



TLET Central



Trustee

Job Description and Person Specification

# Welcome from the Trust Board Chair

**Thank you for showing an interest in volunteering as a Trustee for TLET. This recruitment pack hopefully gives you an idea of what it is like to be part of the TLET family – each member of our ‘governance body’ has a vital role to play in supporting our organisation.**

This pack has been designed to help you to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

## **At Transforming Lives Education Trust, we want to change the future**

Our academies are places where staff thrive and children flourish, equipped for a world of possibilities, and ready to make a difference to others. We believe that nothing compares to the transformative power of learning and its singular ability to broaden horizons, deepen perspectives, and extend potential. We know that the very best schooling unlocks the doors of the future, and that all children deserve the best daily deal, every day.

Our family of primary and secondary academies work together to provide the best start for our children and young people, and our Trust is the natural home for forward-thinking and innovative practice, led by dedicated staff and volunteers.

Ultimately it matters to us that everyone who works for or with TLET feels a sense of belonging and fulfilment in their role.

I hope that you will be inspired to apply for one of our current positions and I look forward to meeting you soon.



Guy French  
**Chair, Trust Board**

# About the Role

## So, who are we looking for?

TLET is recruiting a Trustee to join our Trust Board. Academy trustees are volunteers. The Charity Commission defines trustees as the people responsible for governing a charity (such as an academy trust) and directing how it is managed and run.

The purpose of the Trust Board is to provide:

- **Strategic leadership of the academy trust**
  - Your role is to help set and embed the trust's vision and strategy, and use these to monitor how the trust and its schools are progressing towards your strategic goals
- **Accountability and assurance**, meaning the board has robust oversight of the operations and performance of the trust, including education, pupil welfare and finance
  - You'll monitor these areas and hold trust leaders to account for performance and compliance in them
- **Engagement**
  - This means your board has strategic oversight of relationships with the trust's stakeholders: parents/carers, pupils, staff, local communities
  - You'll make sure your schools and your trust are communicating with and involving these groups, so that decision-making is supported by meaningful engagement

The Trust Board is supported by sub-committees made up of Trustees and appointed committee members. They are also supported by a Local Governing Board (LGB) for each of our schools – each LGB is made up of Governors, including some who will be parents or staff.

You will enjoy support and guidance from a friendly team who work together and aim to deliver the best possible educational experience for their students.

## About TLET

Transforming Lives Educational Trust (TLET) was established in October 2016 as a partnership between a large secondary school and primary-phase school in Rugby, Warwickshire. The desire to work together arose from continuing population growth in the local community, the belief that the Trust can shape and influence practice wider than its schools, and the desire to provide the local community with more high-quality school places.

TLET currently operates four academies, all in Rugby, Warwickshire:

**Henry Hinde School (Grenville)** – a two-form entry infant academy for ages 4-7 years

**Henry Hinde School (Cornwallis)** – a two-form entry junior academy for ages 7-11 year

**Ashlawn School** – an eight-form entry secondary academy for ages 11-18 years

**Houlton School** – a six-form entry secondary academy for ages 11-18 years. Houlton opened in 2021 so currently has pupils in Year 7 – Year 10.

## Who can become a Trustee?

We encourage applications from committed individuals who have the ability to work collaboratively. We are looking for individuals with education, public sector or business backgrounds so that we gain a wide variety of skills and experience to support and develop the Trust.

At the foot of this form is a list of eligibility criteria, but equally important is your readiness to work as part of a team that understands the Trust's work and the ability to think through new ideas and decide what is best for our academies and for the Trust as a whole.

This will mean you are willing to:

- Become involved and get to know the Trust and its academies
- Attend Board and sub-committee meetings academy to meet staff and pupils
- Read all paperwork circulated for meetings
- Respect confidentially at all times

## What are the benefits of being a Trustee?

Becoming a governor provides an opportunity to learn about how a large and diverse organisation is managed, to see firsthand how your efforts help raise standards, and develop new skills along the way.

TLET Trustees find the role challenging, interesting and deeply rewarding because they can see how their work contributes to the wellbeing and prospects of pupils, staff and communities. It gives them a real opportunity to make a difference.

All Trustees are given support during their induction, including a number of online training sessions.

## The TLET Way

### OUR AMBITIONS -

**As a Trust family, our shared ambitions drive everything we do, we call this ‘The TLET Way’.**

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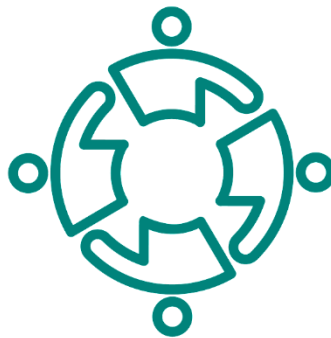
Through the transformative values of courage, kindness and loyalty, together we:



#### NURTURE POTENTIAL

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We flourish in the places we create together.



