



St Wilfrid's  
Church of England Academy

# PRINCIPAL



CANDIDATE INFORMATION

Dear Applicant,

I am delighted that you have expressed an interest in the role of Principal at St Wilfrid's Church of England Academy.

St Wilfrid's Church of England Academy is an oversubscribed 11-18 co-educational academy converter offering a first-class education underpinned by Christian values, where all students are placed at the heart of decision making, so that they can flourish and reach their full potential. With 1519 students on roll (including 244 in the Sixth Form) and drawing students from 52 feeder primary schools, the Academy has worked hard to be the first-choice school for families seeking a Christian faith-led education in the Anglican tradition in this area.

Following the retirement of the current Principal at the end of this academic year, the Trustees are seeking to appoint a dynamic leader with a clear strategic vision who can build upon the successes achieved so far.

The Academy is located within the 29th most deprived neighbourhood (out of 32844 LSOAs) in England (2019), regardless of this, the Academy champions opportunities for students to thrive. Trustees, the Senior Leadership Team and staff believe that it is our collective responsibility to develop an empathetic understanding in our students of their neighbourhood. Together with staff, there is a firm commitment to improving the life chances of all of our students through offering positive actions for change such as charitable giving, whilst equipping them to make sensible, safe choices. St Wilfrid's enjoys a hard-earned reputation as an outward looking, forward thinking Academy where staff development, through well planned CPD and the Academy-wide use of effective technology, has contributed to securing excellent outcomes for our students. In February 2018, OFSTED graded St Wilfrid's as Good and, in March 2016, SIAMS graded the Academy as Outstanding.

The new Principal will champion the ethos, values and traditions which are fundamental pillars of the Academy. With demonstrable emotional intelligence, an ability to communicate effectively with all stakeholders and a track record in school improvement which secures excellent outcomes for students, the successful candidate will be a serving headteacher looking for a fresh challenge, or an experienced Senior Leader ready to step into headship. If you believe this is you, the Trustees welcome your application.

If you were to be appointed you would be leading a team of highly skilled staff and joining an Academy which strives for excellence. All in all, it is a wonderful place to work, learn and worship. Our vision is 'Lord Direct us to **LIVE** Life to the Full', rooted in John 10:10. Whilst **L**earning we are **I**nspired and develop our **V**alues through **E**xperiences as each member flourishes. We aim to raise aspirations, realise potential and develop well rounded successful teachers and young people.

Prospective candidates are warmly invited to visit the Academy ahead of applying; the staff and students embody our Christian ethos and values in their daily interactions and it is believed you will experience that 'something special' feeling visitors so frequently articulate.

A requirement of the post is that applicants must be practising Christians.

If you wish to make an appointment to look around the Academy to see if St Wilfrid's is your next step in leadership, please contact the PA to the Principal, Mrs K Nightingale via email at [KNightingale@saintwilfrids.com](mailto:KNightingale@saintwilfrids.com) or by phone 01254 604000.

Please submit the Diocesan Board of Education's application form for Principals, which can be downloaded from the Academy website, along with a letter of application of not more than four A4 sides detailing how your experiences to date qualify you for the post to Mrs K Nightingale via email [KNightingale@saintwilfrids.com](mailto:KNightingale@saintwilfrids.com).

Yours faithfully,



**David Rintoul**  
Chair of Trustees



“ The Academy has a **crystal-clear vision** and wants pupils to grow as individuals and have **high aspirations.** ”

