

Centre for Literacy in Primary Education Trustee Candidate Information Pack





WELCOME FROM THE CHAIR

Welcome! I'm delighted that you're considering joining us at CLPE, a wonderful charity doing vital work. We endeavour to improve children's life chances by putting high quality literature at the heart of all learning. We help schools to teach literacy creatively and effectively, because research shows that reading for pleasure has more positive impact on a child's future than anything else. We are a centre of excellence in primary literacy practice and national champion for children's literature. Our crowd-funded Literacy Library is a place of beauty and inspiration for all who come here. We provide transformational training for teachers. Our research project Reflecting Realities is the first annual survey of ethnic diversity in children's literature in the UK. It is ground-breaking and has attracted extensive public interest and support, providing data to track and understand progress towards a more inclusive future. All children have an equal right to freedom of thought and education and all need to find themselves in stories.

Our success is down to our highly-skilled, flexible and open-minded staff and trustees. We have worked hard to develop high levels of trust within and between the Board and senior management team, resulting in exceptionally good collaboration. We thrive on critical questioning and consensus decision-making. This meant that when the pandemic struck we were able to work together to pivot and flourish.

We are always looking to the future and have recently taken the joint decision to over-recruit to our Board. This is very intentional. It is to ensure ongoing development through widening and deepening representation and inclusion at governance level. It means that lack of previous Board experience is no bar. More important to us is that you care about our work and that you can bring fresh insights and knowledge to the existing team. We would welcome you, support you and learn from you.

We very much look forward to your application.

With all good wishes,

Nicky Parker, Chair of Trustees



ABOUT CLPE

The Centre for Literacy in Primary Education is a UK based children's literacy charity working with primary schools. Our work raises the achievement of children's reading and writing by helping schools to teach literacy creatively and effectively, putting quality children's books at the heart of all learning. We offer courses at our literacy library in central London, deliver online training and provide a wide range of free teaching resources for primary school teachers.

We are a small independent charity with a national and international reputation, a huge purpose and the potential to reach thousands of children. CLPE's work is informed by our research and development projects designed to improve literacy teaching in primary schools. These include Reflecting Realities, Power of Pictures, Reading for Pleasure and Power of Poetry.

CLPE is based in Waterloo in a beautiful Grade 2 listed building with a library of 23,000 children's books at its heart. We work with schools nationally and internationally as well as with publishers, authors, illustrators and poets from across the UK.



COMMITMENT TO EQUALITY, DIVERSITY & INCLUSION

The Centre for Literacy in Primary Education is an equal opportunities employer, committed to equal opportunities policies. We welcome applications from all backgrounds so that our board mirrors the community we serve. We welcome applications from anyone regardless of their disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background and political beliefs.

CLPE is deeply committed to inclusive working practices, so during the application process we commit to:

- Paying for childcare whilst you are at interviews where these take place in person.
- Paying for your travel costs to the office and back for interviews held in person.
- Making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a guaranteed first stage interview with Inclusive Boards for disabled candidates who meet the minimum requirements for the role.

If there is anything else you are concerned about or think we could provide, please let us know.



OUR VISION & MISSION

At CLPE we want to raise the literacy achievement of children by putting quality children's literature at the heart of all learning.

We want to improve the life chances of children by ensuring that every child has access to quality experiences of literacy and that all teachers have the knowledge and resources to support children to become confident, happy and enthusiastic readers and writers, with all the benefits this brings.

At CLPE, we believe in:

- A child's right to be literate and to enjoy literature.
- The importance of texts that engage children and support developing literacy.
- Practice that is underpinned and supported by robust classroom-based research.



ABOUT THE BOARD

CLPE is led by a proactive, committed and experienced board of trustees who provide strategic leadership to the organisation and ensure CLPE is accountable to its beneficiaries, to the Charity Commission and to the public in general.

