



East Bierley CE (VC) Primary School

School Governor Job Description and Person Specification

Respect, Courage, Friendship, Forgiveness, Trust

Being a school governor is very rewarding. It's a way of helping to make sure that all our children have the very best opportunities available. This is an opportunity to put something back into your community, to make a difference.

The governors of East Bierley CE (VC) Primary School are passionate about providing the best possible education and opportunities to the children of our school. We come together as a team, sharing our varied skills and experience so that we can provide vision and direction to carry the school forward.

We are seeking a highly motivated and community focussed individual to join our team and we are excited to hear from you if you share our passion, enthusiasm and drive to deliver an outstanding school for our community.

Respect, Courage, Friendship, Forgiveness, Trust

“As a school governor I have been able to use my skills to enhance and contribute to future generations and the future of our community.

I have had lots of opportunities to develop new skills as a governor and these are transferrable back into the workplace, meaning I've been able to develop my own career and even helped me to gain a promotion.”

East Bierley CE (VC) Primary School
South View Road
East Bierley
BD4 6PH

eastbierleyprimary.com
office@eastbierleyprimray.com

01274 681235

East Bierley CE (VC) Primary School

Job Description: School Governor

Purpose of post

The governing body works with the Headteacher and the staff at the school to make sure the school provides good quality education for all its children, and constantly strives to improve. Governors don't need specific qualifications, just an ability to listen, think through new ideas, and decide what's best for the school as part of a team. They need to set high expectations and ask challenging questions, but are not expected to make day to day decisions about how the school is run. That's the job of the Headteacher and senior staff.

The three key roles of a governing body are to:

- provide strategic direction for the school;
- support the Headteacher, but constantly look to raise standards;
- ensure accountability

This means that as a governor, you may get involved in:

- deciding how the budget should be spent and ensuring good value for money;
- making sure the curriculum provides for and stretches all pupils;
- making sure the school buildings are welcoming, safe and well used;
- setting and monitoring the school's values, aims and policies;
- appointing staff and making sure the right development and reward arrangements are in place.

School Context

Our school is set in the centre of the picturesque village of East Bierley, on the northern tip of Kirklees. Close to junctions 26 and 27 of the M62, East Bierley is 10 minutes' drive from Bradford city centre and 20 minutes from Leeds. The village is well served by public transport with buses from Bradford, Leeds, Batley, Birstal, Cleckheaton, Gomersal, and other local towns.

East Bierley CE (VC) Primary School is a Church of England school with close links to the local parish, served by St Paul's Church in Birkenshaw (although there is no religious requirement for governors, it is important to promote the Christian values and ethos of the school).

We are a 'one form entry' school, meaning we operate with one class (around 30 children) per year from Reception class (age 4-5) through to Year 6 (age 10-11) with typically around 210 children in school and often have a waiting list of parents wanting their children to attend our school.

In 2012 we were rated 'Good' by Ofsted and in 2014 we were rated 'Outstanding' by The National Society who are responsible for the Statutory Inspection of Anglican and Methodist Schools (SIAMS).

Respect, Courage, Friendship, Forgiveness, Trust

Duties and responsibilities

The work of governors can be wide ranging and varied, individual duties can change from time to time depending on the needs of the governing body at that time, for example hearing complaints or appeals on the rare occasions that they arise.

Day to day, individually, governors are expected to:

- enhance the work of the governing body to enable a strong focus on raising standards, so that every child achieves their potential
- demonstrate their commitment by getting to know the school and becoming involved in school life and activities
- take personal responsibility for their ongoing training and development
- prepare for meetings so they are well informed, having at minimum read all of the papers sent out with the agenda
- attend meetings (governing body/committees/working group) and play an active part
- support the school with parents and in the community
- recognise the corporate status of the governing body and the concept of collective responsibility
- respect confidentiality and the need to act with circumspection.

As a team, the governing body is expected to:

- respect the professional expertise of the Headteacher and staff
- work openly in partnership with the Headteacher and staff for the benefit of the school and its pupils
- demonstrate its commitment, collectively and individually
- act and take decisions that are in the best interests of the school and not those of self, individuals or groups
- support the school with parents and in the community
- recognise the need for both governor induction and ongoing training and development

How much time does it take?

The term of office for a school governor is normally four years. You'll need to be able to give some time to go to meetings and read the paperwork. We have a Full Governing Body meeting once per half term (six meetings per year) which last for about 2 hours and you may also join a committee(s) which usually meet once 4-5 times per year. It all depends on the amount of committee work that you choose to do.

Being a school governor is a real opportunity to use your experience and to learn new skills. New Governors receive a welcome pack and are expected to attend an Induction training course run by Kirklees Council - essential to help you understand your role. The course can be taken as a full day course or split over three evening sessions. You will also be given the opportunity to attend further training focussing on specific aspects of being a governor. These usually take place during the evening and are free for you to attend.

Governors are strongly encouraged to visit the school to help them get to know and understand how the school works, and to monitor school improvement. You may be invited to special occasions such as assemblies, sports days, plays and presentations.

Respect, Courage, Friendship, Forgiveness, Trust

Person Specification

Essential Skills, Attitude and Experience

It is important to be able to work as part of a team and provide a positive contribution to the school, therefore we ask that all governors have these skills to some degree.

- Be 18 years of age or over
- **Not** disqualified from working with children, or otherwise disqualified from being a school governor (an enhanced Disclosure and Barring Service check will be required)
- Passion for improving education for all children
- Ability to work in a professional manner as part of a team and take collective responsibility for decisions
- Willingness to learn
- Commitment to the school's values and ethos
- Basic literacy and numeracy and IT (Word, email etc) skills
- Ability to analyse and review complex data and issues objectively
- Problem solving skills
- Ability to propose and consider innovative solutions
- Communication skills, including being able to discuss sensitive issues tactfully
- Ability to question and challenge

Desirable Skills, Attitude and Experience

We build a diverse team of governors to provide experience and skills in these areas collectively, however we do not expect all governors to have these skills or experience.

- Understanding and experience of strategic planning
- Change management
- Understanding of current education policy
- Project management
- Performance management/appraisal of someone else
- Experience of being performance managed/appraised
- Financial planning/management (e.g. as part of your job)
- Experience of procurement/purchasing
- Experience of premises and facilities management
- Links with the local community
- Links with local businesses
- Knowledge of the local region/regional economy
- Working with or volunteering with young people
- Understanding of special educational needs

Apply now

To apply for a school governor position at East Bierley CE (VC) Primary School visit our website at <http://eastbierleyprimary.com/our-team>

If you have any questions, or would like to discuss the role further, contact Tony Preece, Chair of Governors (tony.preece@eastbierleyprimary.com) or Mrs Upham, Headteacher (head@eastbierleyprimary.com / 01274 681 235).

Respect, Courage, Friendship, Forgiveness, Trust