



Welcome to the Link Academy Trust

We have designed this recruitment pack to give you an insight into our Trust, the academies within it and how you can become part of it by working with us.

The Link Academy Trust incorporates the nineteen small schools of Bearnese, Broadhempston, Cheriton Bishop, Diptford, Drake's, Harbertonford, Hennock, Ilsington, Landscope, Littleham, Morchard Bishop, Moretonhampstead, Otterton, Sparkwell, Stoke Gabriel, Tedburn St Mary, Widecombe-in-the-Moor, Wolborough and Yeoford. Five of the schools are situated in rural villages around the town of Totnes, set within the beautiful South Hams region of Devon, with Sparkwell All Saints primary near Plympton. Hennock, Ilsington, Moretonhampstead and Widecombe-in-the-Moor are on Dartmoor near Bovey Tracey. Bearnese and Wolborough are set within the heart of Newton Abbot, Cheriton Bishop, Tedburn St Mary, Yeoford and Morchard Bishop are in the area just to the north east of Dartmoor, near Crediton and Drake's, Littleham and Otterton are situated in East Devon.

Whilst all the Academies gain expertise by work closely together, each school is unique with its own particular character and each Hub of schools, Totnes, Moorland, Raleigh and Woodleigh, have their own School Board. Our Academies achieve high academic standards through the provision of an exciting curriculum that makes the most of our rich surroundings. We offer a caring, nurturing environment, with dedicated staff who strive to meet the needs of every child and a culture of high expectations through first rate systems and procedures that ensure we are effective and efficient in all that we do.

Working together, our Academies can achieve more for our children than by working alone. We learn together, support each other, share our expertise and ensure we are always current, ready to offer the very highest standards of teaching and provide exceptional learning opportunities for all our children.

The Academies within our Multi-Academy Trust are vibrant and exciting places to work in, yet our small size enables us to know every child and build strong relationships with each family. All Academies have good reputations built on high standards and a caring ethos, but we are always looking for ways to improve so that we meet the challenges of preparing children for the future.

We maintain excellent links with other schools in the area and we have close ties with the successful local secondary schools of Ivybridge, Kingsbridge, South Dartmoor, Totnes, Newton Abbot, Teign, Exeter, Okehampton and Crediton as well as with the grammar schools in Torbay and Plymouth.

If you are interested in learning more about the Link Academy Trust, or would like to visit us, we would be very happy to show you around any of our Academies so that you can meet the children and staff.

We look forward to receiving your application

Nicky Dunford, CEO

Work for Us

The Vacancy

Governance Professional/Clerk to Trustees

Permanent post to commence May 2024

Part time 19.5hrs per week, 40 weeks per year

Starting salary to be paid on NJC Grade E Pay Scale*, £13.93 per hour, FTE annual salary £26873 (pro-rata actual annual salary £12549)

**This is dependent on experience*

We are seeking to appoint a highly organised individual with a professional manner and effective communication skills to provide clerking and all round governance support to our Board of Trustees and its associated committees. The successful individual will provide advice to trustees and governors on constitutional and procedural matters and providing effective administrative support under the guidance of our Chair of Trustees and CEO.

Within this position, you will provide professional clerking duties for all meetings of the Board of Trustees and its committees, support and line manage local clerks to our advisory boards and also have time for annual training and clerks' briefings. This is a part-time role, amounting to approx 19.5hrs per week, term-time, but flexibility is requested as the successful individual may need to be available for a small number of additional days as required to cover any extra curricular meetings that may happen during the year.

This role will enable you to gain unique insights into how academies are run at a very high strategic level, and how governance drives school improvement. You will be instrumental in making a difference, supporting strong governance of primary schools which will lead to changing the life chances of every child in our community and beyond.

You will mainly be home-based working, but most meetings take place at our Head Office in Landscope or at one of our academies, so the role will then include travelling for that purpose to minute meetings.

Discretion and flexibility, plus excellent organisation and computer skills are essential in this role, as well as an interest in education and be able to deal with matters confidentially. A good level of education together with proven experience of organising meetings, writing agendas, producing accurate and concise minutes and providing governance advice is desirable.

Experience in a previous clerking role is preferred. An encrypted laptop will be provided for this role.

We are looking for a cheerful, motivated person who:

- Is able to work effectively with our governance team
- Is organised and works well under pressure
- Is personable and professional
- Has excellent verbal and written communication skills
- Has excellent ICT skills and able to use ICT to produce professional documentation

What we can offer you:

- Salary Sacrifice offers, including Bike2Work, Tech Scheme and Gym Membership
- Substantial workplace pension
- Staff Wellbeing support
- CPD opportunities for all staff

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. A DBS disclosure and online Social Media check are required for this post.

