



Chair of Trustees

Candidate Information Pack

December 2024



www.fea.co.uk/esfc-chair/

Welcome

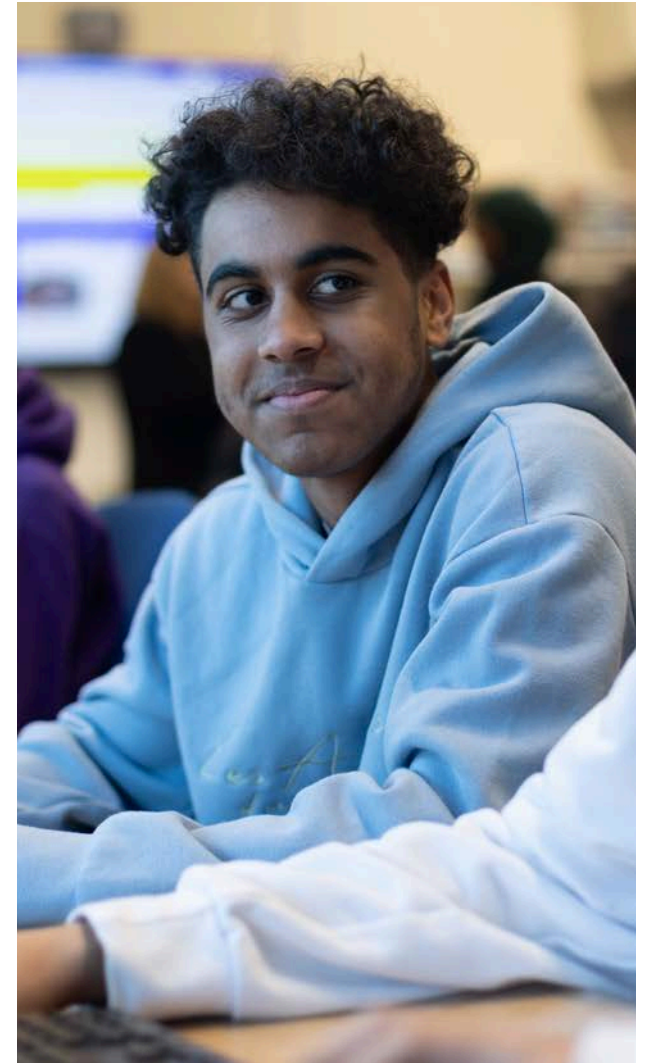
Dear Colleague

Chair of Trustees

Thank you for your interest in becoming the Chair of the Trustees at Esher Sixth Form College. We hope the information provided will inspire you to progress your application to join us.

We are a high performing single Academy Trust based in Thames Ditton, Surrey with a proven track record of high-quality academic performance, being assessed as “Outstanding” by Ofsted at our last two inspections. We specialise in educating 16 to 19-year-olds and we deliver outstanding results in over 40 plus A Level and BTEC National courses. We currently have just over 2,000 students on roll drawn from over 100 different schools in Surrey and Southwest London. The College itself is financially sound and has excellent accommodation and facilities. Good governance arrangements are already in place and both training and development opportunities take place to help all Trustees in their roles.

Our students are at the heart of everything we do, and the skills, knowledge and experience of our staff are essential to ensure we deliver the best outcomes for them, supporting them to develop skills and gain qualifications that will help them progress onto their future career goals and ambitions and future life. We are a non-selective college and take pride in enabling students from all types of backgrounds to reach their full potential.



We are currently seeking a new Chair (our current Chair is standing down after eight very successful years), who is keen to bring their enthusiasm, skills and experience to lead and shape the strategic direction of the College and both support our senior leadership team and lead in holding them to account with the Board of Trustees. An Academy Trust comprises both Members and Trustees with the Members having an overseeing role as guardians of its governance and Trustees being responsible for the regular business of the Academy. All Trustees are formally appointed by the Members.

This is a special, rewarding, voluntary opportunity for a Chair to join a dedicated Board of Trustees, as the College continues to deliver its important mission to serve all of our students and local communities.