OFSTED 2018

# CLOSING DATE

PLEASE SUBMIT ALL APPLICATIONS BY 12 NOON ON **MONDAY 31<sup>ST</sup> JANUARY 2022.**

## WHAT ARE OUR STUDENTS LOOKING FOR?

*"... values the Sixth Form students as young leaders."*

*"... is kind and caring and inspires us to learn."*

*"... listens to the ideas of students."*

*"... is positive and uplifting to all students."*

*"... can motivate change inside the Academy and make a difference."*

*"... is a great leader."*

*"... can empower others to maximise their opportunities."*

**A Principal who...**

*"... is loving and kind, helpful and generous."*

*"... sees the value in extra curricular activities."*

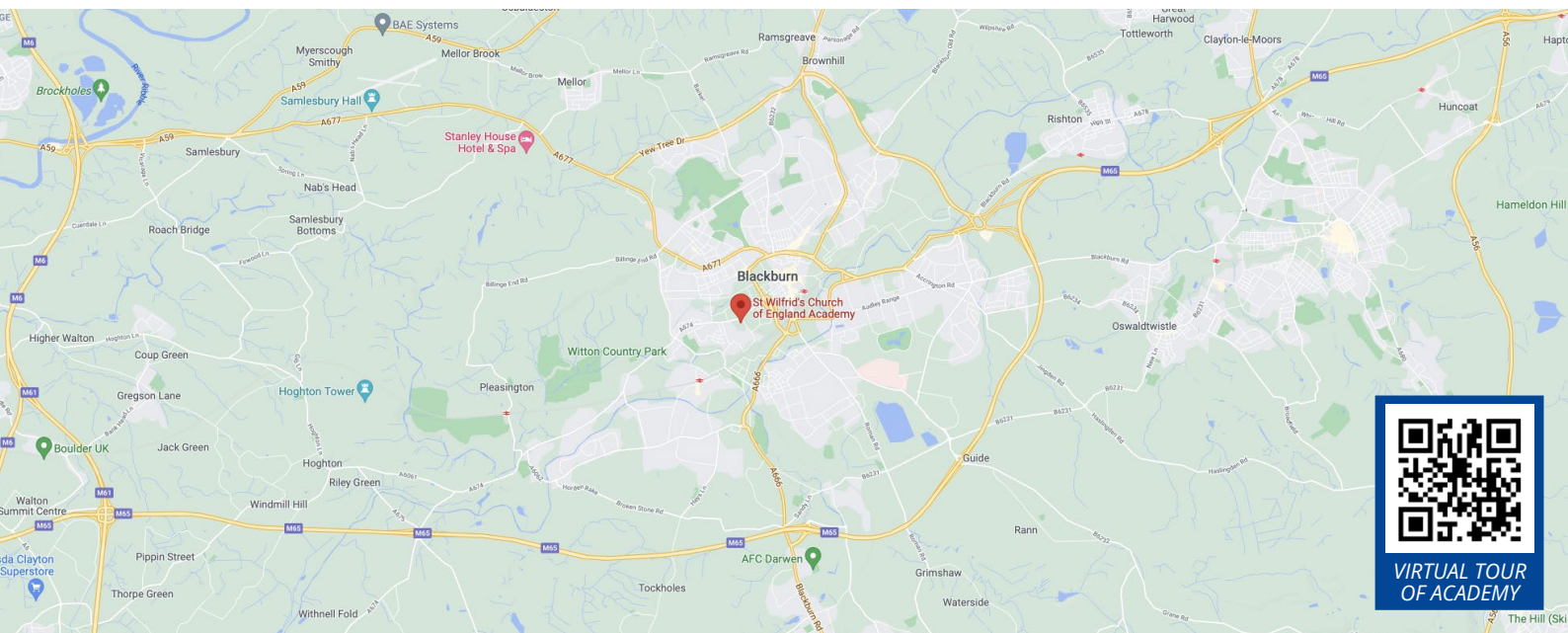
*"... cares about student mental health and well-being and puts this as one of their top priorities."*

