



Governor Job Description

Purpose

The purpose of the post is to contribute to the work of the governing body in raising standards of achievement for all pupils. This involves providing a strategic overview for the school, acting as a critical friend and ensuring accountability.

The individual governor has a responsibility, working alongside other members of the governing body, to the staff and pupils of the school, the school's wider community and where they are representatives, to their particular constituency (parents; staff; teachers; church; etc). Duration of the Term of Office is a maximum of four years.

Reporting Arrangements

There are no formal reporting arrangements, however, the individual governor has a responsibility, working alongside other members of the governing body, to the stakeholders of the school and the school's wider community.

Responsibilities include:

- Developing the strategic plan for the school.
- Determining aims, policies and priorities of the school.
- Setting statutory and non statutory targets.
- Monitoring and evaluating standards in teaching, learning and pupils' attainment and ensuring the effectiveness of safeguarding arrangements.
- Appointment of staff and ensuring the effective implementation of a range of personnel procedures, including staff and Head Teacher appraisal policies..
- Strategic management of the budget ensuring probity and that there are effective financial monitoring and reporting procedures in place.
- Securing high levels of attendance and good standards of pupil behaviour.
- Ensuring that all children in the school have access to a broad and balanced curriculum which is suitable to age, aptitude and ability, which prepares them for adult life.
- Ensuring the health and safety of pupils and staff.

Tasks include:

- To get to know the school: its needs, strengths and areas for development, by participating in organised class visits, sampling pupils work, engaging with staff, attending assemblies and special events during the year.
- To attend meetings (full governing body, committees and working groups).
- To work as a member of a team and take on a Link Governor role..

- To speak, act and vote in the best interests of the school as one perceives them.
- To respect all governing body decisions and to support them in public.
- To act within the framework of the policies of the governing body and legal requirements.
- To commit to training and development opportunities, including safeguarding, and best practice in various aspects of governance pertinent to the duties assigned to you as a governor.

School Governor Code of Conduct:

Governor conduct is underpinned by the following key principles:

- To act in the best interests of the school – this may require balancing short and long term issues, school and community issues etc. LA governors should have regard to the views and advice of the LA.
- To work as a member of a team at all times and be loyal to collective decisions made by the governing body.
- To recognise that all governors have the same rights and responsibilities unless particular responsibilities are conferred on them by the full governing body.

Governors must:

- Respect confidentiality.
- Listen to and respect the views of others.
- Express their own views clearly and succinctly.
- Take their fair share of work/positions of responsibility.
- Know, understand and work within the prescribed regulatory framework.
- Report any evidence of fraud, corruption, breaches in safeguarding or misconduct to an appropriate person or local authority officer.
- Prepare for meetings by reading papers beforehand.
- Take responsibility for their own learning and development as a governor including attending training throughout the year.
- Prioritise and attend Board meetings promptly, regularly, and for the full duration.
- Plan to set aside time to carry out their duties as a governor, likely to require in the range of 6-8 hours commitment per month in term time.

For Local Authority Governors only:

- Read briefings provided by the LA specifically for LA governors.
- Familiarise themselves with LA policy and where necessary be able to explain LA policy to other governors on the governing body.