Please see the main Trust website to download an application form. https://www.thelink.academy/web/vacancies_1/558656

Please return your completed application to the Trust HR Operations Manager, Sue Howard hr@thelink.academy

Closing date: 14th May 2024 12noon

Interview date: TBA

The Role

Post: Governance Professional

Reporting to: The Chief Executive Officer and Chair of Trustees

Salary: Support Staff Grade E for 780 hours a week (approx. 3 x 6.5 hour days)

Base: The Governance Professional may be based at Landscope House but is required to work at any academy where Link Academy Trust business is conducted, which can include working from home.

Principal Role:

Under the direction of the Link Academy Trustees, overseeing all aspects of governance effectiveness and compliance within the trust, ensuring governance adheres to good practice and meets all statutory and regulatory requirements.

Main Purpose of role:

To ensure that:

- independent advice and guidance in relation to the business of the Link Academy Trust is given to the Trustees and the Chair of the Link Academy Trust.
- the Link Academy Trust follows agreed and proper procedures and conducts its business effectively and efficiently.
- the Link Academy Trust operates within its powers according to the Instrument and Articles of Governance and other relevant legislative and statutory documentation.
- the business of the Link Academy Trust is conducted smoothly and efficiently.

Job Responsibilities:

Provision of Advice and Support

Provide sound, well-researched, impartial advice and guidance to the trust and its Committees on Trust governance matters.

Draw up and/or review procedures relating to the Trust, Committees and local governors in the context of current legislation or guidance.

Provide briefings on governance issues for the Members and Trustees of the Link Academy Trust and in particular the Chair of the Trust and Chairs of Committees.

Meetings of the Corporation (and its committees)

Ensure that the business of the Trust is conducted smoothly and efficiently; that the Trust operates within its powers; and that the Trust follows agreed and proper procedures in accordance with legal, statutory, and public responsibilities, understanding how and when to escalate concerns where there is non-compliance or suspected misconduct. Speak out where the board is overstepping its strategic role or is not following the code of conduct.

Ensure that the conduct of the business of the Trust, and of Trustees, accords with the highest standards expected and maintain and update annually a register of interests.

Plan the business of the Trust and its Committees, determining the calendar of meetings, summoning meetings, preparing agendas and reports, and drafting minutes of meetings including Committees of the Trust, supporting the chair & CEO to identify priorities and upcoming issues when planning meetings

Agendas, report and minutes

Summon meetings of the Trust by sending to Trustees written notice of the meeting and proposed agenda and, wherever possible, papers ten working days before the meeting.

Prepare thoroughly for meetings and ensure that outstanding action points are acted on.

Advise on quoracy, governance and procedure at such meetings, particularly on how to proceed if the meeting is not quorate.

Draft minutes of meetings ensuring they are clear, precise and capture discussion points and actions and follow up on identified actions.

Ensure that the Trust receives termly reports as requested by the Trust or its Committees.

Liaise with the DCEO to support the annual audit process – as it relates to governance matters.

Membership of the Corporation

Maintain a record of Trust membership and skills, notify the Trustees of forthcoming vacancies.

Liaise with Trust HR Operations Manager on the recruitment process of new Trustees and Local Governors, provide information to candidates and make arrangements for interviews.

Ensure that all appointments are made in accordance with instruments and articles of association of government and notify any changes in membership to the ESFA, Diocese and OfS as required.

Maintain an attendance record of Trustees and provide an annual report on attendance for consideration by the Trust.

Liaise promptly with the Company Secretary regarding appointments, resignations, special resolutions and other matters when necessary.

Governance

Maintain a register of financial interests of Members and Trustees.

Keep under review membership and terms of reference of Committees.

Produce and maintain a policy review cycle, ensuring that all Trust policies are brought to the attention of the Board and its committees.

Have an eye for detail and excellent proofreading skills, using technology effectively to streamline the board's processes, to communicate information clearly, logically and impartially. Have a systematic approach to managing documentation and other records and excellent time management skills. Remain calm and maintain a high standard of work under pressure

Training, induction and self-assessment

Support the Trust in reviewing its performance and facilitating Trustee/ Governor training, including the induction of new members.

Develop own knowledge and expertise and share good practice in the area of Educational Trust governance to support the Trust with professional practice relevant the Trust's responsibilities.

Maintain the Board 'Sharepoint', ensuring the documentation on it is relevant and up to date.

Undertake any other duties commensurate with the post as required from time to time by the Chair of Trustees and/or the CEO.