*"... will protect our school."*

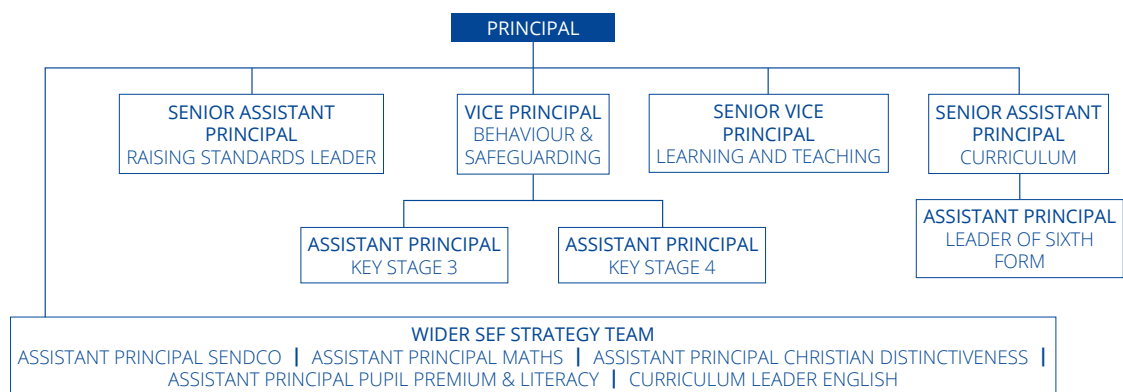
*"... tailors their approach to the Sixth Form students."*

*"... is accepting, supportive and inclusive."*

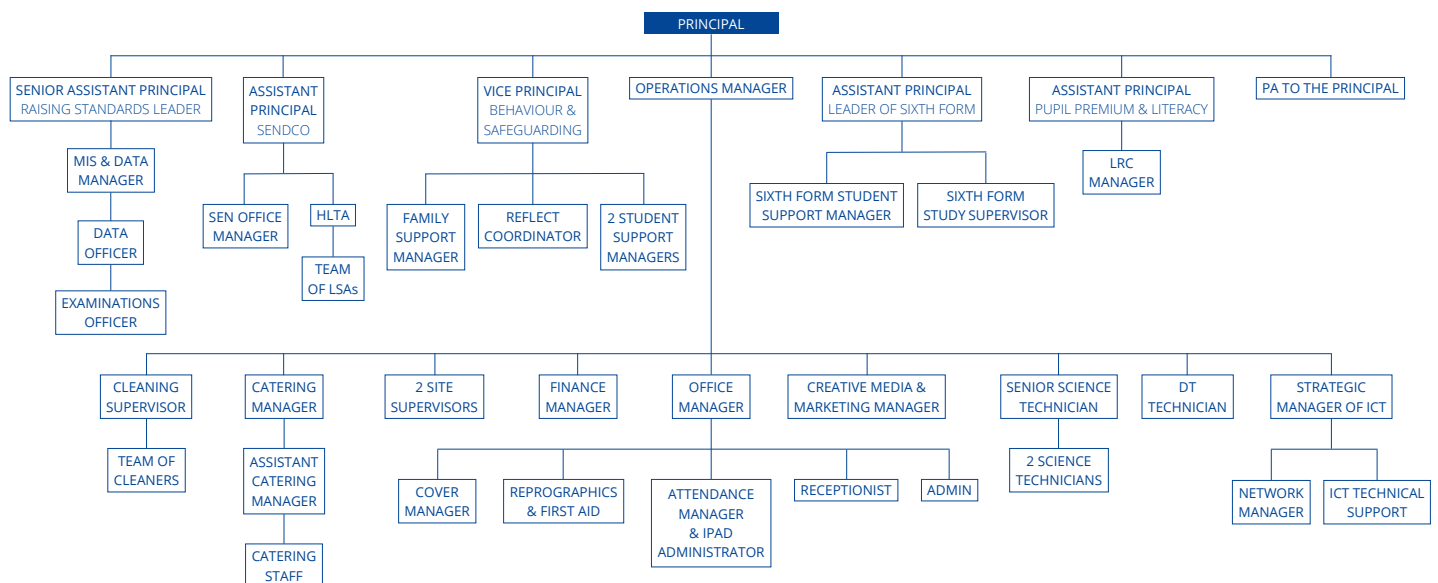
# WHERE TO FIND US *(DUCKWORTH STREET, BLACKBURN, BB2 2JR)*



## SENIOR TEAM STRUCTURE



## SUPPORT STAFF STRUCTURE



# Lord direct us to *live* life to the full

“ The Christian ethos at the Academy helps give us a sense of security and moral guidance that we can carry through for the rest of our life. ”

