

Role title:	Member of an Aquinas Advisory Council
Location:	Aquinas Advisory Council meetings to be held at the relevant academy Site visits to other local academies as necessary
Hours:	The Aquinas Advisory Council shall meet a minimum of 3 times a year Remote involvement via email/telephone Meetings with the Headteacher to advise as appropriate Regular review of reports and documentation Taking part in Academy Panels as detailed in the Protocol
Salary range:	Voluntary
Term of office:	Four years Co-opted members – 1 year
<p>Role purpose: The Aquinas Advisory Council plays an active part in supporting the Headteacher (references to Headteacher also includes Head of School), liaising as appropriate with the Trust’s Chief Executive Officer and the Trust Board more generally in relation to the oversight of the Academy and the Academy’s senior leadership team.</p> <p>Appointments to the Aquinas Advisory Council will be made by the Trust Board in consultation with the Headteacher and the Aquinas Advisory Council (with elected positions for parent and staff members). Recommendations to appoint may be put forward by either the Headteacher of the Academy or by the Aquinas Advisory Council itself. Such recommendation will generally be made by the need for a particular skill or expertise determined by a skills audit. Co-opted members may also be appointed by the Trust Board to fulfil a particular skills need as determined by the Trust Board in consultation with the Headteacher and the Aquinas Advisory Council. Members may be asked to share their expertise at more than one academy within the Trust.</p>	
<p>Vision</p> <p>The Aquinas Church of England Education Trust offers a clear educational vision of ‘Life Transforming Learning’ for the communities we serve within the London Borough of Bromley and East Sussex County Council. We aim to achieve educational transformation by growing the Aquinas family of academies that share core values, principles and ethos.</p>	
<p>Governance to Advise, Support and Quality Assure</p> <p>The role of those serving on the Aquinas Advisory Council is an important one providing links within the Academy and wider community within a Christian framework. Members actively support the work of the Trust and individual academies in raising standards of achievement for all pupils. This involves providing a strategic view, acting as a critical friend and providing advice to the Headteacher in relation to his/her delegated functions, making recommendations for improvement and highlighting issues. Through this governance role, members have the opportunity to quality assure the work of the Academy and report concerns to the Headteacher, in the first instance, and thereafter to the CEO of the Trust Board.</p>	
<p>Member of an Aquinas Advisory Council</p> <p>The Role</p> <ul style="list-style-type: none"> ▪ Review implementation of the strategic vision of the Trust and the Academy in particular; <ul style="list-style-type: none"> ○ Support the Trust Board in developing and maintaining effective links within the Academy’s local community, communicating openly and frequently as appropriate and advising and supporting the Headteacher with ensuring that the Academy meets its responsibilities to its stakeholders and serves its local community; 	

- Support the Academy's senior leadership team;
- Review how the Academy works within its budget and implements the Trust's risk and financial management policies. Advise the Headteacher on potential improvements and issues and action to be taken;
- Support, if requested, the Academy's senior leadership team in the development and review of an appropriate staffing structure. Advise the Headteacher on potential improvements and issues and action to be taken;
- Promote collaboration with other Academies in the Trust, actively seeking opportunities to further the Trust's ethos and values and for the Academies to work together to identify and implement best practice across all academies whilst improving economic efficiencies within the Trust;
- Support the Headteacher in reviewing delegated local academy policies (e.g. admissions, uniform, safeguarding);
- Provide advice and feedback to the Trustees;
- Support, if requested, the Academy's senior leadership team in relation to curriculum and budgeting priorities. Advise the Headteacher on potential improvements and issues and action to be taken;
- Support the Academy's senior leadership team in monitoring learner process and analysing performance data against statutory targets and advising on the setting challenging internal targets. Advise the Headteacher on potential improvements and issues and action to be taken;
- Support the implementation of any academy plan, focussing particularly on the Academy's performance targets. Advise the Headteacher on potential improvements and issues and action to be taken;
- Work with the Headteacher and SLT of the Academy to assist with the dovetailing of the development of the school improvement plan for the Academy with that of the Trust's annual action plan and strategy.
- Support the implementation of any SIAMS action plan for a Church of England designated academy. Advise the Headteacher on potential improvements and issues and action to be taken;
- Advise the Headteacher on-site maintenance and development and potential health and safety issues for learners and staff. Advise the Headteacher on potential improvements and issues and action to be taken.
- Support all and any appropriate community consultation, where necessary;
- Provide an additional point of contact for parents, carers, church and other members of the local community;
- Maintain effective links with the school community, parish church (where relevant) and the wider local community.
- Undertake the delegated responsibilities as detailed in the Aquinas Advisory Council Protocol.
- Commit to undertake the training to enhance and keep up to date skills, knowledge and expertise.

Full particulars of the role can be found in the Aquinas Advisory Council Protocol.

Core Competencies

The following are the core competencies and skills expected of a Member of the Aquinas Advisory Council:

- To work as a team to advise and support the headteacher expressing their own views clearly and succinctly and undertaking a fair proportion of the agreed workload;
- To prepare for and attend meetings promptly contributing to discussions and committing to agreed actions;
- To be respectful of the views of others and to be open to new ideas and thoughts;
- To treat all confidential information confidentially;
- To act with integrity, avoiding any personal conflicts of interest and complying with the Trust's Conflict of Interest policy;
- To develop a deep understanding of the vision and ethos of the Trust and its academies and the roles played by all individuals in fulfilment of the Trust's mission and speaking and acting in the best interests of the Academy and the Trust;
- Getting to know and understanding the Academy and its needs, strengths and areas for development.
- To act within the framework of the legal requirements and policies of the Trust and the Aquinas Advisory Council together with understanding the policies and procedures of the Trust and how these flow down to the Academies;
- To report any evidence of fraud, corruption or misconduct to the CEO or the Trust Board where the concerns relate to the CEO;
- To respect and support all Trust and Aquinas Advisory Council decisions in public and in private and act as an ambassador of the Trust and the Academies;
- To commit to training and skills development opportunities so as to promote the professional nature of governance within the Trust;
- To be ready to ask questions;
- To be focussed on problem solving and be ready to learn from past experiences.

Personal qualities and values:

- A desire to create a positive educational change for children and young people.
- A commitment to the values and ethos of the Aquinas Trust.
- A commitment to the aims and objectives of the Aquinas Trust.
- 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 the safeguarding of young people.
- Reliability and integrity.

Experience:

- Experience of driving positive change.
- Experience in leadership and management.

- A record of continuous professional development.
- Professional experience in education/finance/business/building and health and safety/procurement/HR/marketing/law/change management/church involvement.

Knowledge:

- A willingness to undertake training provided by or through the Trust.
- An understanding and acceptance of legal duties, responsibilities and liabilities of governance.
- An understanding of the use of attainment and other data to assess the progress, strengths and weaknesses of a school.
- An understanding of financial and workforce data.

Skills:

- Strategic vision.
- An ability to think creatively.
- Good, independent judgement.
- An ability to use financial and workforce data to inform decision-making.

Legal Requirements:

In addition to being over 18 years old, individuals who are not able to make the following declarations may not serve on the Aquinas Advisory 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 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 director.
- 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 a school.
- 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.