APPENDIX 4
Sample Job Description and Person Specification for a Councillor Vacancy
Effective Date: 1 September 2020

To Apply: Please email [DETAILS] with (i) your cv and (ii) a personal statement addressing why you would like to apply and how you fit the description and specification. An information and interview session will be held at [ADDRESS] at a time to be notified.

Job title: Councillor
Location: [NAME] Primary School, [ADDRESS] (the "Academy")
Hours: 4 Full Academy Council meetings per year (timings 18:00-20:00), 1 School Development Plan drafting meeting per year (timing September day 08:30-12:30), 1 monitoring visit (minimum) per year (timings 08:3011:00), additional meetings as required, regular review of reports and documentation and training sessions. **Salary range**: Voluntary
Term of office: Four years **Description**
Job purpose:
The Academy Council plays an active part in supporting the Executive Headteacher or Headteacher of the Academy. Councillors set the strategic vision and direction of the Academy; hold the Executive Headteacher or Headteacher to account for the performance of the Academy and engage with the local community.

Councillors must ensure that at all times they act in good faith and in the best interests of the Academy, exercising reasonable care and skill having particular regard to personal knowledge and experience.

Specific responsibilities:
The specific tasks and responsibilities of Councillors are as follows, to:
- ensure implementation of the Trust's strategic vision for the Academy;
- ensure that the Academy meets its responsibilities to the community and serves the community's needs in relation to the safeguarding and education of its pupils;
- support and challenge the senior management team effectively;
- support the Academy's senior leadership team in the development and review of an appropriate staffing structure;
- where appropriate, support the Executive Headteacher or Headteacher in the recruitment and performance management of strategic personnel;
- promote collaboration with the Trust, actively seeking opportunities for each member of the Trust to work together with the aim of improving economic efficiencies and implementing best practice;
- review policies;
- support the Academy's senior leadership team in monitoring pupil progress and analysing performance data, having regard to the set performance benchmarks; and
- ensure the implementation of the School Development Plan.

Core Competencies:
The following core competencies and skills are expected:
- [use the skills you are looking for] Extensive senior-level business or legal experience with a keen eye for detail and a thorough understanding of data analysis.
- Understanding of the difference between strategic and operational roles – governance is strictly strategic.
- Commitment to working as a team, respectful to the view of others and open to new ideas.
- Commitment to constantly improving outcomes for every child in the Academy regardless of background or ability.
- Ability to maintain strict confidentiality on all matters deemed confidential.
- Commitment to attend meetings, prepared to contribute to discussions and commit to agreed actions. Councillors are expected to know what impact they have had.
- Commitment to developing a deep understanding of the vision and ethos of the Academy and of the roles played by all individuals in fulfilment of the Trust's mission.

- Commitment to training and development in the role.
- Commitment to the underlying principles of a growth mindset.
- Acting with integrity, avoiding any personal conflicts of interest.
- Be focused on problem-solving and be ready to learn from past experiences.
- Act in accordance with any authority delegated to him or her, including complying with any regulation or requirement of those from whom delegated authority is received.
- Adhere to the Nolan Principles in their conduct.

Person Specification

- A desire to create positive change for young people.
- A commitment to the aims and objectives of the Academy.
- A willingness to devote time and effort.
- An ability to work effectively as a team while contributing an independent perspective.
- An ability to build productive and supportive professional relationships.
- A commitment to the Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- A commitment to equal opportunities and anti-discriminatory practice.
- A commitment to safeguarding young people.
- Reliability and integrity.
- Experience of driving positive change.
- Experience in leadership and management.
- Professional experience in finance / business / law.
- An understanding and acceptance of legal duties, responsibilities and liabilities of a governing board.
- Strategic vision, with an ability to think creatively and have good, independent judgement.
- An ability to use financial and workforce data to inform decision-making.
- We expect all colleagues, whether governors or staff, to treat each other professionally and exhibit the Trust Behaviours of Supportiveness & Trust, Collaboration, Adaptability, Creativity & Innovation, Humility, Humour & Positivity.

Legal Requirements: Please note, individuals who are not able to make the following declarations may not serve on the Local Academy Council:

- I am not disqualified from acting as a charity trustee
- I have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as "spent")
- I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft
- I have not used a tax avoidance scheme featuring charitable reliefs or using a charity to facilitate the avoidance
- I am not an undischarged bankrupt
- I have not made compositions or arrangements with my creditors from which I have not been discharged
- I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity
- I have not been disqualified from serving as a company Trustee
- I am not included in the list kept by the Secretary of State for Education under s1 of the Protection of Children Act 1999 (or equivalent) or have ever been disqualified from working with children or serving on a governing body of an Academy
- I am able to provide a valid Disclosure and Barring Service Certificate under the Protection of Freedoms Act
  2012 which does not disclose any reason why I should be unsuitable for working with children

Additional Responsibilities of the Chair

The role of the Chair of the Local Academy Council is an important one. The Chair is approved by the Trust annually. The Chair must be approachable, readily accessible and ready to take issues and ideas raised by Councillors seriously.

The Chair's specific duties are to:

- provide a clear lead and direction for the Councillors;
- understanding the aims of the Academy, the roles played by all those involved and the vision of the Trust;
- build an effective team, attracting Councillors with necessary skills and experience;
- promote equality and diversity of Councillors;
- ensure Councillors make a positive contribution to driving Academy improvement and supporting their development to maximise the benefit of their contribution;
- work closely with the Executive Headteacher or Headteacher and the senior leadership team to ensure there is proper challenge and encouragement;
- ensure that Academy improvement is the focus of all policy and strategy, reminding Councillors of this as often as necessary;
- hold Councillors to account;
- ensure the business of the Local Academy Council is conducted efficiently and effectively, ensuring all Councillors have the opportunity to contribute and are listened to with clear decisions being made when necessary.