*Olivia - Year 13*



WHAT PROGRESS  
MEANS TO US

## KEY FACTS AND STATISTICS

Type of school	Mark 2 Academy Converter	% of PP students	24.4%
Age range	11-18	% of students with State-statement of education, health and care (EHC) plan	2%
Location	Blackburn, Lancashire	% of students with EAL	13.4%
Denomination	Church of England Diocese of Blackburn	GCSE Results 2019	
Co-education or single sex	Mixed	English % 4 - 9	89.4%
Number of students	1519	Maths % 4 - 9	80%
Attendance (2018/19)	95.9%	English and Maths % 4 - 9	78.7%
Number of staff	103 Teaching 44 Support	Progress 8 Score	+0.51(well above average)
		Attainment 8 Score	53.1

We have not included the 2020 or 2021 data as these were centre assessed grades. However, student performance in both of these years was equally strong.

# JOB DESCRIPTION



**Strategic liaison with:** Chair of the Trust Board

**Reporting to:** Trust Board

**Responsible for:** Academy Leadership and Improvement

**Working Time:** Full time

**Salary:** L37- L43 (£81,942 – £117,197)

**Disclosure Level:** Enhanced with list checks

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## CONTEXT

The Principal of St Wilfrid's is the Chief Executive Officer of the Academy Trust, Accounting Officer for the Trust (see Appendix A) and fulfils all the duties and responsibilities of Headteacher of St Wilfrid's School and Sixth Form as defined by the School Teachers' Pay and Conditions Document in force and updated from time to time.

This Job Description is therefore a mix of roles, responsibilities and accountabilities drawn from:

1. The nature of the Academy Trust as a Church of England Trust within the Blackburn Diocesan Board of Education's remit;
2. The potential for growth of the Trust under the strategic direction of the Board;
3. The mixture of Chief Executive Officer, Accounting Officer (Appendix A refers) and Headteacher roles incorporated in the Principal's job.

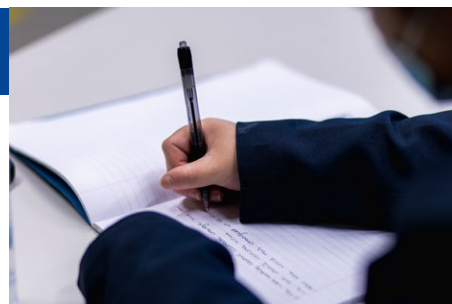
Incorporated into this Job Description are standards and expectations allied to:

4. The Master and Supplemental Funding Agreements of the Trust;
5. The Academy Trust Handbook issued by the ESFA from time to time in force;
6. Company and Charity Law applicable to the Trust;
7. The Equality Act 2010, as amended;
8. The SEND Code of Practice;
9. The Nolan Principles;
10. The Headteacher Standards 2020 (and any subsequent iteration);
11. The work of the Confederation of School Trusts on the role of the CEO in an Academy Trust;
12. The School Teachers' Pay and Conditions Document.



## 1. MAIN PURPOSE

- To support St Wilfrid's C of E Academy Board in the efficient and effective delivery of the Academy's commitment, strategic aims and corporate plan, to uphold the Trust's Mission Statement, Church of England ethos, and to provide visible leadership across the organisation.
- To further develop the reputation of St Wilfrid's C of E Academy Trust locally, regionally and where appropriate nationally within the Church of England family of Schools.
- To be an outstanding strategic Christian leader, who is able to develop and articulate the vision, values and ethos for the St Wilfrid's C of E Academy Trust and who will inspire and empower others to share in achieving them.
- To be accountable and take responsibility for the educational and pastoral performance of St Wilfrid's C of E Academy as a driven leader who will be committed to creating the optimum educational and life opportunities for all students across the Academy.
- To be accountable and take responsibility for the development and maintenance of outstanding SEND provision.
- To be accountable and take responsibility for the performance of the support function of St Wilfrid's C of E Academy, including Finance, Human Resources, ICT, Facilities Management, Catering, Health and Safety, Marketing, Public Relations and Administration.