#### INSPIRE COMMUNITY

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We champion each other to make a difference.



#### DELIVER EXCELLENCE

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We strive to achieve our best.

For more information about TLET and its academies, please follow the links below to:

Transforming Lives Educational Trust: <https://www.tlet.org.uk/>

Henry Hinde Infant School: <https://www.henryhindeinfantschool.co.uk/>

Henry Hinde Junior School: <https://www.henryhindejunior.co.uk/>

Ashlawn School: <https://www.ashlawn.org.uk/>

Houlton School: <https://www.houltonschool.org.uk/>

# Job Description

<b>Team:</b>	Trust central
<b>Job Title:</b>	Trustee
<b>Contract</b>	Voluntary role
<b>Responsible to:</b>	Chair of Trust Board
<b>Key relationships/Liaison with:</b>	Trustees Chief Executive Officer Executives and Senior Leaders
<b>Job purpose:</b>	As part of the Trust Board, to set the strategic direction of the Trust and to oversee delivery of that strategic agenda.
<b>MAIN ROLE AND RESPONSIBILITIES:</b>	
<p>Strategy and vision</p> <ul style="list-style-type: none"> <li>• Develop the trust's vision and strategy</li> <li>• Set the trust's strategic aims and objectives</li> </ul> <p>Educational Performance</p> <ul style="list-style-type: none"> <li>• Establish a culture of high educational standards that promotes staff and pupil wellbeing</li> <li>• Make sure all pupils have access to a broad and balanced curriculum</li> <li>• Monitor provision for pupils with special educational needs and disabilities (SEND)</li> <li>• Monitor educational performance of the trust's academies, using a range of data sources</li> </ul> <p>Engagement</p> <ul style="list-style-type: none"> <li>• Ensure stakeholders (parents/carers, pupils, staff and the local community) are informed and consulted as appropriate</li> </ul> <p>Financial management</p> <ul style="list-style-type: none"> <li>• Approve the budget for the academy trust and, where relevant, for academies within the trust</li> <li>• Monitor and evaluate the trust's financial performance</li> </ul> <p>Control and compliance</p> <ul style="list-style-type: none"> <li>• Approve and review trust policies, and hold staff to account for their implementation</li> <li>• Ensure the trust is compliant with legal requirements, including that all statutory policies and documents are in place</li> <li>• Make sure the trust complies with laws that apply to charities and companies, and with its funding agreement</li> </ul>	

- Monitor and evaluate the trust's staffing structure(s)
- Monitor health and safety in the academy/across the trust

#### Leadership

- Carry out the appointment and performance management of the chief executive
- Be a source of challenge and support to the chief executive and other members of the Executive and Trust leadership team
- Work with the local academy governors, supporting and holding them to account

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.



# Person Specification

**Job Title:** Trustee  
**Responsible to:** Chair of Trust Board

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

This person specification acts as selection criteria and gives an outline of the types of people and the characteristics required to do the job.

**Essential:** without which this might not be the role for you.

**Desirable:** give an idea of useful skills that you could bring to the role, or useful skills that you could develop whilst a Governor.

Specification	Essential	Desirable
<b>Qualifications/ Training Experience</b>	<ul style="list-style-type: none"><li>No specific requirements</li></ul>	<ul style="list-style-type: none"><li>No specific requirements</li></ul>
<b>Knowledge/Skills (Ability to)</b>	<ul style="list-style-type: none"><li>Critical listening and ability to ask effective questions</li><li>Strategic thinking</li><li>Excellent communication</li><li>Problem solving and analysis</li></ul>	Examples include: <ul style="list-style-type: none"><li>Work in education sector</li><li>Financial management / accounting</li><li>Other business disciplines such as strategy, change management, quality assurance, communications, marketing</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>Trustworthy</li><li>Flexible</li><li>Reliable</li><li>Committed</li><li>Challenging</li><li>Collaborative</li></ul>	<ul style="list-style-type: none"><li>Curious</li><li>Confident</li><li>Creative</li></ul>

All posts within TLET are subject to pre-employment and vetting checks, including reference checking and enhanced disclosures checks with the Disclosure and Barring Service (DBS).

# How to Visit and Apply

Please read the information in this pack. If you are interested in this volunteering opportunity, please apply by downloading the application form from our website ([www.tlet.org.uk](http://www.tlet.org.uk)).

Completed application forms should be emailed to [governance@tlet.org.uk](mailto:governance@tlet.org.uk) or posted to:

Steph Batchelor  
c/o Houlton School  
Signal Drive  
Houlton  
Rugby  
Warwickshire  
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing [governance@tlet.org.uk](mailto:governance@tlet.org.uk) or selecting option 1 on our telephone menu – 01788 593900.

## Recruitment Timeline

- **Position advertised:** June 2025
- **Applications to be submitted by:** 31 July 2025
- **Target start date:** September 2025