



**SANCTA
FAMILIA**
CATHOLIC ACADEMY TRUST

Head of Governance and Growth

Job Description
September 2025



Job Title	Head of Governance and Growth
Contract Type	Permanent
Location	Various – Across South/ South West London
Reporting to	Chief Executive Officer
Responsible for	Leading Governance and Company Secretary duties
Salary Range	£45,800 - £52,087
Full time	5 days per week

Purpose of the role

The Head of Governance and Growth plays a dual role in ensuring the Trust is governed to the highest standards while supporting the Trust's strategic growth in line with its Catholic mission.

The postholder ensures the Trust remains compliant, transparent, and accountable, while also working with the Executive Team, Board, and Diocese to bring new schools into the Trust, strengthen relationships with stakeholders and build governance capacity for the future.

Key Responsibilities

1. Governance Leadership

- **Governance Framework:** Develop, implement, and continuously refine a governance framework that ensures clarity of roles, responsibilities, and accountability across Members, Directors, Committees, and Local Governance Committees.
 - **Compliance Oversight:** Act as Company Secretary, ensuring statutory duties are met under charity and company law, the Academy Trust Handbook, and ESFA requirements. Maintain statutory registers, filings, and records.
 - **Board & Committee Support:** Provide professional clerking and advisory support to the Trust Board, Committees, and Members' meetings. Ensure agendas are forward-looking, minutes are accurate, and decisions are implemented.
 - **Governance Training & Development:** Lead a structured programme of induction, training, and development for Directors, Governors, and Clerks, ensuring governance capability is continually strengthened.
 - **Policies & Procedures:** Draft, review, and update governance-related policies, including the Governance Handbook and Scheme of Delegation, ensuring these remain current and effective.
 - **Safeguarding & Integrity:** Ensure safeguarding responsibilities are fully embedded into governance processes and that all governance activity upholds the Nolan Principles of Public Life.
 - **Communication:** Act as the key link between Board-level governance and local governance, promoting two-way dialogue and ensuring alignment with the Trust's Catholic ethos.
 - **Evaluation & Improvement:** Lead governance reviews, skills audits, and effectiveness audits, reporting findings and recommending improvements.
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2. Growth & Strategic Development

- **Trust Expansion:** Work with the CEO, Executive Team, and Diocese to identify and pursue opportunities for new schools to join the Trust, ensuring all growth is mission-aligned and sustainable.
- **Due Diligence:** Lead governance and compliance due diligence for potential new academies, including assessing risks, readiness, and cultural fit with the Trust.
- **Onboarding & Integration:** Develop and oversee governance onboarding for schools joining the Trust, including local governance structures, induction of governors, and alignment with Trust processes.
- **Strategic Planning:** Support the Board and Executive Team in shaping medium- and long-term growth strategies, considering diocesan priorities, community needs, and national education policy.
- **Stakeholder Engagement:** Build and maintain strong working relationships with the Diocese, Local Authorities, school leaders, and community partners to support Trust growth and reputation.
- **Capacity Building:** Anticipate governance needs for expansion, ensuring the Trust has the structures, systems, and skilled people required to govern a larger organisation.
- **Communications & Advocacy:** Work with senior leaders to communicate the Trust's vision for growth and Catholic mission to internal and external audiences, enhancing visibility and confidence.
- **Innovation & Sustainability:** Promote innovative governance practices and organisational development approaches to ensure that Trust growth is both high-quality and sustainable.

Person Specification

Criteria	Essential	Desirable
QUALIFICATIONS AND TRAINING		
Degree level qualification		✓
Relevant professional qualification and/or membership of a professional body such as the NGA		✓
PROFESSIONAL QUALITIES, KNOWLEDGE & EXPERIENCE		
GOVERNANCE AND GROWTH		
Knowledge and understanding of the legal framework within which the trust operates, its board functions and an appreciation of the need to work within that framework	✓	
Experience of leading or supporting organisational growth, change management, or strategic development within education or a similar sector.	✓	
Understanding of the process of academy conversions, due diligence, and the legal and regulatory frameworks involved in school expansion.		✓



Proven ability to build and maintain partnerships with a wide range of stakeholders, including diocesan bodies, local authorities, school leaders, and community organisations.	✓	
Experience of project management, particularly in multi-stakeholder environments, with an ability to deliver outcomes to tight deadlines.	✓	
The ability to provide authoritative advice and assistance in an accurate and concise manner at a senior level	✓	
Experience in administration of the meetings of corporate bodies in either the public or private sector.	✓	
Meticulous attention to detail and problem-solving skills	✓	
Excellent written and verbal communication skills, including presentations	✓	
Excellent time-management and organisational skills	✓	
Awareness of KCSIE and safeguarding responsibilities	✓	
Behave in a professional manner, as set down in the Code of Conduct, including acting in strict confidence.	✓	
Experience in marketing, communications, or advocacy for organisational growth		✓
PERSONAL QUALITIES, SKILLS & ATTRIBUTES		
Strategic thinker who can see the “bigger picture” and align growth with the Catholic mission and Trust values.	✓	
Strong influencing and negotiation skills to build confidence and secure commitment from schools and stakeholders.	✓	
Analytical skills to assess risks, opportunities, and readiness for schools considering joining the Trust.	✓	
The postholder will be in sympathy with the Catholic faith and so be able to clearly support our Catholic mission, the work of the Trust and that of the wider Catholic faith.	✓	
Commitment to uphold the 7 principles of public life (the Nolan principles) at all times	✓	
Good interpersonal skills and the ability to communicate effectively with Board members and members of school governance committees, individually and collectively, and with a wide range of other stakeholders, including Diocesan bodies and organisations	✓	
Commitment to maintaining confidentiality at all times	✓	



A pragmatic, action-orientated and outcome-focused approach with high levels of drive, energy and integrity	✓	
Ability to work under pressure, prioritise effectively, be responsive to change and be prepared and able to work flexibly	✓	
The professional and exemplary character necessary to be an ambassador for the Trust	✓	