



The Council of the Chartered College of Teaching

**Application pack - Chair of Finance, Risk & Audit
Committee**



The organisation

The [Chartered College of Teaching](#) is a charity and the professional body for teachers, with the mission of: *Empowering a knowledgeable and respected teaching profession through membership and accreditation.*

We are dedicated to bridging the gap between practice and research and equipping teachers from the moment they enter the classroom with the knowledge and confidence to make the best decisions for their pupils.

Our activities mainly focus on four key areas:

- membership
- teacher accreditation
- teacher CPD
- online and print resources.

Since opening membership in 2017, the Chartered College of Teaching has grown rapidly. In total our work reaches 45,000 teachers and more than 3 million young people. In 2020 we published reports in our series 'Education in Times of Crisis' around the impact of lockdown which have since been cited in educational reports and academic papers; in 2021 we won the Memcom award for 'Best magazine for a Professional Association or Membership Organisation'; in 2022 we celebrated the graduation of over 246 teachers from our Chartered Teacher and Chartered Teacher (Leadership) pathways. We are a growing and multi-skilled team of 30 people, supported by a Council with a significant track record of experience in a range of fields. Our business plan focuses on growing membership and Chartered Status and providing meaningful professional learning opportunities for the teaching profession.

We are looking for a committed person join our Council and Chair our Finance, Risk and Audit Committee to provide support, advice, challenge and guidance to help the charity to continue to grow and achieve our strategy.

Why join the Council?

Joining the Council is an excellent way to use your extensive skills to support the growth of the Chartered College. Being a Council member is a prestigious position and one which allows for real impact – by sharing your insight and experience with the Council and committees you will be able to input into the strategic direction of the charity. As Chair of the Finance, Risk and Audit Committee you will use your deep expertise to support Council members to understand the business risks to and financial direction of the charity.

You will join a group of committed Council members who care deeply about the teaching profession and share the belief that the profession deserves a thriving professional body. Council members set the strategic priorities for the Chartered College and make sure members' subscriptions are used for maximum impact.



The role of the Council

The Council of the Chartered College of Teaching is responsible for the overall governance and strategic direction of the organisation. The Council:

- ensures that the Chartered College complies with its Charter and Bye laws, charity law and any other relevant legislation or regulations
- ensures that the Chartered College pursues its objects as defined in the Charter and Bye laws
- ensures that the Chartered College applies its resources exclusively in pursuance of its objects
- ensures that the Chartered College is financially stable, has sufficient financial controls, robust financial planning and accurate financial reporting
- safeguards the reputation and values of the Chartered College
- has a clear strategic direction, goals and targets, and evaluates performance against agreed targets.

The role of a the Chair of the Finance, Risk and Audit Committee

The Committee Chair is responsible for overseeing the work of their committee, working closely with committee members to ensure that it operates effectively. The role is responsible for:

- effective chairing of Finance, Risk and Audit Committee meetings, including liaising with the Clerk to agree agendas and review meeting minutes
- liaising with the lead member of the Executive Leadership Team as appropriate
- providing a written summary of the work of their committee for circulation by the Clerk in advance of each Council meeting, with Council approval sought on matters discussed, in line with the Framework of Delegated Authority
- presenting to and advising the Council on their committee's work as appropriate
- providing Council leadership on matters related to financial strategy and performance, business planning, budgeting, risk management and external audit
- advising the Council on the charity's long term financial goals and strategy to achieve these
- attending meetings of the Council
- serving as a member of the Executive Committee and attending meetings (called on an ad hoc basis)
- ensuring that the Chartered College has a long-term vision for the area of work for which the committee is responsible with a clear strategy to achieve this.

Applying for this position

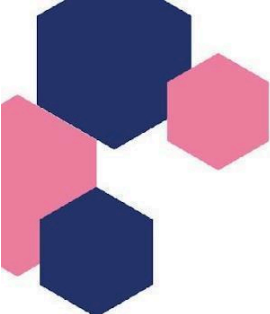
By joining the Council as the Chair of the Finance, Risk & Audit Committee you can help the Council to guard the Chartered College of Teaching's mission, guide and approve the charity's strategic goals and objectives, and ensure that the charitable objectives are being fulfilled.

