

# Director of Governance

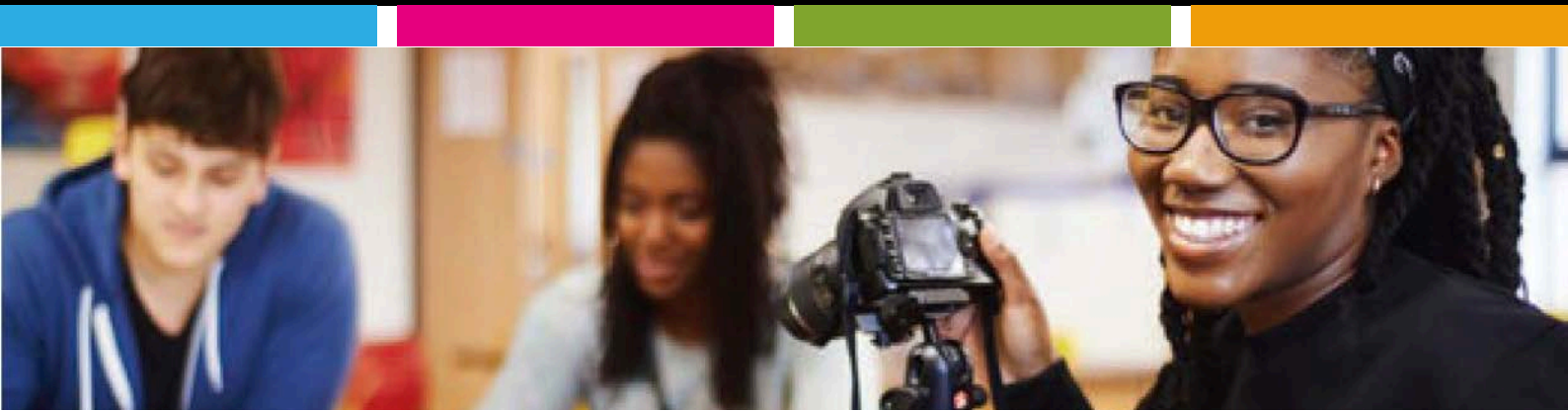


CANDIDATE INFORMATION PACK

December 2024

[www.fea.co.uk/stanmore-dg/](http://www.fea.co.uk/stanmore-dg/)

# Welcome



Dear colleague,

## **Director of Governance**

Thank you for expressing your interest in the exciting opportunity to join Stanmore College as the Director of Governance.

Founded in 1969 as Harrow Junior College, we then formally became Stanmore College in 1987 and, since that time, the college has been dedicated to providing a comprehensive and enriching educational experience to students from diverse backgrounds. Situated in Stanmore, northwest London, our college serves the educational needs of young and adult learners primarily from Brent, Barnet, Harrow, Hertfordshire and Hillingdon. Our commitment to excellence in teaching and learning is underscored by the efforts of our highly skilled and dedicated staff, which was recently confirmed by Ofsted with us achieving a 'Good' outcome in April 2023. We have received huge support to invest in our college and redevelop our main campus to create one of the very best learning facilities in the region.

At Stanmore College, our students are at the heart of everything we do. We are committed to fostering an environment where learners not only achieve their full potential but also aspire to continuous personal development. With a vibrant and friendly atmosphere, our college offers exciting opportunities and an inclusive, supportive, welcoming and secure learning environment. Whether pursuing university-level study, career development or personal interests, our learners find the resources and encouragement to achieve their goals.

**We are extremely proud of our college and what we and our students have achieved over the last few years.**

Stanmore College boasts an enrolment of approximately 3,000 learners, including full-time 16-to-18-year-old and adult learners, participating in various programs of study. We offer a diverse range of vocational

and academic provision and have grown within the sector by developing our higher education offer. Our commitment to business engagement is evident through bespoke training programs delivered either on site or at business premises. Stanmore College holds the notable title of being a STEM Assured College, an accolade conferred by the New Engineering Foundation after a rigorous accreditation process. Stanmore College is acting to break down inequality barriers for women, ethnic minority and other disadvantaged groups by upskilling and retraining. Our focus is to improve access, participation and progression by ensuring a broad range of well-designed and relevant courses for the communities we serve.

We know too that the quality of leadership and governance we are able to provide will be key to our success. That is why we regularly review our governance model and have strengthened our board. Our governing body is both focussed and committed to further transforming our college and passionate about helping our students and community get the skills they need for the careers of today and into the future.

The Director of Governance role will play a crucial part in providing strategic direction and leadership in the development and implementation of governance policies and procedures, and safeguarding the interests of the college. In this role, you will be responsible for ensuring the college's governance structures and policies are transparent, accountable and align with the college's mission, values and strategic objectives. Working closely with the senior leadership team, and through accessing administrative support, you will ensure governance practices support the achievement of educational excellence.

