



TLET Central



ASHLAWN
SCHOOL

Governor

Job Description and Person Specification

Welcome from the Trust Board Chair

Thank you for showing an interest in volunteering as a Governor 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 Governor to join an academy's Local Governing Board (LGB).

Each LGB is a sub-committee of our Trust Board and Governors work with the Trust Board to ensure pupils get the best from their time in our academies. They are involved in:

- Planning to raise standards in their academy
- Checking the progress an academy is making towards their targets
- Supporting and challenging, in equal measure, the academy Principal in order to hold them to account
- Working with academy leaders to quality assure provision and progress towards academy improvement priorities
- Monitoring the overall performance of their academy, ensuring that school improvement plans are enhancing the quality of education for all pupils
- Supporting our commitment to safeguarding and promoting the welfare of the young people in our care.

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 Governor?

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.

This will mean you are willing to:

- Become involved and get to know the Trust and one of its academies
- Attend meetings regularly and attending your academy to meet staff and pupils
- Read all paperwork circulated for meetings
- Attend events at the Academy
- Respect confidentiality at all times

What are the benefits of being a Governor?

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

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

You will work as part of the LGB team, which will include Staff Governors and Parent Governors, as well as 'community' Governors maybe with no direct connection to the academy.

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

The TLET Way

OUR AMBITIONS -

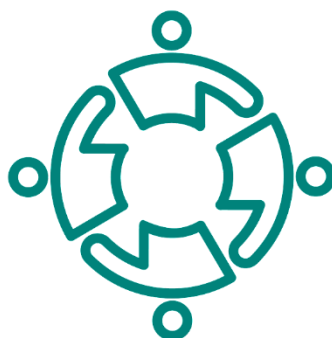
As a Trust family, our shared ambitions drive everything we do, we call this ‘The TLET Way’.

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



NURTURE POTENTIAL

We flourish in the places we create together.



INSPIRE COMMUNITY

We champion each other to make a difference.



DELIVER EXCELLENCE

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

Academy/College:	Local Governing Board (LGB) Ashlawn/ Houlton / Henry Hinde Cornwallis Site / Henry Hinde Grenville Site
Job Title:	Governor
Contract	Voluntary role
Responsible to:	Chair of LGB
Key relationships/Liaison with:	LGB Members Academy Principal and Senior Leadership Team Trustees
Job purpose:	To support the LGB in holding the Principal and leadership to account for the performance of the academy.
MAIN ROLE AND RESPONSIBILITIES:	
<p>Holding the Principal and senior leaders of the Academy to account, being the ‘critical friend’ regarding the Academy’s educational performance, and staff and pupil wellbeing by:</p> <ul style="list-style-type: none"> • regular analysis of Academy performance data • assuring performance through triangulation of available data • observing performance through academy visits and in meeting with leadership <p>Providing demonstrable, informed and supportive guidance and direction to the Principal and the senior leaders of the academy through:</p> <ul style="list-style-type: none"> • regular communication and contact • responding to all communication from the academy and that of the Trust Board • attendance and proactive engagement in LGB meetings <p>Maintaining operational transparency, effective and efficient business performance and meeting regulatory demands by:</p> <ul style="list-style-type: none"> • Adherence to, and the proper and timely execution of, the powers of delegated authority as set out in the TLETs Scheme of Delegated Authority (SoDA) • Compliance with the TLETs Code of Business Conduct <p>Safeguarding pupils and staff through the disciplined adoption of working practices in accordance with statutory guidance including, but not limited to, Keeping Children Safe in</p>	

Education.

Conducting the policy, actions, and operational matters of the Academy by:

- Confirming Academy 'local' policy and management priorities
- Participating in appeals hearings, include review panels following suspensions and exclusions, and determining decisions.

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. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

Job Title: Governor
Responsible to: Chair of Local Governing 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 acts as selection criteria and gives an outline of the types of person 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
Qualifications/ Training	<ul style="list-style-type: none">No specific requirements	<ul style="list-style-type: none">No specific requirements
Experience		Examples include: <ul style="list-style-type: none">Work in education sectorBeing a parent/ carerBusiness disciplines such as strategy, change management, QA, communications, marketing
Knowledge/Skills (Ability to)	<ul style="list-style-type: none">Communicate effectivelyInfluenceEvaluation of information	
Personal Qualities	<ul style="list-style-type: none">TrustworthyFlexibleReliableCommittedChallengingCollaborative	<ul style="list-style-type: none">CuriousConfidentCreative

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).

Completed application forms should be emailed to governance@tlet.org.uk or posted to:

Governance Professional
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 or selecting option 1 on our telephone menu – 01788 593900.

Recruitment Timeline

- **Position advertised:** May 2025
- **Applications to be submitted by:** 30 June 2025
- **Target start date:** September 2025