Role	Council member and Chair of Finance, Risk & Audit Committee
Term of office	Four years, commencing from the date of appointment
Positions available	1
Applications open	13 February 2024
Applications close	21 April 2024
How to apply	<p>Email your CV and a statement (up to one side of A4) to clerk@chartered.college by the closing date. The statement should cover:</p> <ul style="list-style-type: none"> • why you think you should be appointed to the role of Chair of Finance, Risk & Audit Committee and Council member • your motivation for applying • your support for, and commitment to, the mission of the Chartered College of Teaching • your experience and skills (please refer to this document for required knowledge, experience and skills). <p>Interviews will be held via Zoom following the shortlisting process.</p> <p>If you require any adjustments in order to proceed with an application, please make a request to clerk@chartered.college.</p>
What is the time commitment?	<p>Attendance at and preparation for:</p> <ul style="list-style-type: none"> • four Finance, Risk & Audit Committee meetings per year, which you will chair, held virtually (usually one to two hours) • two Remuneration Committee meetings per year (usually one hour) • three Council meetings per year (normally two meetings held virtually and one Saturday meeting in London per year, usually three hours), at which you will report on your committee's work • the Annual General Meeting (in November, usually lasting two hours), at which you may be asked to join a panel • one meeting with external auditors per year, held virtually (usually one hour) <p>Review and approve the Annual Report virtually (usually in August / September)</p> <p>Have phone calls with the Deputy CEO / Finance Director, as required</p> <p>Act as a signatory for Chartered College bank accounts and dealing with related requests in a timely manner</p> <p>Check your Chartered College of Teaching email account regularly and respond to emails in a timely manner</p>
Eligibility	You must ensure that you read the rules on disqualifications and that you are not disqualified from being a charity trustee.

Selection process	<p>Applications will be received by the Clerk. Blind screening is used to reduce any potential unconscious bias. A scoring criteria based on the role descriptions may be used to filter out candidates who do not meet the minimum criteria. All candidates who meet the criteria will be shared with the Nominations Committee (with names removed).</p> <p>The Nominations Committee will review the applications and agree on a list of candidates in order of preference. The candidates will be approached in this order and, should they accept, other candidates who have applied will be informed that they have been unsuccessful on this occasion.</p>
Expenses	<p>The role is an unpaid volunteer role, but Council members may claim travel expenses (in line with the charity's expenses policy) within the United Kingdom for attending Council meetings, the AGM, and other Chartered College of Teaching events.</p>

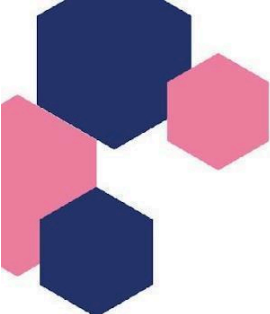
Person specification

Mission, values and ethos	<p>Share the mission of the Chartered College of Teaching: <i>Empowering a knowledgeable and respected teaching profession through membership and accreditation.</i></p> <p>Commit to the belief of the Chartered College that research has an important role in improving teaching and learning in the classroom, and therefore outcomes for pupils.</p> <p>Share the belief of the Chartered College that practising teachers should be a leading voice in the development of all aspects of the teaching profession and be committed to supporting the Chartered College in realising the goal of being a strong professional body.</p> <p>Have the long term aim of growing the Chartered College as a professional membership organisation.</p>
Knowledge, skills and expertise	<p><u>As Chair of Finance, Risk & Audit Committee:</u></p> <p>Be an effective leader for Council members on financial matters</p> <p>Have had substantial experience and demonstrable success in senior financial roles</p> <p>Have had experience of setting financial strategy and budgets at an organisational level</p> <p>Have had extensive experience of managing budgets</p> <p>Have had experience of monitoring organisational performance and managing risk using necessary frameworks, e.g. KPI reports, risk registers, business continuity plans</p>



