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## **Job Description for Advisor (Local Advisory Board)**

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**Responsible to:** Chair of Trustees

**Based at:** Doncaster Local Advisory Board

**Voluntary role**

### **OVERALL PURPOSE OF THE POST**

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To provide support and challenge to the senior team to ensure high quality leadership within the College is reflected in strong outcomes for students. To ensure that the values, ethos, culture and policies of the Trust permeate through the College. To ensure that high expectations for student behaviour, attendance and punctuality are embedded throughout the College.

### **MAIN DUTIES**

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1. Working as part of the Advisory Board team the group will discuss and consider issues such as:
  - Reviewing student progress and outcomes including that of different groups within the College
  - The quality and development of teaching and learning within the College
  - The College's progress with respect to improvement plans
  - Student attendance, behaviour and retention
  - Student support and safeguarding, ensuring Prevent statutory duty is being followed
  - Monitoring SEND provision and if it is meeting student's needs
  - Progression opportunities, careers and higher education guidance provided
  - Reviewing annual staff voice surveys
2. Supporting academy and community events and acting as an advocate for the College.
3. On occasion Advisors may be asked to be involved in appeals processes for the Trust's Behaviour and Attendance policy.
4. Approve all residential trips abroad on recommendation of Principal and Health and Safety Manager.
5. Adheres to the scheme of delegation at all times.
6. Attend meetings, reading papers and preparing questions for the senior leadership in advance.
7. Getting to know the College and occasionally visiting during College hours.
8. Undertaking on-line training for safeguarding, prevent, GDPR and Equality and Diversity.

All staff and volunteers have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they undertake the appropriate level of safeguarding training identified by the Trust as relevant to their role.

Duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All advisors are expected to support the achievement of the Trust/Academy's mission and strategic objectives and to demonstrate its values through their behaviour.



## Person Specification for Advisor

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience		<ul style="list-style-type: none"> <li>• Previous experience of governance</li> <li>• Previous experience of chairing meetings</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>• Good literacy skills</li> <li>• Numeracy skills and the ability to interpret data</li> </ul>	
Special Skills and Knowledge	<ul style="list-style-type: none"> <li>• Ability to question and analyse</li> <li>• Ability to ask difficult questions</li> </ul>	<ul style="list-style-type: none"> <li>• A Legal, HR or Financial background and/or</li> <li>• Experience of working in an educational setting and/or</li> <li>• Experience of working in a commercial setting</li> </ul>
Personal Skills and Qualities	<ul style="list-style-type: none"> <li>• Commitment to the role</li> <li>• Honesty and integrity</li> <li>• Inquisitiveness</li> <li>• Good interpersonal skills</li> <li>• Enthusiasm</li> <li>• Ability to work as part of a team</li> </ul>	
Additional Factors	<ul style="list-style-type: none"> <li>• Time to commit to the role</li> </ul>	