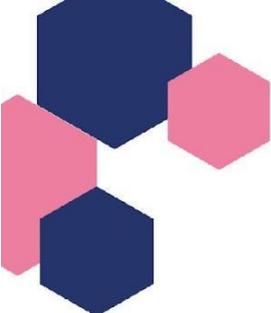


# **NOMINATIONS COMMITTEE APPLICATION PACK**

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**November 2021**



## Introduction from the President

The Chartered College of Teaching is the professional body for the teaching profession and represents more than 45,000 teachers across the country, reaching more than 3 million students.

The Royal Charter for the teaching profession was originally granted in 1849 to protect and serve teachers. In July 2017, this Royal Charter was transferred to a new professional body – the Chartered College of Teaching. The Chartered College of Teaching is a fast-growing charity making the transition from ‘start-up’ to a sustainable, impactful, high-profile organisation. The introduction of a Nominations Committee is a critical step in our governance journey.

**Vision:** Teachers are working in a research-informed way to provide the best possible education for children and young people.

**Mission:** We celebrate, support and connect teachers to deliver world-class teaching benefiting pupils and society. Together we will raise the status of the teaching profession.

By raising the status of teaching as a profession, we aim to create a world where highly skilled, passionate and competent people become the visionary and inspiring teachers of the future.

Through Chartered College of Teaching membership, teachers have access to a wealth of research, resources and insight to enable excellent teaching. By bringing the profession together and giving teachers a platform for their voices to be heard and their expertise to be respected, we can raise the status of teaching together.

The Chartered College of Teaching is seeking a small number of exceptional and experienced individuals to join the new Nominations Committee, which shall conduct due diligence and shortlist potential candidates for offices and committees of the Council, appoint some of those candidates or recommend them to the relevant body of the Council for appointment or election and oversee the nomination processes for elections.

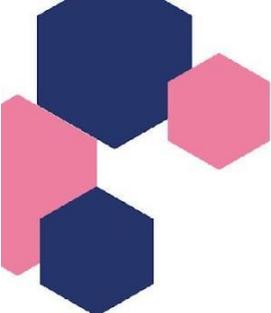
The Chartered College of Teaching is committed to furthering equity, diversity and inclusion across our organisation to ensure that we fully represent the teaching profession. We welcome applications from all candidates, particularly those with protected characteristics that are currently underrepresented in the profession, including those from Black, Asian, minority ethnic groups, LGBTQ+ and persons with disabilities.

We look forward to hearing from you.

Yours sincerely,



Stephen Munday FCCT, President of the Chartered College of Teaching



## Context

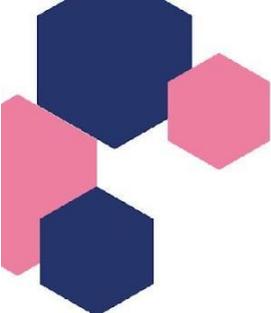
The Council of the Chartered College of Teaching is establishing a Nominations Committee and is seeking a small number of individuals to fulfil the aims of this new and important committee. This pack outlines the draft terms of reference, role description and timeline.

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# Draft terms of reference

## Nominations Committee

- i) In accordance with Regulation III 1.1.8 there shall be a Nominations Committee which **shall conduct due diligence and shortlist potential candidates for offices and committees of the Council, appoint some of those candidates or recommend them to the relevant body of the Council for appointment or election and oversee the nomination processes for elections.**
  
- ii) The remit of the Committee is to:
  - a) Consider and make recommendations to the Council on the following matters:
    - Nomination of candidates for the post of President-Elect
    - Nomination of persons of distinction for election as Honorary Fellows and Honorary Members of the College
    - The establishment and maintenance of the Professorial Appointments Board (which will make recommendations on candidates for Professors of Teaching)
    - Nomination of Professors of Teaching, on the advice of the Professorial Appointments Board (when established)
    - The development and maintenance of nominations policies and procedures
    - Undertaking regular reviews (carried out in consultation with members of the Council) of the qualities, skills, competencies and diversity required by the Council members individually, committees and the Council; and addressing any needs to strengthen the expertise available to the Council and its committees, including the appointment of co-opted committee members, where a need for additional skills, competencies, knowledge and diversity is identified.
  
