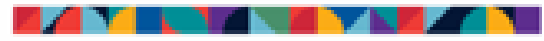


Dartmoor
Multi Academy
Trust

...everyone in our Trust.



Trustee Recruitment Pack

Welcome from the CEO and Chair of Trustees

Thank you for your interest in becoming a Trustee of Dartmoor Multi Academy Trust.

At DMAT, we are united by a simple but ambitious vision: for everyone in our Trust to flourish, grow and succeed. Through our family of schools, we work together to provide high-quality, inclusive education for local children and young people, ensuring that every child, regardless of their background, has the opportunity to thrive and achieve their potential.

Our work is guided by our shared values of respect, collaboration and ambition, and by a strong commitment to the communities we serve. We believe that the best outcomes are achieved when people work together, support one another and share a collective determination to make a difference.

Trustees play a vital role in helping us achieve that vision. As a member of the Board, you will help shape the future direction of the Trust, providing support, challenge and strategic oversight to ensure that we continue to make the very best decisions for the 4,500 children and young people in our care.

While the role carries important responsibilities, it is also incredibly rewarding. Being a Trustee offers a unique opportunity to use your skills, experience and perspectives to make a genuine difference. You will work alongside dedicated leaders and professionals, contributing to decisions that have a lasting impact on educational excellence, community wellbeing and future opportunities for young people.

We welcome people from a wide range of backgrounds and experiences. Whether your expertise comes from education, business, finance, law, communications, human resources, the voluntary sector or another profession, your insight and perspective could help strengthen our Trust and support our continued growth and success.

We hope this booklet gives you a sense of who we are, what we stand for and the important role Trustees play within our organisation. Together, we can continue to build a Trust where ambition is nurtured, positive relationships flourish and lives are transformed through excellent education.

We would be delighted to hear from you and look forward to welcoming new Trustees.

Rachel Shaw
Chief Executive Officer

Jessica Hardie
Chair of Trustees

About us

Our Trust comprises of 19 schools, 3 Secondaries, 15 Primaries, and one All Through SEMH Special school. Established in 2018, We are situated in beautiful Devon on the outskirts of the stunning Dartmoor National Park.

The schools vary in size and are all unique. Our schools are a large part of their local communities, and we value those relationships with families and locals.

The Trust was created to enable schools and staff to work closely together in providing the best education possible for our children. We achieve this through meaningful collaboration both within our schools and beyond our Trust to ensure schools are able to secure and sustain improvement.

Our work is built on our shared values and an unwavering belief that education improves the life chances for the children in our care. We aim for everyone in our organisation, staff and children, to be the best they can be and are relentless in our ambition to achieve this.

We want our children to look back on their school experience with a sense of achievement and joy and we provide a wealth of additional curriculum experiences to enrich their learning.

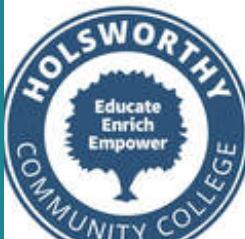
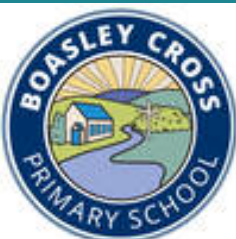
We care deeply about the children in our schools and work with kindness, compassion, manners and respect. By modelling and expecting these behaviours from our children, we aim to grow future citizens who will positively contribute to society, creating a brighter future for our world.

Our vision and values are what we build our schools upon, with Ambition, Co-operation & Transformation being at the heart.

About us

We educate around
4500 children across
Devon ranging from
3 - 18 years old

We employ around
750 staff across our
schools and
centralised services



You can visit our trust website [here](https://www.dartmoormat.org.uk), or by visiting
[Dartmoormat.org.uk](https://www.dartmoormat.org.uk)

Scan me

Help Shape the Future of Education

Dartmoor Multi Academy Trust is seeking enthusiastic and committed individuals to join our Board of Trustees. This is an exciting opportunity to make a lasting difference to the education and life chances of children and young people across our communities.

As a Trustee, you will work collaboratively with fellow board members to provide strategic leadership and oversight, ensuring that every school within the Trust continues to deliver the highest standards of education.