The trustees bring skills and expertise to the running of the charity but also gain new experiences and knowledge. They have the opportunity to;

- help ensure that CLPE are providing up to date and useful advice that will work for teachers;
- use their skills and expertise in many areas to help CLPE achieve their strategic aims;
- work with a diverse and experienced group of leaders from the publishing, business, political and education worlds;
- be involved in the full range of CLPE's work – including market, course and resource development, research and fundraising

THE ROLE & THE CANDIDATE

THE ROLE

A Trustee with CLPE is:

- Passionate about CLPE's work and mission, including the vital contribution CLPE makes to children, to teachers and to schools.
- A committed and often powerful influencer or advocate of CLPE and its interests
- Interested in finding and / or exploring new opportunities for market development, research projects and ways to further increase CLPE's impact
- Interested and / or experienced in the education, publishing and literature sector
- Committed to inclusion and diversity
- Excellent at communicating and co-operating both within CLPE and externally to promote the interests of CLPE.
- A good listener and open to others' views
- Skilled at operating at a strategic level, bringing insight and scrutiny to the development of organisational strategy.
- Willing to take high-level decisions about the future of CLPE
- Engaged in developing and maintaining CLPE's strategic vision and values
- Willing to innovative and constructing solutions to new situations within the board and with CLPE's senior management group
- An active member of the board's induction plan and ongoing in-board buddy program, as well as CLPE's courses and events.

The Trustees are also collectively responsible for:

- Ensuring compliance with CLPE's objectives in the Articles of Association
- Establishing and monitoring operational policies
- Managing risk and maintain financial oversight
- Ensuring compliance with law
- Ensuring accountability of all involved
- Selecting and appointing the Chief Executive
- Maintaining effective performance of the board of Trustees

THE CANDIDATE

We are especially interested to hear from candidates who have skills in:

- Marketing and Communications - particularly sales and membership expertise

We are also interested to hear from candidates who could strategically support us in our other 3 directorates:

- Research and Development - in particular the development of research projects to further our work;
- Learning and Programmes - particularly measuring the impact of our work;
- Finance and Operations – particularly expertise in HR or in venue management and development



ADDITIONAL INFORMATION

TERM OF OFFICE

Board Members are appointed for an initial period of up to 3 years.

TIME COMMITMENT

There are approximately seven meetings a year (three full trustee meetings, three committee meetings and one development meeting with staff) and the work involved with being a trustee is estimated to take approximately three hours a month. Meetings are held on Wednesday afternoons, during term time.

LOCATION

Board meetings are usually held at our office at Centre for Literacy in Primary Education, Webber Street, London SE1 8QW. Through the pandemic we have been holding Board meetings remotely and while we plan to return to face-to-face meetings when viable, will continue to offer flexible meeting options.

LEARNING AND DEVELOPMENT

We are committed to supporting Board members learning and development through training and our informal learning sessions. Each new trustee will be paired with an experienced trustee who will make sure that they meet (or talk) before the first meeting, explain the agenda, answer any queries and continue to provide support for the first six months.

CONFLICTS OF INTEREST

All candidates will be asked to disclose any actual, potential or perceived conflict of interest, and these will be discussed with the candidate to establish whether and what action is needed to avoid a conflict or the perception of a conflict.





HOW TO APPLY

The recruitment process is being undertaken by Inclusive Boards on behalf of Centre for Literacy in Primary Education. If you wish to apply for this position, please supply the following by 23.59 07/11/21 :

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application and will be assessed as part of your full application.
- Please provide details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you.
- Referees will not be contacted without your prior consent.
- Diversity monitoring form - your data will be stored separately from your application and will at no time be connected to you or your application.

If you have any questions or would like to arrange a call to discuss the role please email CLPE@inclusiveboards.co.uk or call 0207 267 8369.

Please send your CV and cover letter to CLPE@inclusiveboards.co.uk or visit www.inclusiveboards.co.uk/opportunities to apply online.