This is a crucial appointment and to help us to find the right person we have appointed FE Associates. Prior to applying for the position, interested parties are encouraged to arrange an initial conversation with our lead consultant, by emailing Asma.Ahmad@fea.co.uk, to discuss the role before the closing date.

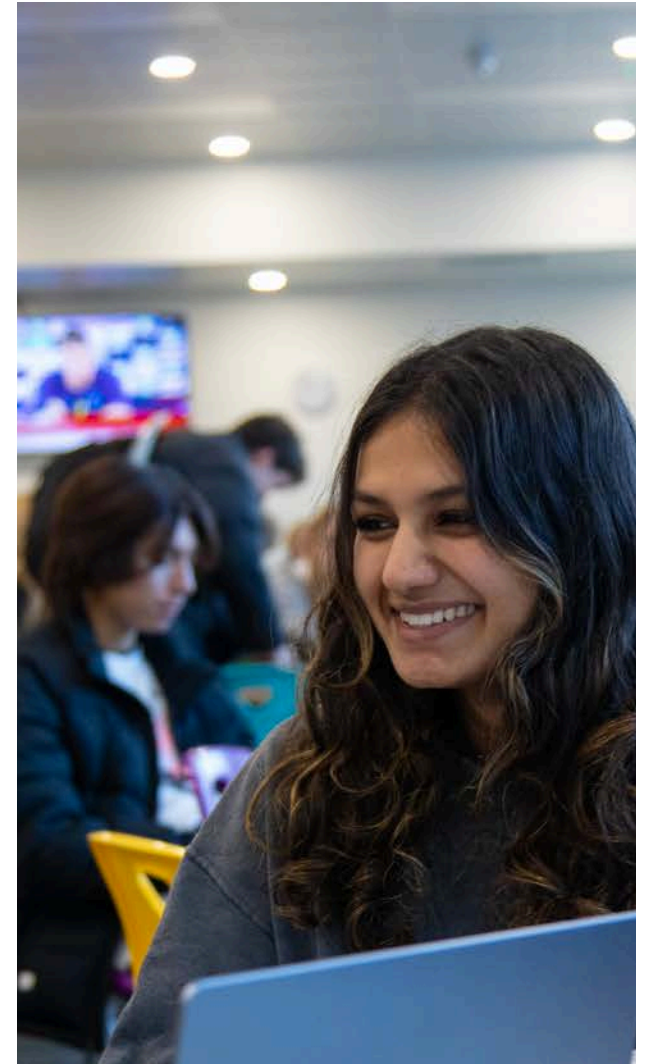
Yours sincerely

Terry Price
Chair of the Members of the Academy Trust



Our Mission

“We are specialists in sixth form education who are committed to creating a culture of high expectations and outstanding achievement.”



Our Values

Inclusivity

We actively embrace diversity, ensuring every community member is valued, respected, and provided with equal opportunities for growth and participation.

Community

We cultivate a vibrant community characterised by collaboration and mutual support where everyone contributes to our collective and individual successes, fostering a strong sense of belonging and shared purpose.

Empowerment

We champion autonomy and aspiration, empowering every individual to actively shape their educational and professional paths to achieve their full potential.



The Role of Chair

Job title: Chair of the Trustees

Salary: Voluntary and unremunerated

Responsibilities of the Chair of the Academy Trust (or Vice Chair in their absence)

- Lead the Academy Trust to ensure effective governance of the College.
- Collaborate with the Principal, senior staff and Clerk to support the College's mission and strategic goals.
- Strengthen relationships between the Trust, students, staff and other stakeholders.

Leadership Duties

The Chair ensures the Academy Trust operates efficiently, effectively and ethically by:

- adhering to public life principles: selflessness, integrity, objectivity, accountability, openness, honesty, respect and leadership.
- complying with the Trust's governing documents, external regulations and internal College policies.
- promoting collective responsibility, encouraging members to act collaboratively while contributing their skills and expertise.