## 2. STRATEGIC

- Develop and facilitate St Wilfrid's C of E Academy in accordance with the Academy Board's and Academy's stated aims, objectives and values.
- Provide strong and effective leadership, vision and strategic direction to Academy staff to achieve the highest levels of performance and ensure a culture of continuous improvement with improving outcomes for all students at the heart.
- Develop St Wilfrid's C of E Academy's distinctive Christian ethos and model effective Christian leadership and lifestyle, based on the Christian ethos St Wilfrid's C of E Academy espouses.
- Develop and implement an effective environment that allows St Wilfrid's C of E Academy to achieve excellence.
- Take responsibility for the annual business plan and key documents such as St Wilfrid's C of E Academy's long-term strategic plan, self-evaluation and development plan.
- Together with St Wilfrid's C of E Academy Trust Board, ensure robust and appropriate proactive risk mitigation and management for the Trust.
- Develop and maintain effective relationships with the Regional Schools Commissioner (RSC), Department for Education (DFE), Education and Skills Funding Agency (ESFA), Blackburn Diocesan Board of Education (BDBE), Blackburn Cathedral, Woodard, Local Authorities as appropriate, Trustees, Governors and Trade Unions in order to ensure the success of St Wilfrid's C of E Academy.

*"The Academy's  
Christian Ethos  
and strong  
values underpin  
everything."  
- Ofsted*



- Maintain an outward facing role within the local community on behalf of St Wilfrid's C of E Academy to further its external relationships, future growth and development.
- Have overall responsibility for the operation of effective risk management procedures, including the maintenance of a Trust Risk Register to safeguard the Trust's activities.
- Secure an overall improvement in the educational outcomes for students.

### 3. LEADERSHIP AND MANAGEMENT

- Be proactive and drive the strategic priorities ensuring that St Wilfrid's C of E Academy's improvement plan is fully delivered.
- Lead and manage the operation of St Wilfrid's C of E Academy so that all pupils benefit from the highest quality education, in a Church of England context.
- Lead and manage all operations through the agreed organisational structure and accountability matrix, and through the development, implementation and review of the Academy's policy to achieve the Board's stated objectives.
- Ensure the effective capture and reporting of all data to meet statutory and legislative standards.
- Provide motivational and inspirational leadership at all levels of the organisation.
- Ensure St Wilfrid's C of E Academy's staffing, management and organisational structures are fit for purpose and facilitate continuous improvement.
- Ensure that there are clear performance management and quality assurance systems embedded across the Academy that drive consistency and improvement in performance.
- Achieve effective communication, both internally and externally to St Wilfrid's C of E Academy, including liaising with all stakeholders and the local and national media.
- Provide or secure professional advice to the Board on securing and maintaining effective governance arrangements for the Academy, and for ensuring compliance with Company/Charity Law, including the suitable provision of the role of Company Secretary to the Trust.
- Lead on St Wilfrid's C of E Academy's strategy for marketing and public relations, ensuring that the Academy acts in accordance with the Trust's strategy.
- Maintain oversight of development planning and self-evaluation.

### 4. SCHOOL IMPROVEMENT AND OUTCOMES

- Be accountable for standards across St Wilfrid's C of E Academy, set high professional standards and ensure the education vision is understood and embraced.



*"You have created an inclusive and supportive community in which students from a diverse range of backgrounds work well together."*

**- Ofsted**



- Review the progress of St Wilfrid's C of E Academy, liaising with the Board, and take action as necessary to ensure that progress and improvement is delivered and maintained, with a drive towards agreed levels of progress and the highest grade of external validation.
- Be responsible for developing and leading the process for improvement across St Wilfrid's C of E Academy, providing quality assurance and accountability; this will be achieved through a rigorous and robust system of target setting, which will be reported to the Trust board.
- Provide accurate and timely reports of activities and performance to the Trust Board, and all other stakeholders in accordance with requirements, devising succinct but informative summary reporting systems.
- Lead an Academy wide improvement function that will ensure that the requirements in St Wilfrid's C of E Academy's performance are identified, analysed and appropriately costed, and prioritised solutions are developed and secured. This includes the commissioning of internal resources through school-to-school support and/or external support from a range of providers or individuals who meet strict and agreed criteria for quality, including evidence of effectiveness and impact.
- Utilise the collective strengths of St Wilfrid's C of E Academy's community for the benefit of all, so that students receive the best possible outcomes.

