

GOVERNOR JOB DESCRIPTION

Governing is a job – it just isn't paid! It is perhaps even more important for voluntary jobs than for paid ones to be clear about the parameters, expectations and limitations.

Job Description: School Governor

Name of School: Westfield Primary School

Responsible to: Chair of Governors

Governors are expected to:

- Attend meetings
- Visit the School
- Serve on a committee
- Participate in executive decisions of the Governing Body
- Undertake training and development
- Work within an agreed code of conduct
- Represent the school within the local community
- Represent the local community on the Governing Body
- Maintain confidentiality

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. 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.

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
- Management of the budget
- Ensuring that all children in the school have access to a broad and balanced curriculum which is suitable to age, aptitude and ability
- Ensuring the health and safety of pupils and staff

Tasks include:

- Getting to know the school: its needs, strengths and areas for development
- Attending meetings (full governing body, committees and working groups)
- Working as a member of a team
- Speaking, acting and voting in the best interests of the school as one perceives them
- Respecting all governing body decisions and supporting them in public
- Acting within the framework of the policies of the governing body and legal requirements
- Committing to training and development opportunities