



## **Chair of the Board**

### **Role Description and Person Specification**

#### **The role of the Chair of the Board of Trustees is to:**

- Provide open and positive leadership to the Board, inspiring trust and encouraging all members to make a full contribution and work effectively as a team in the fulfilment of all aspects of its role and responsibilities.
- Ensure that ArtsEd meets its fiduciary and regulatory requirements.
- Work with the executive team to ensure the Board determines a future strategy for ArtsEd, its educational character and its mission.
- Establish effective partnerships with members of the senior leadership team to ensure the ongoing development of the School of Acting, the School of Musical Theatre, and the Day School and Sixth Form.
- Meet the demands and needs of all stakeholders, including students, pupils, parents, staff, and others and seek to continuously improve the services ArtsEd provides to them.
- Set the tone for excellent and constructive working relationships between the School and its funders and stakeholders.
- Chair meetings of the Board and participate as appropriate in meetings of any committees or working groups of the Board of which the Chair may be a member.
- Ensure the Board provides constructive challenge and direction to the senior leadership team.
- Represent ArtsEd when engaging with regulatory bodies and the Charity Commission.
- Ensure the Board operates high standards of governance and probity and operates in accordance with its Articles of Association, code of conduct, rules, and by-laws, and in accordance with its obligations under the Charity Commission and other regulators.
- Represent ArtsEd at public and private events including student awards ceremonies, performances, open days and other external events.
- Act in an ambassadorial capacity to promote the interests of ArtsEd to further its strategic aims. This may include advocating in relation to fundraising and strategic developments, lobbying government and liaising with funders and partners.
- Lead an annual review of the work of the Board and its members to ensure that it works effectively and has a balance of appropriate skills and expertise.
- Act on behalf of the Board between meetings on routine matters and matters specifically delegated by the Board.
- Respond to requests for urgent action in accordance with the scheme of delegation.
- On behalf of the board, undertake the appraisal and performance management of the Principal.
- Play a role in future Board recruitment and development and ensure successful completion of regulatory training by Board members.

## **Person Specification**

The successful candidate will ideally bring all or most of the following skills and experience:

### **General**

- A commitment to an arts-based education and the needs and success of those in learning.
- A commitment to the School's values and culture of inclusivity.
- A desire to play an active role in profile and fund raising.
- A commitment to equality and diversity

### **Skills**

- Excellent leadership skills and the ability to inspire and motivate others.
- An ability to think, act and lead strategically.
- Excellent chairing skills.
- Authentic, with an ability to act as an ambassador and role model for the Board and the School.
- An inclusive and consultative approach to leadership.
- A high level of interpersonal, communication and people skills.
- An ability to lead a board which will embrace challenge and conflicting opinions, whilst achieving consensus on key objectives.
- Able to make difficult decisions, take responsibility and ensure resolution.
- Able to instil trust, confidence and respect.

### **Experience**

- Experience of working at board level (or equivalent), ideally as Chair, in either the public or private sector.
- A firm understanding of the regulatory framework associated with education
- Financial acumen and an ability to read balance sheets and management reports.
- A good understanding of financial matters relating to educational establishments and charities.
- Senior level experience within an educational establishment, preferably in the charitable sector.
- Developing and leading on strategy at a senior level.
- Performance management of senior professional staff.