## 5. SEND PROVISION

- Ensure the Trust holds ambitious expectations for all pupils with additional and special educational needs and disabilities.
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.
- Ensure the Trust works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

## 6. RESOURCES / CHANGE MANAGEMENT

- Develop and efficiently manage the learning environment, resources (people / assets / finances) and facilities of St Wilfrid's C of E Academy, planning for future demand, priorities and issues.
- Accountable for large scale asset management across the estate including the oversight of major capital projects and funding applications.
- Take responsibility for the implementation of appropriate insurance arrangements within St Wilfrid's C of E Academy.
- Ensure St Wilfrid's C of E Academy effectively manages its talent through strategic CPD and succession planning.



*"The Academy has an excellent transition and induction programme for new Y7 pupils and my child has benefited from these."*

**- Parent**



- Lead the development and implementation of robust HR policies and procedures across St Wilfrid's C of E Academy.
- Lead St Wilfrid's C of E Academy's HR service, ensuring appropriate support is provided to colleagues within the Academy. Lead on the establishment and continuous review of an appropriate staffing structure.
- Be responsible for meeting the demands of changing legislation, new initiatives and changing practice.
- Lead, oversee and advise on the allocation of resources across St Wilfrid's C of E Academy.
- In line with the agreed models of delegation, to select, train, develop, empower and motivate the senior staff of St Wilfrid's C of E Academy; to appoint associate consultants as appropriate; and to lead recruitment and staff development.
- Provide oversight of an efficient and effective curriculum model within St Wilfrid's C of E Academy.



## 7. FINANCE AND PROCUREMENT

- Be the Accounting Officer for the Trust ensuring that it works to the standards set out in the Academy Trust Handbook, ensuring that the funds available to the Trust are used properly, efficiently and effectively.
- Ensure the long-term financial sustainability, by confirming that proper financial systems are established and effectively monitored, that appropriate action is recommended to address problems identified and to ensure that the Trustees are presented with accurate and timely financial reports.
- Have oversight of the Trust's Financial Regulations, ensuring that they remain up to date and are effectively implemented, to include the oversight of appropriate/compliant procedures for procurement.
- Ensure all legal requirements for services, supplies etc are structured appropriately and in the best interests of St Wilfrid's C of E Academy.
- Develop and maintain a strong and effective relationship with the DfE, ESFA and relevant funding bodies to ensure the funding streams are secured that support the forecast growth.
- Monitor and have oversight of the annual budgets of St Wilfrid's C of E Academy to ensure that all budgetary targets are met and efficiencies are maximised.
- Have oversight of the preparation of financial returns and management accounts for St Wilfrid's C of E Academy.
- Through the most appropriate agreed roles within St Wilfrid's Academy structure, negotiate and agree optimum prices with various service providers in order to achieve economies of scale, and to adopt the appropriate procurement process.
- Develop and implement strategies for the generation of additional revenue and resources for St Wilfrid's C of E Academy, including applications for appropriate grant funding.



*"Sixth Form students are effective role models for younger pupils."*  
- Ofsted



## 8. COMPLIANCE

- Ensure that St Wilfrid's C of E Academy meets all legislative and statutory requirements, including Health and Safety, Safeguarding and those required by the Department for Education, HMRC, Companies House, and the Charity Commission, Data Protection, Freedom of Information, the Master and Supplementary Funding agreements.
- Secure professional advice to the Trust Board on legal matters and matters of Governance.
- Have oversight of the Trust's arrangements for external and internal audit arrangements and advise the Trust Board accordingly. Implement audit arrangements that meet the requirements of the Academy Trust Handbook.



