**Doncaster Deaf Trust Trustee Job Description**

**Job Title**: Doncaster Deaf Trust Trustee

**Salary Range**: N/A (Voluntary)

**Responsible to**: Doncaster Deaf Trust Board of Trustees

**Responsible for**: N/A

**Role of a DDT Trustee**

To contribute to the work of the Trust Board in ensuring high standards of achievement for all children and young people in the Trust by:

* Setting the Trust vision, ethos and strategic direction,
* Holding the Executive Principal to account for the educational performance of the Trust’s services and its pupils/students/young people, and
* Overseeing the financial performance of the Trust and making sure its money is well spent.

**DDT Trustees are expected to:**

1. ***Contribute to the strategic discussions at Trust Board meetings which determine:***

* The vision and ethos of the Trust.
* Clear and ambitious strategic priorities and targets for the Trust.
* That all children/students/young people, have access to a broad and balanced curriculum.
* The Trust’s budget.
* The high-level staffing structures within each service and key staffing policies.
* The principles to be used by senior leaders within each service to set core policies.

1. ***Hold the senior leaders of the Trust to account by monitoring the overall Trust performance, this includes:***

* Agreeing the outcomes from overall Trust self-evaluation (made up of each service area) and ensuring they are used to inform the priorities in the Trust strategic plan.
* Considering all relevant data and feedback provided, on request, by the Executive Principal, service senior leaders, and external sources on all aspects of Trust performance.
* Asking challenging questions of school leaders.
* Ensuring the Executive Principal and senior leaders have arranged for the required audits to be carried out and receiving the results of those audits.
* Ensuring the Executive Principal and senior leaders have developed the required policies and procedures and the Trust is operating effectively according to those policies.
* Listening to and reporting to the Trust’s stakeholders: pupils, parents, staff, and the wider community.

1. ***Ensure Trust staff (across all its services) have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD, and suitable premises, and that the way in which those resources are used has impact.***

**The Department for Education issued a Competency Framework for Governors in January 2017. This document provides a general overview of the skills and competencies required for Governors and Trustees (including those needed for a Chair/Vice Chair). You can download the document by** [**clicking here**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf)**.**

**Expectations of a DDT Trustee**

The average time commitment for a Trustee is two to three hours per month. This may vary depending on the Trust’s current need and any specific role you may have on the Trust (i.e. Chair, Vice, or link role) and includes meetings and background reading.

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| **Meeting/Committee/ Activity** | **Meetings per Academic Year** | **Equivalent Hours per Academic Year (attendance and preparation/reading prior to meeting)** |
| Trust Board | 4 Trust Board Meetings | 16 hours |
| Link Role | Approx. 2 Trust Visits | 6 hours |
| Finance and Audit, Committee | 4 Committee Meetings | 16 hours |
| Trust visits, training (internal and external), and general meetings/discussions. | N/A | 12 hours |
| **34 hours (3.4 hours per month based on a 10-month calendar and not attending the Finance and Audit Committee.** | | |

Trustees have a right to reasonable time off work for their public duties, although this may be unpaid. Your company’s HR department will be able to advise you on their policy.

DDT Trustees serve for four years. Trustees will have the option to be re-appointed up to a maximum of nine years.

**Practicalities of the role of Trustee**

The role of a Trustee is largely a thinking and questioning role, not a doing role. A governor does NOT:

* Write school policies.
* Undertake audits of any sort – whether financial or health and safety – even if the governor has the relevant professional experience.
* Spend much time with pupils/students/young people.
* Undertake classroom observations to make judgments on the quality of teaching – the governing board monitors the quality of teaching in the school by requiring data from the senior staff and from external sources.
* Do the job of the school staff – if there is not enough capacity within the paid staff team to carry out the necessary tasks, the governing board needs to consider and rectify this.

In order to perform this role well, a Trustee is expected to:

* Get to know the Trust and its services, including visiting occasionally during the daytime and gaining a good understanding of the services strengths and weaknesses.
* Attend induction training and regular relevant training and events.
* Read information provided by the Board or Trust in respect of national policy specific to governance and the aims and vision of the Trust as well as seeking your own information.
* Attend meetings (Trust Board meetings) and read all the papers before the meeting.
* Act in the best interests of all the pupils/students/young people of the Trust.
* Behave in a professional manner, as set down in the local governing board’s code of conduct, including acting in strict confidence.