BATH & WELLS
Multi Academy Trust
'That they may have life, life in all its fullness' John 10:10

Bath & Wells Multi Academy Trust	
Job Title:	**Trust-Wide Interim Local Committee (TLC) Chair**
Reports To:	**Director of Governance**

Job Purpose

The Bath & Wells Diocesan Academies Trust uses the services of a suitably skilled and experienced professional to act as a Chair of a TLC as and when the need arises. The deployment of the professional Chair often, but not exclusively, relates to the following situations:

i) TLC lacks internal capacity to provide a suitably skilled and experienced TLC member to be Chair.
ii) TLC is not quorate due to having less than required number of TLC members.
iii) TLC requires expertise due to short-term school challenges – e.g. Reset.

The Trust-Wide TLC Chair will work to the Director of Governance and will be deployed as the need arises. This may involve leadership of several TLCs at the same time. In the most challenging situations, the TLC may require an interim Chair for up to a year, but part of the engagement is to identify a succession plan which will support the longer-term sustainability of the TLC.

Main Responsibilities and Duties

OVERVIEW AND TIME COMMITMENT
The chair leads the TLC, ensuring that it fulfils its functions and responsibilities effectively as identified in the Trust's Scheme of Delegation.

They are the key contact between the TLC and the headteacher. They are also a member of the Trust, acting as the link between the Trust and the TLC and ensuring that the TLC delivers the Trust's ethos and vision as the school continues to develop.

An effective chair collaborates well with school leaders to advise and shape proposals to be discussed at the TLC meetings. They ensure that TLC members are working as a team to support and contribute to the strategic leadership of the school. As well as leader of the TLC, the chair will

be at times a confidante, a manager, a critical friend, an ambassador, an arbitrator, and a role model.

The chair has no greater powers than those of any other TLC member. Therefore, in developing a relationship with the headteacher, the chair needs to be mindful of the limits of their powers and must not be drawn into decision-making at the expense of the corporate nature of the TLC.

The expected time commitment is made up of preparation and participation in the termly TLC meetings, attendance at selective TLC panel meetings for exclusions, & suspension, attendance at Trust-wide termly Leading the Way sessions, regular contact with the headteacher and attendance at school events as required.

The Chair is expected to have a commitment to diversity and equal opportunities. This is to ensure that the TLC fully represents the community that it serves.

LEADING
The chair of TLC provides leadership and direction to the TLC, keeping it focused on its core responsibilities as defined in the Trust's Scheme of Delegation. The chair is responsible for ensuring that TLC members work as part of an effective team, in which everyone is fully engaged and participating constructively in the work of the TLC.

Leading governance

- Provide leadership to the TLC and ensure that TLC members fulfil their functions to achieve effective governance of the school.
- Ensure that the work of the TLC follows the vision, ethos, and strategic direction asset by the Trust for the school.
- Ensure that school improvement is at the heart of all TLC activity and that TLC scrutiny, monitoring and challenge reflect school improvement priorities.
- Ensure that TLC business is conducted efficiently and effectively and ensure that all statutory and regulatory requirements are fully met, in its use of resources.

Leading and developing the TLC

- Ensure there is a clear understanding of the roles and responsibilities of the chair, TLC members, and the professionals within the school.
- Make TLC members feel valued and motivated to give of their best.
- Ensure the TLC has the required skills to perform its role effectively, and where skills gaps are identified, that suitable training and development activities are conducted.
- Promote a culture of self-development, mutual support and mentoring within the TLC.
- Ensure members of the TLC act appropriately, in line with the Trust's Code of Conduct.
- Develop a positive and effective working relationship within the TLC.
- Prepare the annual Governance Action Plan (GAP) and then report the impact to the Trust at the end of the school year.
- Ensure a proactive succession plan is in place, and regularly reviewed, to maintain the capabilities of the TLC, identify successors for the chair and create a positive mix of new and experienced TLC members from diverse backgrounds.

Supporting school improvement

- Ensure that the TLC provides strategic input in the school's self-evaluation processes, to support the development of the School Development Plan (SDP).
- Ensure that TLC business is appropriately balanced between strategic priorities, opportunities, challenges, and risks.
- Represent the TLC at relevant external meetings with the Trust and other agencies as required.

- Ensure the TLC has mechanisms in place to obtain and listen to the views of parents, pupils, and staff.

WORKING TOGETHER

The chair of TLC needs to build and maintain positive, constructive, and beneficial relationships with a wide range of stakeholders.