The Role

As a Trustee, you will help to:

- Set the strategic direction and vision of the Trust.
- Monitor the educational and financial performance of our schools.
- Ensure public funds are used responsibly, effectively and in the best interests of our pupils.
- Support and challenge Trust leaders to achieve continuous improvement.
- Uphold strong governance and ensure the Trust meets its statutory responsibilities.

Time Commitment

This is a voluntary role that offers the opportunity to contribute to your local community while developing your own leadership and governance skills.

The Board and its committees typically meets 2-3 times half term (depending on committee membership), with meetings taking place online during the daytime and/or evening. Trustees are also expected to undertake some preparation in advance of meetings.

Who we are looking for?

Trustees come from a wide range of professional and personal backgrounds. We are looking for individuals who share our passion for improving educational outcomes and can contribute strategic thinking, sound judgement and a collaborative approach. We would particularly welcome applications from people with experience in one or more of the following areas:

- School Improvement and Education
- Finance or Accountancy
- Governance, Trustee or Non-Executive Director experience
- Business Leadership
- Project Management
- General Management
- Legal, HR or Risk Management

Whether your experience comes from education, the public sector, business, the voluntary sector or another profession, we encourage you to apply if you are committed to making a positive impact.

Why Become a Trustee?

By joining our Board, you will:

- Make a meaningful difference to the lives of children and young people.
- Help shape the strategic future of a successful and ambitious Multi Academy Trust.
- Work alongside experienced professionals from a range of sectors.
- Develop your leadership, governance and strategic decision-making skills.
- Give something back to your local community.

Application Information

If you would like to apply for a position as a member of our Trust Board, please see the documents at the back of this pack

- Job Description & Person Specification
- Application Form

Dartmoor Multi Academy Trust is an equal opportunity employer and welcomes applicants from all backgrounds to apply.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).

'This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.'

Please note – this is not an application for employment



DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

If you are going to be involved in regulated activity, the DBS check will include a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust's privacy notice.

Have you lived or worked outside of the UK?:

☐ Yes ☐ No

Your position as governor/trustee will be conditional on the satisfactory completion of the necessary pre-employment checks. We will not ask for any criminal records information until we have received the results of a DBS check.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

Applicants should be aware of the following circumstances which might prevent them from being appointed as a governor:

- Inclusion in the list of those unsuitable to work with children
- Having been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor/trustee or since becoming a governor/trustee.
- Having received a prison sentence of 2 and a half years or more in the 20 years before becoming a governor/trustee.
- Having received a prison sentence of 5 years or more.

Having been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor/trustee.

SECTION 128 CHECK

The trust will carry out a section 128 check. A person issued with a section 128 direction under the Education and Skills Act 2008 is prohibited or restricted from taking part in the management of a school.

This includes trustees, and governors on local governing bodies who have been delegated any management responsibilities.

RIGHT TO WORK IN THE UK AND OTHER CHECKS

The trust will carry out checks to confirm your right to work in the UK. You may be required to request overseas checks if you have ever lived or worked abroad.

Personal details and eligibility

PERSONAL DETAILS					
Title:					
Forename(s):					
Surname:		Previous Surnames			
Full Address:					
Date of Birth:					
Phone number:					
Email address:					
As part of our safeguarding checks, we are required to check online presence of all employees and volunteers as part of Keeping Children Safe in Education. Please can you provide any usernames you have for social media platforms					
Facebook		Instagram		Twitter/ X	
TikTok		LinkedIn		Other	
Which School are you interested in being a governor for?					

Education, employment and training

EDUCATION AND EMPLOYMENT HISTORY
Highest level of education received: Please state the institution, qualification received and classification.
Please give details of any other relevant education or training courses:
Current employment: Please state your employer, role, length of time in role and a summary of responsibilities.

EDUCATION AND EMPLOYMENT HISTORY**Relevant previous employment:****Other relevant interests and experience:**

This may include any hobbies, volunteering and charity work, personal interests or achievements that may help you become an effective school governor.

A BIT MORE ABOUT YOU**Why would you like to become a governor/trustee?****What skills can you bring to the role?****Support for volunteers:**

Dartmoor Multi Academy Trust is an equal opportunity employer and welcomes applicants from all backgrounds to apply.

If you require specific accommodations or adjustments (e.g., accessible facilities) state your needs clearly and concisely and we can make necessary arrangements to support you. We do not require you disclose any medical information.