## 9. PARTNERSHIPS

- Develop and lead a partnership strategy that ensures St Wilfrid's C of E Academy participates in local, national and international education networks.
- Identify key agencies, individuals and groups that could enhance the delivery of St Wilfrid's C of E Academy's strategy at local level and build relationships locally, nationally and internationally to secure their support in partnership with the relevant personnel from within the Academy.
- Work, in a spirit of generosity, in partnership with Blackburn Diocesan Board of Education and other members of the local clergy and the Diocese's ecumenical partners.
- Share skills, expertise and capacity across St Wilfrid's C of E Academy and embed system leadership practice.
- Build and maintain strong relationships with parents/carers, students, staff, and governors across the Trust.



## ADDITIONAL NOTES

- This job description sets out the main purpose and some of the duties of the post. The Principal is required to undertake any other reasonable tasks at the discretion of the Chair of the Trust Board. These responsibilities will be discussed annually as part of the Principal's annual performance management review and are subject to change in order for St Wilfrid's C of E Academy to develop strategically and effectively.
- An Enhanced DBS Check along with Section 128 checks will be requested on successful application to a position at the Trust.
- St Wilfrid's C of E Academy operates a strict no smoking policy.

*"Students  
relish the wide  
variety of extra-  
curricular  
activities, trips  
and visits."  
- Ofsted*

# PERSON SPECIFICATION

*The applicant will be required to safeguard and promote the welfare of children and young people.*

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

St Wilfrid's Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Candidates will be shortlisted against the person specification for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

	CRITERIA	ESSENTIAL / DESIRABLE
<b>A. FAITH COMMITMENT</b>		
1	Regular involvement in a church in membership of Churches Together in England, The Evangelical Alliance or North West Gospel Partnership. (This requires evidence of current church involvement and a clear indication of the applicant's beliefs in relation to a Church school)	E
<b>TO BE ABLE TO DEMONSTRATE THEIR KNOWLEDGE AND UNDERSTANDING OF THE FOLLOWING IN THE CONTEXT OF A CHURCH OF ENGLAND ACADEMY TRUST.</b>		
2	Leading school worship	E
3	Ways of developing religious education and worship	E
4	A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Christian ethos of the school	E
5	How relationships should be fostered and developed between the school, local Church and its community and Diocese of Blackburn	E
6	Ways of leading the spiritual development of all the school community	E
<b>B. QUALIFICATIONS</b>		
7	Qualified teacher status	E
8	Degree	E
9	NPQH/CEPQH/NPQEL or evidence of master's level preparation for headship training	E
<b>C. PROFESSIONAL DEVELOPMENT</b>		
10	Evidence of a significant commitment to ongoing leadership and management professional development and its impact on the candidate's practice	E
11	Up to date safeguarding training and knowledge of legislation for the protection of young people.	E
<b>D. LEADERSHIP AND MANAGEMENT KNOWLEDGE AND EXPERIENCE</b>		
12	Successful leadership as a Headteacher or Executive leader	D