	<p><u>As a Council member:</u></p> <p>Understand the purpose of the Council in providing both support and accountability for the Executive Leadership Team of the Chartered College of Teaching.</p> <p>Actively contribute to Council and committee meetings.</p> <p>Articulate the mission of the Chartered College and have a strategic understanding of how to achieve that mission.</p> <p>Have an understanding of, and commitment to, equality, diversity and inclusivity.</p> <p>Experience of governance (in any setting) or a keen willingness to gain experience of governance.</p> <p>Monitor organisational performance using necessary frameworks, e.g. KPI reports, financial reports.</p> <p>Understand the wider education landscape, and the place that the Chartered College of Teaching occupies within that landscape.</p> <p>Have strong communication and teamwork skills, to work with other members of the Council to take collective strategic decisions, and support those decisions taken by the Council for the benefit of the members of the Chartered College.</p>
Commitment and engagement	<p><u>As Chair of Finance, Risk & Audit Committee:</u></p> <p>Provide Council leadership on financial matters</p> <p>Ensure that there are long term financial goals and a clear strategy to achieve these</p> <p>Update and advise the Council on financial strategy and performance, business plan, budget and overall risk management</p> <p>Monitor financial performance against budget</p> <p>Monitor financial position in relation to reserves policy</p> <p>Monitor management of risk and escalating organisational risks to the Council as appropriate</p> <p>Ensure there are policies for appropriate financial controls and that these are implemented</p> <p><u>As a Council member:</u></p> <p>Be an active advocate of the Chartered College of Teaching and support membership and Chartered Status growth through practical actions (e.g. advocacy with colleagues and taking on an active role at our webinars).</p>





	<p>Uphold the highest ethical standards.</p> <p>Act in the best interests of the Chartered College without regard to personal interest or benefit, including treating all Council and committee documents and matters as confidential and adhering to the data protection policy.</p> <p>Uphold the reputation of the Chartered College through your own professional behaviours and the promotion of the Chartered College to others.</p> <p>Contribute actively to the Council's role in giving strategic direction to the Executive Leadership Team, agreeing overall strategic goals and targets and evaluating performance against agreed goals.</p> <p>Prepare for and attend Council and committee meetings.</p> <p>Ensure a diverse range of views are given and discussed at committee meetings.</p> <p>Respond to emails and requests from the Clerk promptly regarding meetings, completing the skills audit, declaration of interests and information required for the Charity Commission etc.</p>
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Our approach to equality, diversity and inclusion (EDI)

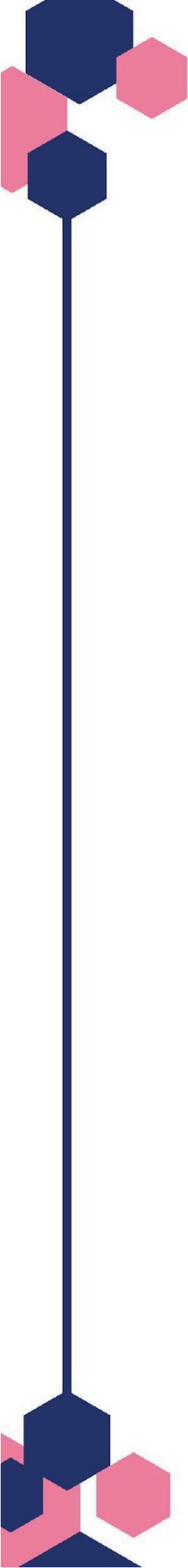
The Chartered College is committed to developing a culture which values diversity in experience and thought. Organisations can't grow or prosper if everyone within them thinks the same, acts the same, has the same experience and same interests. By being open to new ideas and new ways of thinking we are stronger, united and more successful, and more representative of the education sector.

As part of this commitment, we produce an annual EDI action plan which takes stock of our progress so far and details our priorities in each year. We have an EDI working group which helps progress this plan and coordinate activity across the organisation.

We are committed to making progress and documenting our actions as we do so. This year, changes made as a result of our EDI action plan included:

- conducting a self-efficacy survey with our employees to help them develop a strong sense of self-efficacy relating to inclusive practices and to identify further development needs
- establishing an ongoing programme across the organisation to ensure our frameworks, principles and shared language support improved representation in our products, content and communications
- ensuring that our assessors and assessment boards are better representative of the profession, and that our assessment board has sufficient expertise in diversity and accessibility to ensure that our Chartered Status assessments are fair, rigorous and consistent



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- committing to developing our collective understanding of bias and how it might manifest in our assessment and professional learning work and identifying and implementing steps to mitigate this
 - implementing a new recruitment process focused on addressing biases in recruitment, using blind review and widening our reach to more diverse networks.