Please state your current availability**Hours/Times:**

Days: Monday / Tuesday/ Wednesday/ Thursday/ Friday

References

Please provide two references. They cannot be related to you, and one should be your current employer.

REFeree 1	
Name:	
Job title:	
Relationship to applicant:	
How long have they known you?:	
Phone number:	
Email address:	

REFeree 2	
Name:	
Job title:	
Relationship to applicant:	
How long have they known you?:	
Phone number:	
Email address:	

Declaration

I confirm that I:

- Am aged over 18
- Am not a current pupil at the school
- Have not been convicted of any unspent criminal offence, excluding offences for which the maximum sentence is a fine, except where the offence falls within the disqualification provisions of section 178 of the Charities Act 2011.
- Have not been convicted of an unspent offence involving dishonesty or deception, terrorism, money laundering, bribery, misconduct in public office, perverting the course of justice, or any other offence that gives rise to automatic disqualification under section 178 of the Charities Act 2011.
- Am not subject to notification requirements under sexual offences legislation (commonly known as being on the sex offenders register).
- Have not been disqualified from holding office as a governor.
- Have not been disqualified from being a company director or charity trustee.
- Have not been removed as a trustee of a charity by the Charity Commission or the High Court on the grounds of misconduct or mismanagement in the administration of a charity.

- Am not subject to an undischarged bankruptcy order, debt relief order, sequestration, insolvency restriction, or similar order affecting my ability to act as a charity trustee.
- Have not been found in contempt of court for making, causing to be made, or publishing a false statement, nor am I subject to any other circumstance that results in automatic disqualification under section 178 of the Charities Act 2011.
- Have not, at any time, been convicted of a criminal offence, excluding convictions that are spent under the Rehabilitation of Offenders Act 1974 and excluding offences for which the maximum sentence is a fine or lesser sentence, except where the offence falls within section 178 of the Charities Act 2011.

These criteria are set out in more detail in articles 68 to 80 of the [Articles of Association](#) and the automatic disqualification provisions contained in section 178 of the Charities Act 2011.

Please sign and date to indicate that you confirm the information given in this application is complete and accurate to the best of your knowledge and that you consent to the data protection notice

Signature:		Date:
Print Name:		

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Volunteer: Job Description and Person Specification

Position Title	Trustee
Location	Dartmoor Multi Academy Trust
Reporting to	Chair of Trustees

Job Purpose

Trustees form part of a board consisting of Members and Trustees which govern the multi academy Trust. The board manage the assets and finances of the academy trust whilst employees including the CEO, who is appointed by the board, manage the educational and operational elements of the organisation on the board's behalf. The members of the board must hold the highest levels of honesty and integrity and comply with legal and statutory requirements as set out by the Department for Education, HMRC and other institutions.

Main Duties and Responsibilities:

- To always act with the best interests of the trust
- To maintain confidentiality of all Trust matters
- To attend and engage in whole Trust Board meetings as required.
- To attend and engage in any committee meetings that may be assigned to you
- Where possible and as required, assist with any panel hearings for employees where Trustees may be required to make decisions on disciplinary action, whilst supported by the People Business Partner.
- Undertake investigations as required into any senior leadership employee as part of procedures under the disciplinary policies whilst supported by the Governance Lead and People Business Partner.
- To assist in recruitment and Interview process for any member of Senior Leadership including CEO.

General:

- The post-holder will have undertaken an Enhanced Disclosure and DBS checks and obtain any other statutorily required clearances. This position requires a full driving licence.
- This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.

Person Specification

Criteria	Essential	Desirable
Professional Qualifications and Learning	Eligibility to work in the UK.	Professional qualification in their field of expertise
Experience	Experience in their field of expertise (ie, finance, Health & Safety, etc)	Previous experience within a school or academy trust setting.
Skills	- Ability to communicate effectively, verbally and in writing. - Excellent grammatical, spelling and punctuation skills. - Good working knowledge of Microsoft Office. - Reliable and trustworthy.	- Ability to solve problems and find creative solutions. - Awareness to and commitment to equality issues.
Additional	- Ability to work effectively as part of a team and work collaboratively. - Displays commitment to the protection and safeguarding of children and young people. - Up to date knowledge and understanding of relevant legislation and guidance in relation to the protection and safeguarding of children and young people. - A highly professional approach to their work. - Embodies the Trust's vision and values.	

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You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).