The Chair ensures the Academy Trust guides the College's strategic direction by:

- defining and promoting the College's mission and educational character.
- setting strategic objectives and monitoring performance.
- maintaining the College's financial health.
- recruiting and evaluating the Principal, senior postholders and the Clerk.
- determining pay and conditions for all other staff.
- overseeing effective assurance of internal systems, controls and quality.

Operational Responsibilities

The Chair, with the Clerk's support:

- sets the agenda for and leads Academy Trust meetings.
- ensures relevant information and reports are provided to the Board through coordination with the Principal and Clerk.
- summarises and reports the Trust and committee activities appropriately.
- maintains integrity by ensuring the Clerk manages a current register of member interests and addresses conflicts of interest.
- adheres to protocols for delegated authority, reporting all such actions to the Trust at the next meeting.
- leads new Board member recruitment with the Strategy and Policy Committee, ensuring succession plans prioritise diversity and required expertise.



Performance of the Academy Trust and Trustees

The Chair ensures:

- regular self-assessment of the Academy Trust's performance and processes.
- support for the Clerk in developing and implementing the annual self-assessment plan and trustee training.
- attendance, performance, or conduct issues are addressed as needed.
- the Board maintains appropriate diversity in gender, age, ethnicity and stakeholder representation, reflecting the College's community.



Responsibilities in respect of the Principal, senior postholder(s) and the Clerk

The Chair:

- fosters a constructive, supportive relationship with the Principal, senior postholders and Clerk, ensuring clear boundaries between governance and management.
- works closely with the Clerk to facilitate effective operation of Trustees' business.
- conducts appraisals for the Principal and Clerk, reporting outcomes to the Remuneration Committee and Board, and ensures access to relevant development and training.
- participates with the Principal in appraising senior postholders and supports their professional development.
- provides strategic support to the Principal on major or contentious issues.
- leads disciplinary actions for senior posts or the Clerk when necessary.
- oversees recruitment of the Principal, senior postholders and Clerk, including job descriptions, person specifications and interviews.

External Role

The Chair represents the Academy Trust and College at external events and may act as an ambassador on its behalf.



Personal Qualities

The Chair will have:

- a commitment to further education and the College's values, aims and objectives;
- the ability to think strategically and to provide leadership and take decisions;
- experience of chairing meetings and ability to speak confidently in public;
- availability to attend Board meetings, to consult with and advise the Principal and Clerk and to attend other ad hoc meetings as necessary;
- dedication to acting openly, honestly and with integrity whilst maintaining confidentiality as appropriate.



Key Dates and the Application Process

Closing date: 9am on Wednesday 5 February 2025

Interview times available on Monday 24 February and Tuesday 25 February 2025

We have appointed FE Associates to support us in finding outstanding individuals to inspire excellent practice across our organisation. The application process is outlined below.

Initial Discussion and Recorded First-stage Interviews via Teams

- Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing Asma.Ahmad@fea.co.uk, to discuss the role before the closing date.

Submitting your Application

- Please see the next page for full details on how to complete and submit your application by the closing date and time detailed above.

Submitting your Application

Once you have obtained the full information from the FEA jobs page (<https://www.fea.co.uk/esfc-chair/>) and discussed the role with Asma Ahmad, you should email your CV and a supporting statement to recruitment@fea.co.uk in advance of the closing date and time.

Application Email Checklist

Please ensure your email includes only the 2 documents necessary for your application to be considered:

1. A fully completed CV which also includes:

- 2 referees - include full postal and email addresses and contact numbers. References are usually sought after the interview process and we will not contact referees without your prior approval.
- Save your completed form as a Word document with your name and the job reference i.e. Surname, First Name - CV - esfc-chair.

2. A Supporting Statement which:

- Does not exceed the equivalent of 2 pages of A4 and should explain how you believe your knowledge, skills and experience relate to the role and personal qualities we are looking for.
- Details your motivation and personal reasons for applying for the role of Chair.
- Please save this as a Word document with your name and the job reference i.e. Surname, First Name – supporting statement – esfc-chair.