We are looking for an experienced governance professional with strong leadership and strategic planning skills as well as the ability to build positive relationships, facilitating effective communication and collaboration between the board and senior leaders. Therefore, strong teamworking and leadership, along with being self-organised and an ability to engage administrative support are skills that are critical, as is the ability to build effective internal and external relations and confidently negotiate with a wide range of staff and other stakeholders. Training and support will be available to assist the postholder to develop either skills or experience they do not yet have and/or to assist a transition into working into further education.

This is an important appointment and to help us to find the right person, we have retained the support of FE Associates. Prior to submitting an application, interested parties are advised to arrange an initial conversation with our lead consultant, by emailing [Asma.Ahmad@fea.co.uk](mailto:Asma.Ahmad@fea.co.uk), to discuss the role before the closing date.

We look forward to reviewing your application and exploring the possibility of having you join Stanmore College in this important role. We are extremely proud of our college and the role we play in our students' achievements. With our new strategic plan, which focusses on being a community college, we are now, more than ever, driven to achieve 'Outstanding' and provide the best opportunities for our community. Together, we can continue to build on the success and legacy of our institution.

**Annette Cast**  
**Principal**

# Our Mission and Vision

## Mission Statement

To use innovative and high-quality teaching and learning to provide learners with the skills they need to succeed and achieve their full potential in an ever-changing world.

## Our Vision

Stanmore College will provide a state-of-the-art inclusive learning campus in the heart of the Stanmore community that will ensure all local people can benefit from the best possible education and training to enable them to achieve the best employability skills.

The college will be an educational hub providing a unique educational destination for local people to acquire the relevant skills, training and education to support them to access and build their career ambitions.

The learning campus will be a flexible and accessible place where staff, students, employers and stakeholders can gather, interrogate, learn, gain skills and progress as well as become a lifetime member of an inclusive learning community.

At its heart will be outstanding career advice and guidance which will provide the expert information and knowledge to support people to make informed choices about their educational and career pathways, as well as an employability centre sponsored by local employers.

The college will provide a core offer that builds foundation and employability skills that guarantees progression into higher skills specialisms designed to access employment and build careers. This work will be underpinned and strengthened by outstanding, committed partners across a range of organisations, including education and business, who will bring their expertise and resources to ensure the college is providing cutting-edge services.