Additional Duties

The Governance Professional may also be required to undertake the following additional duties if required:

- Organise and clerk any statutory appeal committees or panels that the trust is required to convene. Prepare briefing papers for the trust as required.
- Organise and clerk any complaints panels that the trust is required to convene.
- Be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development.
- Know and work within the Trust culture, values and ethos.

The scope of this profile reflects the needs of the Link Academy Trust at the present time: it is not intended to be a fully inclusive or exhaustive list. The assignment holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the appropriate/commissioning managers. The profile will be subject to continuous review as the needs and requirements of the Trust change over time, so please note that, in consultation with you, the Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Safeguarding

Safeguarding is the responsibility of all staff.

Code of conduct:

The trust expects all staff to ensure that their standards of conduct are, at all times, compliant with the Code of Conduct policy for employees.

Inclusivity:

The Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected.

Data Protection:

You will be responsible for ensuring that workplace responsibilities, within the Trust, are carried out in compliance with the requirements of the General Data Protection Regulation, the Data Protection Act and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

Disclosure Service Certification from the Disclosure and Barring Service:

Trust staff are required to hold Disclosure Service certification from the Disclosure and Barring Service (DBS). The Trust is a registered body with the Disclosure Service.

Your wellbeing matters. We have signed up to the Education Staff Wellbeing Charter to:



Prioritise staff mental health



Give staff the support they need to take responsibility for their own and others' wellbeing



Give managers access to the tools and resources they need to support the wellbeing of those they line manage



Establish a clear communications policy



Give staff a voice in decision-making



Drive down unnecessary workload



Champion and enable flexible working



Create a good behaviour culture



Support staff to progress in their careers



Include a sub-strategy for protecting leader wellbeing and mental health



Hold ourselves accountable, including by measuring staff wellbeing

Education Staff Wellbeing Charter
For more information: www.gov.uk/dfe



Our Academies



Bearnes is situated in the centre of the busy market town of Newton Abbot. The pupils of the school are encouraged to benefit from and respect the diversity of their environment, learning through educational opportunities from the locality and being involved with the community at all levels. The school has a strong ethos of self-fulfilment for the pupils, while of equal importance is the development of a caring and nurturing attitude to life. All the staff endeavour to provide all children with a safe and secure environment that has high expectations and supports them to fulfil their potential.



Broadhempston is a traditional small village school, bijou but perfectly formed, with a warm and friendly family atmosphere. Situated just a short distance from Totnes, making the most of the idyllic rural setting throughout the year. The school offers an exciting and relevant curriculum which provides excellent opportunities and experiences and great foundations for life. Whilst focussing on the highest academic achievement, they always have the 'whole' child in mind and have an excellent team of inspirational staff who help the children develop into positive and enthusiastic learners.



Cheriton Bishop is vibrant school with a warm and friendly family atmosphere who believe their pupils should clearly understand their responsibility for learning by actively engaging with the creative curriculum. They are encouraged to value their educational opportunities and enjoy the learning experiences it provides. In return they offer an excellent team of staff who work incredibly hard to provide a broad range of activities and challenges, whilst greatly valuing and actively promoting the partnership between home and school because they understand that it is only through joint support that every child will reach their full potential.



Diptford is a thriving and vibrant school, yet their small size enables them to know every child in real depth; to understand their talents and what motivates them. The staff aim to help every child discover their unique and individual potential and support them to develop it. Offering a caring, nurturing environment with a unique family atmosphere, the school has an excellent reputation and achieves high academic standards through the provision of a rich and exciting curriculum that makes the most of its beautiful surroundings.



Drake's is very special school, where a dedicated emphasis on teaching and learning to high standards sits comfortably alongside the provision of a safe and happy space for their children to learn and develop as rounded, vibrant individuals. The school is also a valuable part of the community offering an excellent environment for all children and they believe in supporting all pupils to enable and inspire them to grow as confident, independent learners, fully equipped and ready for life's challenges.



Harbertonford is a thriving small Church School situated just outside the town of Totnes and achieves high academic standards through the provision of an exciting curriculum that makes the most of its beautiful surroundings and caring, nurturing environment. It is a vibrant and exciting place aiming to help its pupils to discover their potential and enable them to fulfil it, whilst valuing their individuality and developing the whole child. Harbertonford has a good reputation, built on high standards and a caring ethos and they strive to meet the challenges of preparing children for the future, instilling a lifelong love of learning on the way.



Hennock is vibrant school with a warm and friendly family atmosphere. Situated on the doorstep of Dartmoor, they make the most of their idyllic rural setting throughout the year and work in close partnership with parents and the community. Learning effectively happens most successfully when children feel happy, safe and actively involved with purposeful experiences. Hennock aims to ensure children believe in themselves, trust those supporting them and are provided with inspirational learning experiences.