13	Successful leadership as a Deputy Headteacher for at least five years prior to this application	E
14	Evidence of successfully leading school improvement	E
15	Evidence of the application of strategies to review, evaluate and improve teaching and learning	E
16	Experience of successfully leading curriculum development	E
17	Experience of monitoring staff performance and the impact thereof	E
18	Experience of effective budget management and financial analysis	E
19	An understanding of strategic financial planning in relation to its contribution to school improvement and pupil achievement	E
20	The ability to provide support and advice to the Board to enable it to meet its responsibilities	E
21	To have had experience of guiding, mentoring or training individuals or teams	E
22	Good awareness of current national education policy and strategy	E
23	A passion for achieving the very best outcomes for all children	E
<b>E. EXPERIENCE AND KNOWLEDGE OF TEACHING</b>		
24	Proven excellence in teaching pupils in the secondary phase	E
25	To have a working and current knowledge and understanding of key stage 5 provision in the secondary phase	D
26	To have a working and current knowledge and understanding of key stages 3 and 4 in the secondary phase	E
27	Can effectively analyse school data and identify appropriate actions which then form part of the school improvement plan	E
28	Commitment to ensuring inclusion and addressing diversity positively	E
29	A sound understanding of how children learn, how teachers can best teach and how to raise achievement for all pupils	E
<b>F. PROFESSIONAL ATTRIBUTES</b>		
30	Strong behaviour management skills	E
31	An ability to communicate effectively and persuasively, both orally and in writing, with a range of audiences	E
32	To be a leader of learning; demonstrating, promoting and encouraging outstanding classroom practice	E
33	A commitment to the professional development for all staff and self	E
34	Have a proven commitment to sustained attendance at work	E
35	To be able to assess and balance risks and opportunities	E
36	An ability to engage and work collaboratively with parents and carers	E
37	The ability to plan, prioritise and organise self and others	E
38	A clear vision for an innovative, progressive and forward thinking school	E
39	The ability to communicate the clear vision for the school to all relevant people	E
<b>G. PERSONAL QUALITIES</b>		
40	The capacity to provide inspirational, enthusiastic and innovative educational and executive leadership	E
41	The strength of character to challenge the Board where necessary, including in the role of Accounting Officer	E
42	A caring and considerate attitude towards children, which values each child's potential and recognises each child as an individual	E
43	Flexibility, initiative and personal responsibility to maintain a positive attitude in the face of a challenging and demanding job	E
44	An ability to establish effective working relationships with a wide and diverse range of people including pupils, parents, Trustees, colleagues, other professionals and wider community	E
45	The ability to inspire confidence	E

46	Excellent interpersonal skills and emotional intelligence	E
47	The ability to perform effectively under pressure, to know their own limits and to exercise self-care	E
48	The ability to build, create and then communicate a clear vision for the Academy	E
49	Think analytically and creatively and demonstrate initiative in solving problems	E
50	Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	E

#### **H. SAFEGUARDING**

51	Display commitment to the protection and safeguarding of children and young people; have experience of successfully developing and maintaining a safeguarding culture	E
52	The ability to form and maintain appropriate relationships and personal boundaries with young people	E
53	Have up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	E
54	Experience of successful co-operation and joint working with relevant agencies to protect young people	E

#### **I. REGULATORY AND STATUTORY KNOWLEDGE**

Each candidate will be expected to demonstrate knowledge and understanding of the full range of sources of which are incorporated into the Job Description, including:

1. The Master and Supplemental Funding Agreements of the Trust;
2. The Academy Trust Handbook issued by the ESFA from time to time in force;
3. Company and Charity Law applicable to the Trust;
4. The Equality Act 2010, as amended;
5. The SEND Code of Practice;
6. The Nolan Principles;
7. The Headteacher Standards 2020 (and any subsequent iteration);
8. The work of the Confederation of School Trusts on the role of the CEO in an Academy Trust;
9. The School Teachers' Pay and Conditions Document.

Candidates will be expected to show evidence of having applied this knowledge and understanding in their current setting as well as an awareness of how this will be applied in Saint Wilfrid's C of E Academy.

#### **J. CONFIDENTIAL REFERENCES AND REPORTS**

55	Positive and supportive faith reference from the priest/minister where the applicant regularly worships.  Candidates who do not use their Parish priest/minister must give an explanation in the letter of application.	E
56	Positive recommendation from all referees, including current employer	E

#### **K. APPLICATION FORM AND SUPPORTING STATEMENT**

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the post.

## **Appendix A: Accounting Officer Responsibilities**

The Accounting Officer's responsibilities are given in the Academy Trust Handbook (2021 sections 1.37 – 1.44, but future iterations are hereby incorporated into the Job Description).

The designated responsibilities are:

- Give assurance (to Parliament and the public) of high standards of probity in the management of public funds, particularly regularity, propriety and value for money;
- Adhering to the Seven Principles of Public Life;
- Having oversight of financial transactions (under Trustees' control, measures to prevent losses or misuse, multi-person operation of accounts and records, accurate accounting records);
- Completing annual statement on regularity, propriety and compliance;
- Taking personal responsibility for assuring compliance to the Board;
- Advising on Board intent or action if incompatible with the articles, funding agreement or handbook;
- Notify the ESFA if they consider the Board is in breach of the articles, funding agreement or handbook.