# Our Core Values

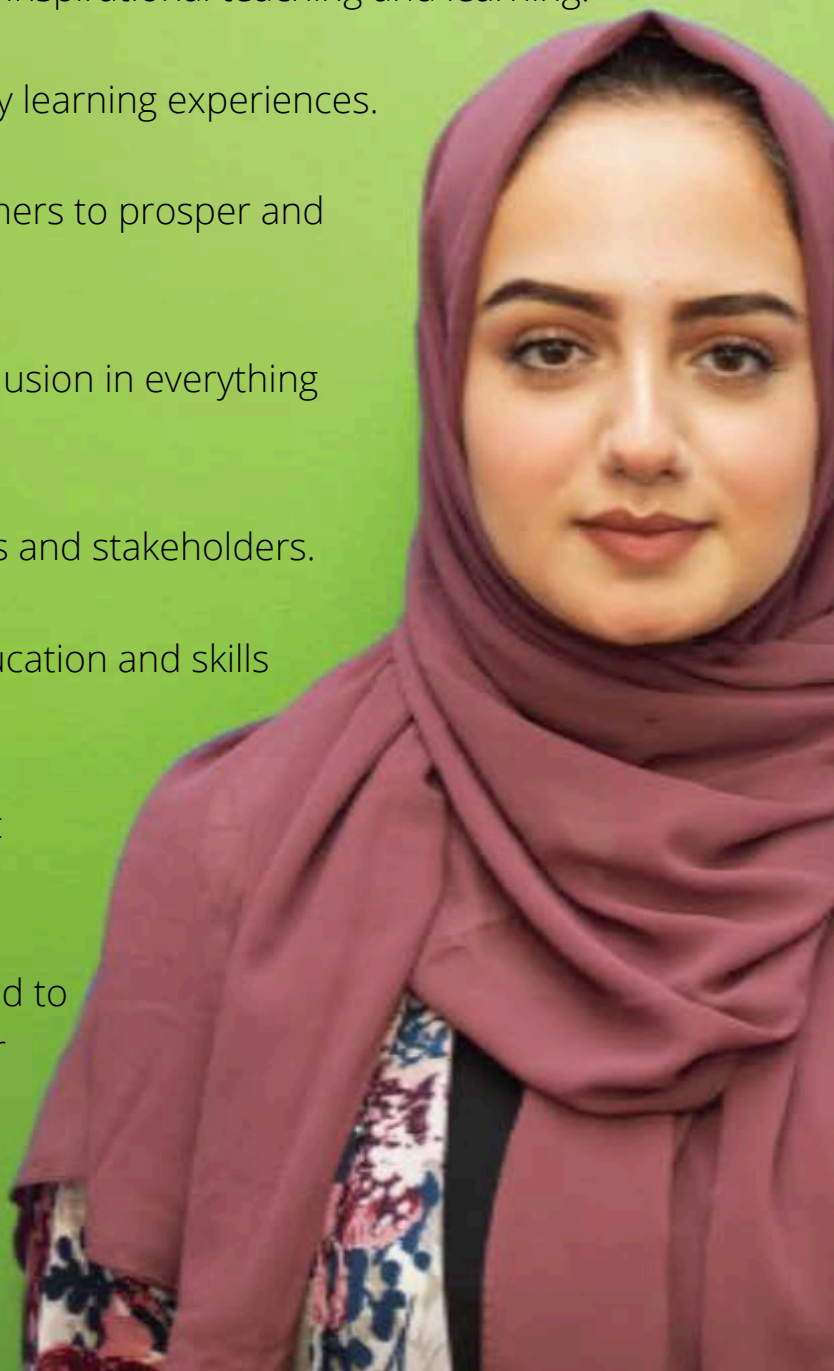


- **INCLUSIVE** - We value all people.
- **SUPPORTIVE** - We encourage and support each other.
- **OPEN AND HONEST** - We tell the truth and do not try to deceive people.
- **SAFEGUARDING** - We believe in protecting people's health, wellbeing and human rights.
- **AMBITIOUS** - We encourage students to exceed their expectations.
- **COLLABORATIVE** - We adopt multiple educational approaches.
- **ASPIRATIONAL** - We want to do our best to achieve a high level of success.
- **RESPECTFUL** - We show consideration for others.
- **INNOVATIVE** - We step outside our comfort zones, trying things in new ways.
- **STUDENT FOCUS** - We actively involve students.



# Our Goals

- Putting the learner at the heart of all college activities.
- Promoting high expectations and ambitions for all staff and students.
- Providing strong leadership, enabling inspirational teaching and learning.
- Supporting staff to deliver high-quality learning experiences.
- Creating an environment for our learners to prosper and progress.
- Embedding equality, diversity and inclusion in everything that we do.
- Listening to students, staff, employers and stakeholders.
- Understanding and meeting local education and skills needs.
- To deliver impactful external and civic commitment engagement.
- To continue to be financially viable and to regularly invest for the benefits of our learners and staff.



# Job Description

**Job title:** Director of Governance

**Reports to:** Principal and Chair of Governors

**Salary:** Circa £60,000 per annum pro rata  
(0.6 contract, term time only)

## Purpose of the Job

- The Director of Governance is responsible for keeping the 'conscience' of the college by providing independent, high-quality advice and guidance on statutory, constitutional, operational, procedural and ethical issues as they affect the corporation, its committees and its subsidiaries.
- The Director of Governance is accountable to the corporation, through the Chair, on all matters relating to their duties as an officer of the corporation.
- The governance professional is a strategic leadership position responsible for ensuring high standards of governance and, as such, has the right to attend executive and senior team meetings as appropriate.
- To provide leadership, advice and support in all governance activities, statutory and regulatory compliance and external governance relations.
- Individually and collectively provide regular advice and support to all governors in the successful performance of their role.
- To lead and execute a programme of continuous governance improvement.
- To support the corporation and its members in evaluating their effectiveness and give advice to the corporation on developments within the sector.
- To be proactive in keeping abreast of current and emerging guidance and legislation and advising governors accordingly.
- To take appropriate action if and when the corporation, its Chair or one of its committees, appears to be at risk of acting (or to have acted) outside their powers or to be proposing (or have taken) actions that may be unlawful.

The lists that follow are not intended to be exhaustive and the postholder will be required to undertake any duties commensurate with the role of Director of Governance. The postholder will take part in an annual cycle of appraisal which will be conducted by the Principal.



## Responsibilities

- To promote sound standards of governance and act as a guardian of integrity.
- To review legislative and regulatory developments and advise the corporation and committees accordingly.
- Independently brief the Chair and governors on current issues and support liaison between the Chair, the Principal and governors.
- To develop and implement an effective and successful group-wide annual governance plan, including a framework for assurance and levels of delegated authority.
- To ensure that the corporation has an effective approach to risk identification and management to support the strategic leadership team to effectively deliver strategy.
- To provide advice and support to the Chair, Vice Chair, committee Chairs and senior leadership team in their respective roles.
- To draft all statutory documentation on behalf of the board.
- To liaise competently and collaboratively with external counterparts, stakeholders and relevant statutory bodies.
- To anticipate and respond effectively to stakeholder requirements.
- Membership of project groups or sub-committees on stakeholder and scrutiny committees, property development, risk tolerance and stakeholder engagement.