  - b) Have delegated responsibility for considering and making appointments to the following posts:
    - Chairs of all committees of the Council (with the exception of the Chair of the Nominations Committee, who will be appointed by the Council)
    - Members of all committees of the Council (with the exception of members of the Nominations Committee, who will be appointed by the



Council), including the appointment of co-opted committee members, where a need for additional expertise is identified and taking account of recommendations of each committee

- Members of the Professorial Appointments Board.
- c) Promote a diverse and inclusive approach to nominations, including from time to time consulting the Diversity and Inclusion Group on policies and procedures and incorporating subsequent recommendations from the Diversity and Inclusion Group.
- iii) Membership shall comprise:
- a) Up to three Council members, appointed by the Council annually, of which at least one must be an appointed Council member
  - b) Up to two further voting members of the Chartered College of Teaching, appointed by the Council annually
  - c) Up to two voting members who are practising teachers (these can be the members in a) and b) above)
  - d) A Fellow of another professional body
  - e) The Committee may call on input from or co-opt expert non-voting contributors as it deems necessary, save that Fellows of the Chartered College of Teaching shall always constitute the majority of the membership of the Committee.

Officers of the Council will not form part of the membership of the Nominations Committee.

- iv) The Chair of the Nominations Committee shall be either a previous President of the Chartered College of Teaching, a current appointed member of the Council or a current Chair of one of the committees of the Chartered College of Teaching.
- v) The term of office for members of the Nominations Committee shall be three years. If a Council member's term of office ends, they shall cease to be a member of the Nominations Committee. The Council may invite the individual to join the Nominations Committee as a non-Council member to serve a second term on the Committee. Members of the Nominations Committee shall serve no more than two terms on the Committee (totalling a maximum of six years).

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## Role description for membership of the Nominations Committee

Candidates need not meet all of the person specification criteria to apply. However, there is an expectation that all candidates will be able to demonstrate suitable knowledge and experience of making senior appointments.

### Knowledge, skills and expertise

- A deep awareness of the national education system in England (including the place that the Chartered College of Teaching occupies within the landscape) and/or experience of working at a national system level
- Experience of a governance role in any setting (e.g. a charity trustee, in addition to governance experience with the Chartered College of Teaching if the individual is already a member of the Council of the Chartered College of Teaching)
- Experience of making senior appointments
- Experience in, understanding of, and commitment to, equality, diversity and inclusivity
- Understanding of best practices for board composition, including providing for a mix of skills, expertise and perspectives on the Council
- Able to work with other members of the Committee and Council to take collective strategic decisions, and a willingness to support and champion collective decision making
- Able to make decisions objectively and impartially.

### Time commitment

A commitment of three meetings per annum is expected from the holder in order to perform their duties, in addition to full preparation for the meetings. The Committee may meet virtually (by video conference call) as an alternative to face-to-face meetings.

### Term of appointment

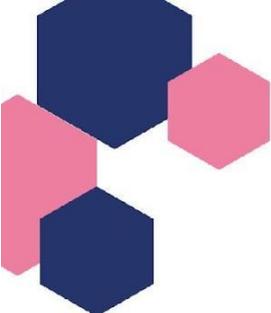
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## Timeline for establishing the Nominations Committee

Activity	Date
Deadline for applications for Nominations Committee	7 January 2022
Executive Committee and/or Council review applications	By 31 January 2022
Inform applicants of outcome	By 7 February 2022
Hold first Nominations Committee meeting	1 March 2022

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## Application process to join the Nominations Committee

Candidates wishing to put themselves forward to join the Nominations Committee will submit a maximum one page application detailing how they meet the role criteria and their relevant experience, with non-Council members also providing a CV. All applications will be submitted to [clerk@chartered.college](mailto:clerk@chartered.college).

If a candidate for the role of Nominations Committee member is a member of the Executive Committee, they must be absent from all Nominations Committee related agenda items and discussions at Executive Committee meetings.

Candidates' applications will be scored using a scoring system based on that used for the Chartered College of Teaching employee recruitment process. Candidates will be scored specifically against the knowledge, skills and experience outlined earlier in this pack.

4 Excellent	Multiple examples of high level of competence / experience (c 80%+)
3 Good	Clear evidence of competence / experience, some negative aspects but can be developed (c 60%)
2 Marginal	Some positive evidence of competence / experience (c 40%)
1 Poor	Lack of evidence of competence / experienced or negative examples (c 20%)
0 No evidence	No competence / experience evidenced