

**Application pack for Appointed  
Committee Member for Finance, Risk  
& Audit Committee**

**November 2024**





## Appointed committee member role description and person specification

Introduction from the President

Thank you for your interest in the role of appointed committee member of the Finance, Risk & Audit Committee with the Chartered College of Teaching. The Chartered College of Teaching is a charity and the professional body for teachers. The Royal Charter for the teaching profession was originally granted in 1849 to protect and serve teachers. In July 2017, this Royal Charter was amended to create a new professional body – the Chartered College of Teaching. The Chartered College of Teaching is a fast-growing and fast-paced charity with an ambitious vision.

We are working to empower 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.

We are a growing and multi-skilled team of 30 people, supported by a Board 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.

The Council has identified that they wish to further strengthen membership of the Finance, Risk and Audit Committee by bringing in a further member with expertise and experience in financial management – I hope that this role will be of interest and relevance to you.

Committee members make a significant contribution to helping the Chartered College of Teaching grow effectively and achieve our ambitious vision.

Yours sincerely,

A handwritten signature in black ink that reads "A. C. Tinkler".

Aimée Tinkler FCCT CTeach (Leadership), President of the Chartered College of Teaching



## About the Chartered College of Teaching

The aim of the Chartered College of Teaching is to improve the quality of education for children and young people by being the professional body for all teachers. We support teachers, champion great teaching and raise the status of the profession so that teachers are working in the most effective, informed way to provide the best possible education for children and young people now, and in the future.

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
- safeguards the reputation and values of the Chartered College
- has a clear strategic direction, goals and targets, and evaluates performance against agreed targets.

The Council delegates a significant amount of work to its committees, which include members with specialist knowledge, experience and skills. The committees are:

- Constitutional Committee
- Education, Research and Journal Committee
- Ethics Committee
- Finance, Risk and Audit Committee
- Membership Committee
- Nominations Committee
- Remuneration Committee

There is also a Diversity and Inclusion Group which reports to the Ethics Committee.

As well as including members of the Council, each committee may also include non-Council members who provide expertise that would otherwise be unavailable to it. Committee experts play a key role in advising the committees and contributing to decision making.

### The role of the Finance, Risk and Audit Committee

The Finance, Risk and Audit Committee has delegated authority for decision making and making recommendations to the Council in line with our framework of delegated authority, including regarding:

- financial viability
- forecasts and strategy
- business planning
- risk management
- regulatory compliance.



Role description and person specification for an appointed committee member of the Finance, Risk & Audit Committee

#### Minimum time commitment

Appointed committee members are expected to attend up to four meetings per year, which are usually held virtually. Meetings usually last for 1-1.5 hours.

#### Person specification

Applicants should demonstrate that they meet the bullet points outlined below.

#### Knowledge, skills and expertise

- understand and commit to the purpose of the Finance, Risk and Audit Committee
- have had experience and demonstrable success in financial roles
- have had experience of setting financial strategy and budgets at an organisational level
- have had experience of managing budgets
- have had experience of monitoring organisational or project performance and managing risks using necessary frameworks, e.g. KPI reports, risk registers, business continuity plan
- be able to use experience to identify opportunities for improvements in financial management to support the Chartered College to be as effective as possible
- have an understanding of, and commitment to, equality, diversity and inclusivity
- have strong communication skills and be able to work with other committee members to take collective strategic decisions, and a willingness to support and champion collective decision making.

#### Commitment, engagement and responsibilities

Appointed committee members commit to:

- being an advocate of the Chartered College
- upholding the highest ethical standards
- acting in the best interests of the Chartered College without regard to their personal interest or benefit, including treating all committee documents and matters as confidential and adhering to the Data Protection Policy
- upholding the reputation of the Chartered College through their own professional behaviours
- attending up to four committee meetings per year
- thorough preparation for committee meetings – this includes reading all papers, preparing questions and liaising with the governance professional as required
- responding to emails and requests from the governance professional promptly.

#### Vision, values and ethos

- commit to the mission of the Chartered College *'empowering a knowledgeable and respected teaching profession through membership and accreditation'*
- 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
- 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
- share the long-term aim of growing the Chartered College as a professional membership organisation.

Applying for this position



Role	Appointed member of Finance, Risk & Audit Committee
Term of office	Four years, commencing from the date of appointment
Positions available	1
Applications open	22 November 2024
Applications close	15 December 2024
How to apply	<p>Email your CV and a statement (up to one side of A4) to <a href="mailto:clerk@chartered.college">clerk@chartered.college</a> by the closing date. The statement should cover:</p> <ul style="list-style-type: none"><li>• why you think you should be appointed to the role of appointed member of Finance, Risk &amp; Audit Committee</li><li>• your motivation for applying</li><li>• your support for, and commitment to, the mission of the Chartered College of Teaching</li><li>• your relevant experience and skills (please refer to this document for required knowledge, experience and skills).</li></ul> <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 <a href="mailto:clerk@chartered.college">clerk@chartered.college</a></p>
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	The role is an unpaid volunteer role, but committee members may claim travel expenses (in line with the charity's expenses policy) within the United Kingdom for attending Chartered College of Teaching meetings, the AGM, and other Chartered College of Teaching events.

#### 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
- 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.





# Chartered College of Teaching

The Professional  
Body for Teachers

The Chartered College of Teaching is incorporated by Royal Charter and a registered charity (number 313608).

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