



School Governor Job Description

Purpose of the Post

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 view for the school, acting as a critical friend and ensuring accountability. Governors do not need to have formal qualifications and need to be aged 18 years and above.

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).

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 the work of the school
- Appointment of staff and ensuring the implementation of a range of personnel procedures
- Strategic management of the budget
- Securing high levels of attendance and good standards of pupil behaviour
- Ensuring that all children in the schools 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:

- Get to know the school: its needs, strengths and areas for development.
- Attend meetings (full governing body, committees and working groups).
- Work as a member of a team
- Speak, act and vote in the best interests of the school as one perceives them.
- Respect all governing body decisions and to support them in public.
- Act within the framework of the policies of the governing body and legal requirements.
- Commit to training and development opportunities

School governor code of conduct:

Governor conduct is underpinned by the following key principles:

- 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.
- Work as a member of a team at all times and be loyal to collective decisions made by the governing body.
- Recognise that all governors have the same rights and responsibilities unless particular responsibilities are conferred on them by the full governing body.
- Understand that no governor can act alone except in exceptional circumstances prescribed in the regulations - the power of the governing body rests in it acting as a single 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 or misconduct to an appropriate person or Authority.

And should:

- Prepare for meetings by reading papers beforehand.
- Take responsibility for their own learning and development as a governor including attending training
- Attend meetings promptly, regularly, and for the full time.

For Local Authority Governors only:

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