



Job Description: School Governor

This is a voluntary post and is not paid. DfE Guidance suggests that governors should be prepared to commit ten to twenty days per annum in total towards the effective governance of a school. Governors are aware that their commitment to the school and their role as a Governor may well exceed this guideline.

This role is accountable to the rest of the Governing Board.

School Overview

Fairlight Primary and Nursery School is a large inner-city school in the City of Brighton & Hove. The school has been on the same site since 1876. The school has a budget of over £1.7million, employs around 80 staff and teaches 420 children. Our school vision and values are at the core of everything we do:

School Vision:

Every individual child achieves. Fairlight Primary and Nursery School will be a learning environment tailored to every child, their individual needs and abilities and will enable them to achieve their full potential.

School Values:

Multicultural Respect Friendly Learning Technology Inclusive Community Creative Healthy Fun Supportive.

Our physical position in Brighton is represented in our diverse community, which includes higher than national average numbers of pupils from minority ethnic backgrounds, pupils who are learning English as an additional language, pupils eligible for pupil premium and pupils subject to additional interventions in both educational and social areas. Our staff team reflects the diversity of the local community and includes talented, experienced and newly qualified staff, as well as a school dog.

Our school community is enhanced by the inclusion of a Children's Centre as well as being the home base of Brighton and Hove's Ethnic Minority Achievement Service (EMAS) which both share our site.

Our Fairlight Learning Superheroes help us learn:

- Perseverance Pepito: Pepito reminds us that it's important to keep on trying if we want to succeed. He doesn't give up easily and knows that learning new things can sometimes be challenging.
- Creative Carla: Carla helps us to look at things in new and creative ways. She doesn't always learn things in the same way and likes to use her imagination.
- Risky Ronan: Ronan encourages us to take risks in our learning and try out new things. He teaches us not to be worried about making mistakes as this can be one of the best ways for us to learn.
- Independent Isis: Isis is named after the Egyptian Goddess and is a strong female role model. She teaches us that we need to take charge of our own learning, developing strategies to become independent learners and developing ways to solve problems ourselves.
- Curiosity Colin: Colin inspires us to always be curious about the world around us and to ask lots of questions. He motivates us to want to find out more and more!

The Superheroes enable and support children to identify their own learning behaviours and where they need to develop and are an integral part of all aspects of Teaching and Learning including rewards. This is supported by our Learning Ladder which enables children to recognise their learning behaviours and the positive and negative impact this may have on their own experience and that of others.

Fairlight is proud to have been awarded:

- Best Breakfast Club in the South East at the Kellogg's Breakfast Club Awards 2017
- Brighton and Hove Sanctuary on Sea School of Sanctuary status.

Further information is available on our website www.fairlight.brighton-hove.sch.uk

The Core Functions of the Governing Board

The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance.

There are three core functions:

- Ensuring clarity of vision, ethos and strategic direction - Setting and maintaining the broad framework within which the headteacher and the staff should run the school.
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff - Provide the headteacher with support and offer advice and information. The governing board is there to monitor and evaluate the school's effectiveness and governors should therefore be prepared to ask challenging questions.
- Overseeing the financial performance of the organisation and making sure its money is well spent – The governing board is accountable to all stakeholders on the school's overall performance

Purpose of the Governor

This role contributes to the work of the governing board in raising standards of achievement for all pupils. This involves providing strategic direction for the school, providing advice and on occasions, challenge to ensure a progressive improvement in standards across the school.

Activities: As part of the Fairlight Board of Governors, a governor is expected to

- Contribute to the strategic discussions at governing board meetings
- Hold executive leaders to account by monitoring the school's performance, including financial performance
- Ensure the school staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and Continuing Professional Development, and suitable premises
- Have a specific link role with a person(s) within the school with a key function e.g. finance, special educational needs, Health & Safety or specific curriculum area
- When required, serve on panels of governors for specific tasks such as Head Teacher appointment or appraisal, grievance or complaints panels

The role of a governor is largely an analysing, thinking and questioning role, not a doing role.

Specific responsibilities may include:

- Developing a strategic direction and plan for the school
- Determining the aims and priorities of the school
- Setting targets, monitoring and evaluating the performance of the school, children's attainment and progress
- Monitoring and challenging financial expenditure
- Safeguarding
- Premises, Health and Safety
- Approving key school policies
- Leading one of the working groups

Tasks will include but may not be limited to:

- Attending six to eight full governing board meetings per annum (two to three per term) and other meetings as required
- To get to know the school, its needs, strengths and areas for development through school visits, a minimum of one formal visit per term (dependent on area of responsibility / link role)
- To speak, act and vote in the best interests of the school as one perceives them
- To participate in training and development opportunities as appropriate
- To represent the perspectives of school communities, where appropriate
- To respect all governing board decisions and to support them in public
- To act within the framework of the policies of the governing board and legal requirements.

Governor Person Specification

Knowledge and Expertise

- A basic understanding of the UK state education system and schools (Essential)
- An understanding of the context, strengths and areas of development of the school (Desirable, although further detail will be provided to successful candidates)
- Awareness of the school's own priorities for improvement/development (Desirable, although further detail will be provided to successful candidates)

Skills

- Sound communication skills both in listening and expression
- Ability to absorb, interpret, question and make use of a wide range of information and data
- Specific skills to strengthen the skill base of the governing body and lead one statutory area of responsibility:
 - Finance
 - Strategic leadership & planning
 - Ensuring compliance with regulations & policies
 - Special Educational Needs
- Able to be impartial and present a balanced view
- Able to act as a 'critical friend'.

Personal Qualities

- A commitment to the vision and ethos of the school and ensuring the best education outcomes for young people
- Tact and diplomacy/an even temperament
- Ability to respect confidentiality
- A willingness to participate in training and self-evaluation

Governing Board regulations and guidelines

Please note that appointed candidates will need to receive approval from an Enhanced Disclosure and Barring Service (DBS (E)) clearance check (no cost). All candidates must not otherwise be disqualified under Governing Body regulations and guidelines.

Expenses: Governors may receive out of pocket expenses incurred in fulfilling their role as governor. Payments can cover incidental expenses, such as travel and childcare, but not loss of earnings.

Further information

For further information about this role, please contact:

- the Head Teacher, Damien Jordan (damienjordan@fairlight.brighton-hove.sch.uk) or
- current Governor, Lloyd Holman (lloydholman@fairlight.brighton-hove.sch.uk)

Further information about school governance is available in:

- The governance handbook – [click here](#)
- The competency framework for governance – [click here](#)