

Job Description



Job Title: School Governance & Assurance Lead	Service Area: Education Improvement and Outcomes	
Directorate: CYPS	Post Number:	Evaluation Number: 7878
Grade: P05	Date last updated: August 2026	
People at the heart of everything we do We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team. Equality and diversity We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work. Protecting our staff and services Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately. Corporate parent We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.		

Overall Purpose of Job

The School Governance & Assurance Lead is the Council's strategic lead officer for school governance, accountability and governance assurance across maintained schools and relevant education settings. The postholder is responsible for developing and implementing the borough-wide governance assurance framework, advising senior leaders on governance risk, and ensuring effective governance arrangements support educational outcomes, safeguarding, finance and statutory compliance.

The postholder will establish clear governance expectations, develop and maintain policy and procedural frameworks, and provide assurance to senior leaders on the effectiveness of governance arrangements. The role works closely alongside School Improvement and Partnerships colleagues to ensure governance standards are embedded through existing partnership structures and does not have responsibility for operational delivery, coordination or administration.

Job Summary

The postholder acts as the Council's principal adviser on school governance, governance assurance and accountability matters.

The postholder leads the development, implementation and continuous review of the borough's governance assurance strategy and framework, ensuring effective oversight of governance compliance, risk management and statutory responsibilities across maintained schools and relevant education settings.

The postholder is accountable for identifying, assessing and reporting governance risks, compliance issues and emerging concerns to Assistant Directors, Directors, Leadership Team and other senior decision-making forums. providing professional challenge and recommendations to support effective decision-making.

The postholder represents the Education Directorate in corporate governance, audit, risk management and assurance forums and leads complex governance reviews and investigations where governance failure, safeguarding concerns, financial irregularity or significant organisational risk has been identified.

The postholder works in close partnership with School Improvement, Partnerships and wider Education Directorate colleagues to strengthen governance effectiveness and embed governance standards across the borough.

The role exercises significant professional authority, influence and challenge across governing boards, school leaders, senior officers and partner organisations.

The postholder engages with headteachers, chairs of governors, clerks, officers, elected members and external partners as required.

The postholder operates with a high degree of professional autonomy, providing strategic leadership for governance assurance across the Education Directorate.

Key Tasks and Accountabilities:

- Act as the Council's strategic lead for school governance, governance assurance and accountability, establishing and promoting high standards of governance across maintained schools and relevant education settings.
- Lead the development, implementation and continuous review of the borough-wide governance assurance framework, ensuring effective arrangements are in place to monitor compliance, identify risk and provide assurance on governance effectiveness.
- Lead the development and implementation of governance-related policies, procedures, standards and frameworks to ensure compliance with statutory requirements, regulatory expectations and corporate priorities.
- Provide strategic leadership and expert advice on governance, accountability and compliance matters to senior officers, headteachers, governing boards and elected members.
- Identify, assess and monitor governance risks and emerging issues, ensuring appropriate escalation, intervention and mitigation strategies are implemented.

- Develop and maintain an up to date risk register and ensure timely interventions and escalation to school leadership teams, Directors, Assistant Directors, Directorate Leadership Teams, Cabinet and external stakeholder groups such as DfE Regional Officers and Diocesan Education Advisers
- Lead the production and presentation of governance assurance reports, risk assessments and recommendations to Assistant Directors, Directors, DMT, ELT and other strategic decision-making forums as required.
- Lead complex governance reviews, investigations and assurance activity where governance failure, safeguarding concerns, financial irregularity, compliance breaches or significant organisational risk have been identified.
- Exercise professional authority and challenge to governing boards, school leaders and senior officers where governance arrangements do not meet required standards or present a risk to the Council.
- Lead on governance aspects of internal and external audit activity, coordinating responses to audit findings and ensuring implementation of recommendations and improvement actions.
- Monitor and interpret legislative, regulatory and policy developments affecting school governance and advise on the implications for local policy, practice and assurance arrangements.
- Represent the Education Directorate at corporate governance, audit, risk management and assurance forums, contributing to the development of corporate governance and risk management arrangements.
- Lead the development and oversight of governance training, development and support frameworks to strengthen accountability, statutory compliance and governance effectiveness across the borough.
- Develop and maintain effective relationships with governing boards, headteachers, elected members, partner organisations, regulators and external stakeholders to promote high standards of governance and accountability.
- Contribute to the strategic development of education services, ensuring governance, risk and assurance considerations are embedded within service planning, organisational change and improvement programmes.

Other Duties

- The postholder will be expected to carry out such other reasonable duties as may be required, consistent with the level and responsibilities of the role

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA- Essential	METHOD OF ASSESSMENT
KNOWLEDGE: Significant experience of leading governance, assurance, compliance, audit or risk management functions within a complex public sector organisation. Strong understanding of statutory responsibilities relating to school governance, safeguarding, finance and accountability. Experience of leading the development and implementation of governance frameworks, assurance arrangements, policies and organisational standards.	Application and Interview Application and Interview Application and Interview

Experience of working with senior leaders and providing assurance, advice and professional challenge. Experience of supporting audit processes and responding to audit findings and recommendations	Application and Interview Application and Interview
EDUCATION/QUALIFICATIONS Educated to degree level or equivalent experience. Relevant professional qualification in governance, audit, risk management, law, education leadership or a related discipline, or equivalent significant professional experience	Application Application
SKILLS AND ABILITIES: EXPERIENCE: Ability to analyse complex information and identify governance, compliance and assurance risks. Excellent attention to detail and high standards of accuracy Strong influencing and communication skills, with the ability to engage credibly with senior stakeholders. Ability to provide constructive challenge and advice in sensitive or high-risk situations. Excellent written skills, including the ability to produce clear reports, policies and assurance documentation. Strong organisational skills, with the ability to manage competing priorities and deadlines effectively Proactive and solution focused Critical thinker who can challenge existing ways of working to drive improvement	Application Form/Interview Application Form/Interview/Test Application Form/Interview Application Form/Interview Application, Interview & Presentation Application and Interview Application Form/Interview
PERSONAL STYLE AND BEHAVIOUR: Work collaboratively and professionally with colleagues, partners and stakeholders. Communicate clearly and effectively, exercising sound judgement and discretion.	Application Form/Interview/Test Application Form/Interview/Test

Calm, professional and impartial especially when dealing with sensitive or contentious matters Take ownership and accountability for their work, delivering to agreed standards and timescales. Demonstrate commitment to equality, diversity, inclusion and continuous improvement.	Application Form/Interview/Test Application Form/Interview/Test
OTHER SPECIAL REQUIREMENTS: Willingness to work flexibly and attend meetings outside normal working hours where required. Satisfactory DBS clearance.	Application Form/Interview Satisfactory clearance at conditional offer stage