## General Duties

- To participate in any college staff review/performance management processes involving the identifying and meeting of training needs for self and others.
- To take appropriate responsibility to ensure the health and safety of self and others.
- To pursue the achievement and integration of equal opportunities throughout all college activities.
- To undertake any other tasks and responsibilities appropriate to the level of this post.
- The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.





## Safeguarding Children and Safer Recruitment in Education including Prevent

- The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, which includes the Prevent duty and the promotion of values to help prepare students for life and work in modern British society.
- In addition to candidates' ability to perform the duties of the post, selection events will also explore issues relating to safeguarding and promoting the welfare of children including: motivation to work with children and young people; ability to form and maintain appropriate relationships and personal boundaries with children and young people; emotional resilience in working with challenging behaviours; and attitudes to use of authority and maintaining discipline.

# Person Specification

## Essential Knowledge and Experience

- Experience of working in a secretarial role or similar senior capacity with exposure to board-level interaction.
- Governance experience or understanding.
- High-calibre, confident individual with proven ability to manage complicated projects, excellent drafting skills, high levels of autonomy and a proactive approach.
- A methodical and meticulous approach.
- Ability to prioritise and to keep to tight deadlines.
- Ability to rapidly develop confidence and trust with people throughout the organisation and members of the governing body.

## Essential Skills and Behaviours

- Ability to think strategically, anticipating and responding to stakeholder requirements.
- Ability to grasp complex issues and to show sound judgement.
- Ability to quickly assimilate detailed or complex information to provide advice and guidance.
- Excellent communication and interpersonal skills, both written and verbal.
- Strong organisational skills and personal resilience.
- A team player who is self-motivated and able to work autonomously.
- Ability to develop strong working relationships.





## Essential Values and Personal Attributes

- Committed to the values and vision of the organisation.
- Committed to equality and diversity.
- Resilient and confident to speak truth to power.
- Achieves goals through influence.
- Committed to excellent governance.

## Qualifications

### Essential

- Educated to A-level or equivalent.
- Experience in clerking/governance.

### Desirable

- Relevant degree and/or professional qualification.



# Key Dates and the Recruitment Process



Closing date: **9am on Tuesday 28 January 2025**

Shortlisting: **Thursday 30 January 2025**

Interview date: **Friday 7 February 2025**

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

## **Initial Discussion and Recorded First-Stage Teams Interview**

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](mailto:Asma.Ahmad@fea.co.uk), to discuss the role before the closing date. ***Once it is agreed for you to proceed with an application, the lead consultant will schedule a first-stage interview via Teams with you which will take place before the closing date and will be recorded.*** Once this interview has been scheduled, you should submit your application. Please see the final page for full details on how to submit your application.

## **Shortlisting and Invitation to Interview**

After the closing time/date, our lead consultant will send all applications and recorded first-stage discussions to the college for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be invited to a formal interview/selection process with the college.

## **Safer Recruitment and Due Diligence Checks**

Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, colleges/training providers are advised to make arrangements for an online search as part of due diligence on shortlisted candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where a cause of concern arises from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.



# Submitting Your Application



Having obtained the full information from <https://www.fea.co.uk/stanmore-dg/>, discussed the role with Asma Ahmad and scheduled your first-stage interview via Teams, you should email your application to [recruitment@fea.co.uk](mailto:recruitment@fea.co.uk) in advance of the closing date and time (see Key Dates section). Applications received after this time will not be considered. **Please note, CVs will not be accepted in place of, or in addition to, the application form.**

## Email Checklist

**Please use the latest version of the application and ED forms found on the job page for this role and not older out-of-date versions.** These forms are **not** compatible with IOS/MAC (Pages).

Ensure your email includes only the 2 forms necessary for your application (these forms are located with the candidate information pack on the FEA website jobs page for this role):

- 1. An Application Form with all sections completed** including:
  - An explanation of any gaps in your employment in **section 6**.
  - A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included as part of the form in **section 9** and **not** as a separate document. In this section, explain how you believe your knowledge, skills and experience match the criteria as stated in the person specification for this role (detailed in this candidate information pack).
  - Please include 2 referees and their full postal and email addresses and their contact numbers in **section 10**. References are usually sought after the interview process and the college will not contact referees without your prior approval.
  - **Ensure you enter your name/e-signature and date in section 11.**
  - Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. **Surname, First Name – stanmore-dg - Application.**
- 2. The Equality and Diversity Monitoring Form.**
  - This is a Word format document. Please click **inside** each check box that applies to you.
  - Once you have fully completed the form, please save this as a Word document with your surname, first name and the job reference as the filename i.e. **Surname, First Name – stanmore-dg - ED.**