

Governor Job Description



Purpose:

To contribute to the work of the governing body and be committed to improving education and ensuring high standards of achievement for ALL children and young people in the school by:-

- Setting the school's vision, ethos and strategic direction
- Holding the Headteacher to account for the educational performance of the school and its students
- Overseeing the financial performance of the school and making sure its money is well spent.

In addition, Governors are expected to support the Headteacher and staff with the appropriate advice and guidance.

Term of Office:

The term of office for all categories of governor is a fixed period of four years.

As part of the governing body team, a governor is expected to:

1. Contribute to the strategic discussions at the appropriate governing body committee and full governing body meetings which determine:
 - the vision and ethos of the school
 - clear and ambitious strategic priorities and targets for the school
 - that all children, including those with special educational needs, have access to a broad and balanced curriculum
 - the school's budget, including the expenditure of the student premium allocation.
 - the school's staffing structure, succession planning and key staffing policies
 - the principles to be used by school leaders to set other school policies.
2. Hold the senior leaders to account by monitoring the school's performance, this includes:
 - agreeing the outcome from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan.
 - considering all relevant data and feedback provided on request by school leaders and external sources on all aspect of school performance.
 - asking challenging questions in a constructive way of school leaders.
 - ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits
 - ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies and procedures.
 - acting as a link governor on to a designated department, making relevant contact, and reporting to the governing body on their involvement.
 - listening to and reporting to the school's stakeholders; students, parents, staff, and wider community, including local employers.

3. Ensure that best value is secured from available resources and that school staff have as much support as possible to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD, and suitable premises, and that the way in which those resources are used has impact.
4. When required, serve on committee panels to:
 - Consider key aspects of the work of the school
 - Appoint the headteacher and other staff.
 - Hear the second stage of staff grievances and disciplinary matters.
 - Hear appeals about student exclusions.
 - Hear Teachers' Pay Appeals.

In order to perform this role well, a governor is expected to:-

- act in the best interest of all the students at the school.
- regularly attend meetings (normally held from 4.30/5pm to 7.30pm on weekdays) and read all the relevant papers before the meeting. If it is not possible to attend in person, either virtual attendance (where possible and agreed in advance with the Chair) or the provision of a written commentary and opinions in advance, to be read out by the clerk at the meeting, is expected.
- behave in a professional manner, as set out in the governing body's code of conduct, including acting in strict confidence.
- treat all staff, students and fellow governors with courtesy and respect
- get to know the school, by visiting the school occasionally during the school hours, and gain a good understanding of the school's strengths and weaknesses.
- take responsibility for ensuring they have the knowledge and training necessary to perform effectively including completing a Skills Self-assessment, attending induction training and regular relevant training and development events, undertaking personal research (eg school performance) and pro-actively seeking advice and information from the Head teacher, Clerk, other members of staff or fellow governors as required.
- participate in an annual review of performance and contribution undertaken by the Chair of Governors
- keep up-to-date with education policy.