The chair and the Trust

- The chair of TLC is responsible for ensuring that the vision and ethos of the Trust are at the heart of the school's work.
- The chair acts as the link between the Trust and TLC, ensuring effective and regular two-way communications, transparency, and alignment of action.
- The chair supports the school's Governance Professional in planning the content of TLC meetings, ensuring that agendas meet Trust requirements but also reflect local priorities.
- Ensure that TLC meetings are chaired effectively, promoting a culture of open and honest discussion, which allows ideas and discussion to thrive.
- Build a professional relationship with the headteacher which allows for honest and open conversations, acting as a sounding board and offering guidance, advice and direction where required.
- Ensure that TLC members and the headteacher have a shared sense of purpose.
- Meet with the headteacher regularly to review progress, discuss challenges and opportunities, and identify and address risk issues.
- Lead TLC members in monitoring the headteacher's implementation of the school's strategy (SDP).
- Ensure all TLC members concentrate on their strategic role and receive information fit for purpose.
- Ensure that the headteacher provides staff with an understanding of the role of the TLC and that staff support and engage with the TLC as required, in a positive manner.
- Ensure the TLC is implementing initiatives that embed the school in the local community in a positive manner and finding opportunities to facilitate community cohesion.
- The chair and other stakeholders
- Where required, represent the TLC and be an advocate for the school in its relationships with stakeholders and other organisations.
- Ensure that any formal complaints, disciplinary appeals, and other statutory responsibilities are dealt with in a timely, fair, and open manner. Where appropriate, meet directly with complainants and where possible, attempt to resolve issues in an informal manner.

PANELS AND INVESTIGATIONS

- Conduct complaints investigations.
- Take part in and chair (when appropriate) complaints, suspensions, and exclusions panels.

TRAINING AND DEVELOPMENT

- Attend relevant training as required – as required by the Trust's training schedule and as an outcome of the TLC members' skills analysis process etc.
- Keep up to date with changes and trends in the educational landscape.
- Provide developmental support and any requested onboarding support to an identified successor.

OUTCOMES FOR SUCCESS

At the end of each year, the Chair should evaluate:

- Their position as the leader of the TLC, the championing of TLC colleagues to support and challenge the delivery of the school development plan and the impact of the TLC on standards and outcomes in the school.
- Their success in developing a strong, open, honest, and mutually respectful relationship with the headteacher, acting as a supporter and critical friend, and providing constructive challenge.
- •How well they have worked with the Trust to ensure that the school continues to deliver its founding vision.
- How well they have supported the school to navigate the current economic and political environment and the related challenges and constraints.
- Their impact as an advocate for and representative of the TLC, both internally and externally, establishing mutually respectful relationships with key stakeholders.

Supervision and Management

You will be managed by the Director of Governance and will have regular 1:1s/meetings.

Problem Solving, Creativity and Decision Making

The post holder will be required to provide advice and guidance on a range of governance related issues.

Key Contacts and Relationships

- TLC Committee Members
- Headteacher

Working Environment

This role will require hybrid working with remote working and travel required across the Trust.

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PERSON SPECIFICATION

Job Title:	**Trust-Wide Interim Trust Local Committee (TLC) Chair**
Location:	

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	Previous experience, or training as a Governance Professional, Clerk or Governor in a school environment or similar role. Experience in administration, including producing high quality agendas and taking minutes. Experience working to deadlines and prioritising work. Literacy and numeracy skills to GCSE A-C or equivalent Confidence using the Microsoft Office suite, including Outlook, Word, PowerPoint, and Teams. Experience forming positive professional relationships with a variety of stakeholders Understanding the role of a school governor.	Knowledge for the education sector and relevant governance statutory requirements. Knowledge of the role of the academy trust and the Department for Education. Understanding of the UK Data Protection Regulations. Confidence using MS SharePoint. Experience writing and delivering presentations and training.
Knowledge	A clear and professional communicator The ability to always act with impartiality and discretion. The ability to respectfully challenge behaviours or decisions which do not support the BWMAT values or correct procedures. The ability to seek out own learning and ask for support where necessary. A commitment to personal learning and adaptability to change. Competence at organising their time and working deadlines	Experience collaborating with volunteers or the public and adapting communication style to suit these different stakeholders. Experience and confidence in delivering training to peers.

Skills and Abilities	Maintain integrity and impartiality in the workplace. Have a flexible approach to working hours. Be sympathetic to the needs of others. Have an openness to learning and change. Have initiative and self-motivation. Be invested in the success of the school and demonstrate commitment to being part of a successful team.	
Work-related Personal Requirements	Commitment to safeguarding and protecting the welfare of the children; Values safeguarding practices and the protection of children and young people, understands and engages with policies and practice to achieve this aim. Able to work at time convenient to the TLC, including evening meetings. Able to travel to meetings across Trust's geographical area. Available to be contacted at mutually agreed times.	

I agreed that I have read the job description which is fair and accurate statement of the requirement of the position:

Job Holder: ……... Date: ……

Line Manager: …… Date: ……