Ilsington is a small rural school nestling in the Devon countryside on the edge of Dartmoor with an integrated pre-school working alongside the primary classes, ensuring the highest standard of transition as the children reach primary age. Ilsington has a long history of providing a warm, caring, and creative environment where all children are welcome and where they are encouraged to be independent, active learners. The school's culture is firmly rooted in its Christian values of *Friendship, Kindness, Honesty, Resilience, Respect and Compassion*.



Landscape is a thriving small church school, surrounded by rolling fields and farms. Well known for creating a safe and secure learning environment where all the children can grow and flourish. The children are given lots of learning opportunities outside the classroom and exciting experiences in all areas of the curriculum. Landscape has an excellent reputation built on high standards and a caring ethos with staff experienced and committed to meeting the individual needs of every child.



Littleham C of E Primary School is a proud Church of England school, where their foundation is built upon the pillars of aspiration, belonging, and compassion embracing a community spirit that thrives on Christian values. With expansive outdoor spaces, they encourage exploration, creativity, and a deep connection to the natural world. In addition to their main curriculum offer, their specialist Nurture Unit provides bespoke additional support for those who may need it. Littleham understand the importance of addressing each child's unique needs, ensuring that every student feels empowered to succeed.



Morchard Bishop is a warm and welcoming church school that strives to provide the best start for all of our pupils. Our vision of being 'Deeply rooted. Individually nurtured. Inspired to flourish.' ensures that we focus on developing children that are driven to become the very best version of themselves. We are incredibly lucky to have varied and spacious outdoor facilities which we regularly utilise as part of our curriculum offer. The school plays a vital role within our community and often support village events.



Moretonhampstead is a vibrant school with a warm and friendly family atmosphere. They have kind, curious and engaged children and a staff team who are highly dedicated and strive to do the very best for every child. The school enjoys a positive relationship with parents and the local community and are fortunate to have a superb modern school building with excellent facilities and spacious grounds and outdoor spaces, nestled within Dartmoor National Park.



Otterton is in a beautiful village in the heart of East Devon. It is a special place where there is a tremendous amount of academic and lifelong learning brought to pupils through a carefully planned curriculum and a dynamic and dedicated teaching staff. It is a very family orientated and child-centered school, with a whole range of skills and experiences for pupils to develop their learning and unique abilities. An important part of the community with much activity taking place in our wonderful environment.



Sparkwell is located in a small village right on the edge of Dartmoor National park with stunning surrounding countryside. The environment at Sparkwell is described by Ofsted as 'calm and purposeful, with pupils across the school being focused, respectful and attentive. Effective pastoral support ensures that all pupils settle quickly and feel safe and happy'. Sparkwell is the small school with a big heart and even have resident Cavapoo, Luna, attending school a couple of days a week to help children socially and emotionally.



Stoke Gabriel is a thriving friendly school in the wonderful South Hams which has been designated an Area of Outstanding Natural Beauty. Achieving high academic standards through the provision of an exciting curriculum that makes the most of its beautiful surroundings, a caring, nurturing environment with a family atmosphere and a team of dedicated staff. A vibrant and exciting place to work in, yet their small size enables them to know every child and the things that motivate them.



Tedburn St Mary prides itself on being a warm, close-knit school with high educational expectations and standards, appreciating the varying needs and strengths of all pupils, helping them to achieve their full potential. They are committed to providing every pupil with the best possible educational experience within a safe, nurturing environment. Developing, encouraging and motivating children to ensure all pupils become confident and successful lifelong learners.



Widecombe is placed in a unique and beautiful location in the heart of Dartmoor. A sense of community is central to their ethos and they want all children to value and understand, not only their own school and surrounding community, but also extremely important that they develop a wider sense of what community means globally. At Widecombe, the curriculum gives frequent and varied opportunities for the children to develop their personal voice, meaning they leave Widecombe as confident, competent individuals.



Wolborough is located in the town of Newton Abbot. Their aim is to serve the community by providing an education of the highest quality within the context of Christian belief and practice. The Dedicated staff at Wolborough will nurture a child's self-esteem along with a caring for others, create an inclusive school, help a child achieve his or her full potential in terms of creativity, self-expression and the acquisition of skills needed for future education and life and create a stimulating and happy environment built on a partnership.



Yeoford is an integral part of the village and community and they pride themselves on providing a safe, secure and friendly environment for every child to achieve their true potential. They enjoy a good range of resources, including their own football pitch, netball court and children's kitchen. The children also have their own allotments and achieve great success and enjoyment growing vegetables and then cooking them. Everything done at Yeoford is to provide every child with the best possible learning experience so it will inspire, encourage and motivate them to become successful lifelong learners.