



Essendon C of E (VC) Primary School

Job Description: School Governor

Purpose of the Job:

To contribute to the work of the Governing Body in providing a high quality education and improving outcomes for all children at the school.

This involves providing a strategic view for the school, acting as a challenging friend (by, for example, reading reports and documents; comparing the content of reports with previous reports to see whether actions have been followed up and improvements made; providing comments and feedback on documents; asking questions to understand the rationale for decisions made) and ensuring accountability.

Governors are there to represent the best interests of the school and **all** its children.

Main Duties:

A Governor has many responsibilities and they include playing a part in:-

- Developing the Strategic Plan for the school;
- Determining the vision, ethos, aims, policies and priorities of the school;
- Setting targets;
- Monitoring and evaluating the work of the school through the school's Self Evaluation Form (SEF) and as link governors with a responsibility for a particular area of the school's development plan;
- Appointing staff;
- Setting and monitoring the budget;
- Ensuring that all children in the school have access to a broad and balanced curriculum which is suitable to age, aptitude and ability and which nurtures the whole child and encourages respect for others;
- Ensuring the Health and Safety (including statutory Safeguarding requirements) of children and staff;
- Maintaining and improving the school environment;
- Measuring the impact of the Governing Body's work.

There are several tasks for Governors to undertake and they include:-

- Getting to know the school, including its needs, strengths and areas for development;
- Attending meetings: Full Governing Body meetings; Committee Meetings and Working Groups;
- Working as a member of a team;
- Committing to training and development opportunities (including a day long induction training course soon after appointment and several full or half day training sessions per year);
- Acting within the framework of the policies of the Governing Body and legal requirements;

- Speaking, acting and voting in the best interests of the school;
- Understanding its targets and performance (the Headteacher or another member of the Governing Body will provide training on this);
- Understanding the Ofsted Framework and being prepared to speak to Inspectors regarding a relevant area;
- Acting as a link governor with responsibility for monitoring a particular area of the school development plan;
- Respecting all Governing Body decisions and supporting them in public.

Person Specification:

Governors have a variety of skills and differing knowledge. We try to match the skills of any Governor with his or her area of responsibility. However, there are a number of **essential** qualities required of any Governor and these include:-

- A genuine interest in securing the best educational and well-being outcomes for **all** children, regardless of their background or starting point;
- Being committed to the ethos and values of the school;
- Sound communication skills in listening, speaking and writing, including receiving and processing large numbers of documents circulated on a regular basis via email;
- The capacity to develop specific knowledge and understanding of the education system, the school and the wider community;
- A sense of fairness, equality and inclusivity;
- Tact and diplomacy;
- An ability to work as a member of a team;
- An ability to respect confidentiality;
- A commitment to participate in training and self-evaluation.

Minimum Requirements:

The following summarises the **minimum** commitment to be able to adequately fulfil the role of Governor:-

- Attend Full Governing Body meetings (usually 5 a year) and read Agendas, Papers and Minutes;
- Become a member of at least one Committee and attend Committee meetings (at least once a term, sometimes more often including, occasionally at very short notice);
- Attend training sessions as appropriate and be committed to personal development;
- Be a challenging friend ready to offer constructive criticism and support the school community;
- Act as a link governor for at least one key area of the school development plan, including liaising with school staff and writing reports;
- Be prepared to visit the school at least once a year during the working day;
- Be prepared to consider working towards becoming Chair of the Governing Body or a Committee Chair;
- Be prepared to undergo an Enhanced DBS and other identity checks to confirm that he or she is not barred from working with children; sign a Staff Declaration form to confirm that he or she is not barred from working with children by association with someone else; complete the school's volunteer induction training session; sign the school's Code of Conduct for Governors and Acceptable Use of ICT Agreement.