

Woodhall Primary School

School Governor Job Description



ROLE OF SCHOOL GOVERNOR:

A School Governor contributes to the work of the Governing Board in providing a high-quality education and improving outcomes for all children at the school.

There are four categories of Governor at Woodhall Primary School:- parent, staff, Trust and co-opted. All Governors have the same roles and responsibilities once part of the Governing Board.

The Department for Education states that Governing bodies have three core strategic functions:

- a. Ensuring clarity of vision, ethos and strategic direction;
- b. Holding the principal to account for the educational performance of the academy and its pupils; and
- c. Overseeing the financial performance of the academy and making sure its money is well spent.

Governors are there to represent the best interests of the school and **all** its children. They must not act in an individual capacity or bring their own agenda to the Governing Body.

The Governing Board has many responsibilities.

To:

- Determine and contribute to the school's: vision, values, ethos and policies
- Determine the aims and priorities for the school
- Develop and monitor the Strategic Plan for the school
- Set targets
- Monitor and evaluate the work and progress of the school
- Performance Manage the Headteacher
- Ensure 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
- Contribute to the setting and monitoring of the budget
- Ensure value for money is obtained
- Ensure the Health and Safety of children and staff
- Maintain and improve the school environment
- Engage with stakeholders
- Measure through self-evaluation the impact of the Governing Board's work

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

- Know your school, via planned school visits to establish its needs, strengths and areas for development
- Attend meetings (Full Governing Board, Committees and Working Groups)
- Work as a member of a team
- Commit to training and development opportunities
- Act within the framework of the policies of the Governing Board and legal requirements
- Speak, act and vote in the best interests of the school
- Observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils

Woodhall Primary School

School Governor Job Description



- Understand its targets and performance
- Be aware of the OFSTED Framework
- Respect all Governing Board decisions and support them in public

Preferred Skills

Being a School Governor is a commitment that requires significant amounts of time and energy. Governors have a variety of skills and knowledge but there are a number of essential qualities required of any Governor and they include:

- A commitment to securing the best educational outcomes for all children
- Commitment to the vision, ethos and values of the school
- Sound communication skills in listening, speaking and writing
- Assimilation skills to help absorb and make use of wide ranges of information and data
- The capacity to develop specific knowledge and understanding of the school and its community
- A sense of fairness
- The ability to observe complete confidentiality and exercise prudence at all times when discussing the school's business outside a governing board meeting.
- A commitment to equalities
- Tact and diplomacy
- An ability to work as a member of a team
- A commitment to participate in continual training and self-evaluation

The points below summarise what is expected of each Governor as a minimum requirement:

- Attend Full Governing Body meetings (usually 6 a year) and read all agendas, papers and minutes in advance
- Join as required, committees or working groups which meet at least once a term or as necessary
- Attend training sessions as appropriate and commit to personal development
- Be prepared to offer constructive challenge and support
- Be prepared to visit the school for monitoring purposes
- Consider working towards becoming Chair of the Governing Board or a Committee Chair

If you are interested in becoming a Governor at Woodhall Primary School, then please contact the Chair of Governors; hcrane@woodhallprimary.co.uk