

Governor Job Description

The purpose of a Governor is 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 and ensuring accountability.

Governors are there to represent the best interests of the school and **all** its children. They work as **a team** alongside the staff of the school.

A Governor has many responsibilities and they include:

- Developing the Strategic Development Plan for the school.
- Determining the vision, aims, policies and priorities of the school.
- Setting school targets.
- Monitoring and evaluating the work of the school through the SEF and as link governors.
- Supporting the setting and monitoring of the school budget.
- Ensuring that all children in the school have access to a broad and balanced curriculum which is suited to age, aptitude and ability and which nurtures the whole child and encourages respect for others
- Ensuring the Health and Safety of children and staff.
- Maintaining and improving the school environment
- Measuring the impact of the Governing Body's work.

To meet these responsibilities governors carry out activities such as: -

- Getting to know the school, its needs, strengths and areas for development
- Attending meetings (Full Governing Body, Committees and Working Groups)
- Reading papers before meetings to make sure they understand issues
- Learning how progress of pupils and staff is measured by targets and performance management and by bodies such as Ofsted
- Acting as a link governor
- Attending training and development sessions

A governing body is made up of people with different skills, experience and qualities but we expect **all** governors to be able to:

- Work as a member of a team
- Show a proven ability to act within the framework of all policies and the code of conduct of the Governing Body and legal requirements
- Speak, act and vote in the best interests of the school
- Respect all Governing Body decisions and support them in public

Person Specification

Governors have a variety of skills and knowledge but there are a number of **essential** personal qualities required of any Governor and they include:

Personal:

- An interest in the education of all children
- A sense of fairness
- Tact and diplomacy
- Sound communication skills in listening, speaking and writing
- Assimilation skills to help absorb and make use of wide ranges of information and data
- A commitment to participation in training and self-evaluation

For the team:

- An ability to work as a member of a team
- A willing, constructive work ethic with a team of Governors who have some or all of these qualities
- An ability to respect confidentiality and adhere to the Governors code of conduct at all times

For the school:

- A commitment to the vision and values of the school
- A commitment to securing the best educational outcomes for all children
- The capacity to develop specific knowledge and understanding of the school and its community
- A commitment to equalities

Minimum expectations for all governors:

- Attend Full Governing Body meetings (usually 4-6 a year)
- Read Agendas, Papers and Minutes before meetings
- Have a minimum attendance rate of 80%
- Attend training sessions as appropriate and show a commitment to personal development, including working towards becoming Chair of the Governing Body or a Committee Chair
- Be a challenging friend ready to offer constructive criticism and support the school community
- Be prepared to visit the school at least once a year within the working day
- Act as a link governor, visit the school to do this and report back in meetings