last for approximately two hours.

The ability to deal with sensitive and confidential situations is paramount, as is the willingness to undertake appropriate training & development. The successful candidate will be responsible for advising the Governing Body on legal matters, duties and powers and will work within the board's current legislative framework.

Payment includes time to allow for meeting preparation, attendance at meetings, the completion of minutes and subsequent administrative duties.

For the right person, I promise you it's going to be an interesting job within a friendly team.



## **RECRUITMENT TIMETABLE**

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	Advertisement appears on Trust Website
	Closing date for applications (by 9am) <i>References will be requested at this stage</i>
Upon receipt of applications, successful candidates will be invited for interview	

## **JOB DESCRIPTION**

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### ***Clerk – Academies Governing Body***

**Responsible to:** Clerk to the Board/ Chair of Board

**Aims:**

The Clerk's to the Governing Body will work effectively with the Chair of Governors, Principals and other Governors, and will be responsible for advising the Governing Body on constitutional matters, duties and powers working within the broad current legislative framework. He/she will secure the continuity of Governing Body business and observe confidentiality requirements.

**Job Purpose:**

- Work effectively with the Chair and Principal before the Governing Body meeting to prepare a purposeful agenda
- Encourage the Principal and others to produce agenda papers on time;
- Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days;
- Record the attendance of Governors at the meeting and take appropriate action re absences;
- Advise the Governing Body on governance legislation and procedural matters where necessary before, during and after the meeting;
- Take notes of the Governing Body meetings to prepare minutes, including indicating who is responsible for any agreed action;
- Record all decisions accurately and objectively with timescales for actions;
- Send draft papers and minutes to the Chair and Principal for amendment/approval by the chair;
- Advise absent governors of the date of the next meeting;
- Keep a file of signed minutes on site, as an archive record;
- Liaise with the Chair, prior to the next meeting to receive an update on progress of actions agreed previously by the Governing Body;
- Maintain a database of names, addresses and category of Governing Body members, and their term of office;
- Initiate a welcome pack/letter being sent to newly appointed Governors including details of terms of office;
- Advise Governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner;
- Inform the Governing Body of any changes to its membership;
- Ensure that a register of Governing Body Business interests is maintained and information published on the school website as appropriate.
- Advise the Governing Body on procedural issues;
- Ensure that new Governors have a copy of the *DfE Governance Handbook* and other relevant information;
- Ensure that statutory policies are in place, and that a file is kept in the academy and other school documents approved by the Governing Body;
- Maintain records of Governing Body correspondence.
- Keep up-to-date with current educational developments and legislation affecting school governance.
- Assist with the elections of parent, teacher and staff governors;
- Help to produce a Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the Governing Body and its committees.
- Take responsibility for own professional development.

*The above lists are by no means exhaustive; it is more of a guide of expected duties. The post holder may therefore be directed by the Principal or Board Clerk to undertake any other duties commensurate with this role*

## **PERSON SPECIFICATION**

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Candidates will be assessed on the following:

## **QUALIFICATIONS**

- Good general standard of education including English

## **EXPERIENCE, KNOWLEDGE AND UNDERSTANDING**

- Experience of organising meetings
- writing agendas
- Taking accurate and concise minutes
- Knowledge and understanding of Data Protection
- knowledge of educational legislation, guidance and legal requirements

## **SKILLS AND ABILITIES**

- Excellent listening, verbal and written skills
- ICT including keyboarding skills;
- Ability to work on own initiative with good time management skills
- Must be able to work to deadlines
- Good record keeping
- Good interpersonal skills

## **ATTITUDES AND APPROACHES**

- A reflective practitioner with a desire for continuous improvement
- Want to develop own learning and do things differently and better
- Committed to high standards
- A commitment to working within a multi-academy trust to develop a collaborative vision which embraces excellence, high standards and inclusion
- Possess energy and enthusiasm
- Willing to learn from and with others in the development of good practice
- Have a good sense of humour
- Have humility
- Resilience
- Willing to try out new ideas
- Flexible, so that when you are asked at short notice to change responsibilities,
- Ambitious – can see an opportunity to make an impact and develop own skills

## HOW TO APPLY

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Please read the information in this pack. If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust. Please do not send a general letter; we really are looking for someone who is prepared to respond to us as an individual Trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it. **Please ensure that you address your application to; Lily Killick, Human Resources Assistant, The Shared Learning Trust, Luton, Bedfordshire, LU2 0EZ. Telephone: 01582 211226 or E-Mail: [academyrecruitment@thesharedlearningtrust.org.uk](mailto:academyrecruitment@thesharedlearningtrust.org.uk).**

