

Governor Job Description

Job Title:	Governor Serving on the Local Governing Body (LGB)
Location:	Local Governing Body meetings will be held at either the relevant academy or via MS TEAMS.
Hours:	LGB meetings are a minimum of 4 times per academic year with the expected timeframe of 2 hours per meeting. Site visits to the Academy will be required throughout the academic year. The requirement to have reviewed the agenda and associated papers prior to attendance at meetings is expected.
Salary:	Voluntary position
Term of Office:	Four Years
Core Responsibilities:	The Local Governing Body shall maintain oversight for; Holding the Academy to account for the agreed Academy Development Plan (ADP) and Self Evaluation Form (SEF). Monitoring and evaluating pupil achievement. Monitoring and evaluating safeguarding arrangements. Monitoring the curriculum. Monitoring SEND and the disadvantaged. Monitoring and evaluating the premiums. Monitoring and evaluating the Skills for Life Values.
Additional Roles and Responsibilities:	Keep informed of the Academy budget and discuss any concerns that may arise effecting the Academy Development Plan. Review in detail premium funding, spend and impact within the Academy. Review the Curriculum offer of the Academy. Approve and monitor the Equality Duty and Objectives of the Academy.

	<p>Review cohort performance in respect of:</p> <ul style="list-style-type: none"> • Early Years Foundation Stage • Key Stage 1 • Key Stage 2 • Key Stage 3 • Key Stage 4 • 16 – 19 provision <p>Monitor the careers guidance provided by the Academy.</p> <p>Monitor and evaluate behaviour and discipline within the Academy.</p> <p>Monitor and evaluate the exclusion of pupils within the Academy.</p> <p>Monitor and evaluate the attendance of pupils within the Academy.</p> <p>Monitor the admissions of the Academy.</p> <p>Monitor and evaluate the curriculum offer including the extracurricular offer to ensure that it fully meets the requirements of the National Curriculum in terms of intent, implementation and impact, as well as being broad and balanced.</p> <p>Monitor and evaluate on other curriculum issues such as spiritual, moral, social and cultural learning.</p> <p>Monitor pupil health, wellbeing and physical literacy.</p> <p>Monitor teaching capacity including impact of continuing professional development on pupil achievement and standards.</p> <p>Monitor and evaluate the School census reports for the Academy.</p> <p>Approve and monitor Academy level policies.</p> <p>Engaging pupils, parents and the wider community in promoting and improving educational performance and wider outcomes for all pupils within the Academy.</p> <p>Engage (when required) with pupils and their families who are at risk from permanent exclusion.</p> <p>Engage (when required) with pupils and their families who have low attendance levels.</p> <p>Ensure the Academy complies with appropriate bodies including the ESFA and the DfE.</p> <p>When required by the Academy appoint panels to consider decisions regarding complaints, behaviour, fixed term and permanent exclusions.</p>
<p>Core Competencies:</p>	<p>Governors will be expected to demonstrate the following competencies and skills:</p> <p>Work as part of the Local Governing Body.</p>

	<p>Attend meetings and be prepared to contribute to discussions and commit to agreed actions.</p> <p>Be respectful of the views of others and to be open to new ideas and thoughts.</p> <p>Treat all information confidentially.</p> <p>Act with integrity, avoiding any personal conflicts of interest ensuring compliance with the Trust’s Governance Code of Conduct.</p> <p>Develop an understanding of the Trust’s Vision, Mission and Values.</p> <p>Be an ambassador of the Trust and all its academies in public.</p> <p>Be prepared to ask difficult questions and hold leadership to account against the Governance framework and other Government documents.</p> <p>Be committed to continued training and development.</p>
<p>Person Specification:</p>	<p>Personal qualities and values:</p> <p>The drive to create positive change for young people.</p> <p>Commitment to the aims and objectives of Skills for Life Trust.</p> <p>Willingness to devote time and effort, work effectively as a team whilst contributing an independent perspective.</p> <p>Commitment to the Seven Nolan Principles of Public Life, to equal opportunities and anti-discriminatory practice.</p> <p>Commitment to ensuring the safeguarding of all young people.</p> <p>Skillset:</p> <p>An ability to use financial and workforce data to inform decision-making.</p> <p>Ability to think strategically.</p> <p>Ability to use independent judgement.</p> <p>The most important part of being a Governor is the ability to ask questions, provide support and have the best interests of the academy at heart.</p> <p>You don't have to be a parent or have experience in education to become a Governor. Academies seek a wide range of skills to support the Local Governing Body.</p> <p>LGBs also need Governors with a diversity of backgrounds and lived experiences to ensure a range of perspectives are considered during meetings.</p>

	LGBs welcome professional experience, as well as community insight and experience of working collaboratively.
Legal Requirements:	<p>Governors must declare the following, prior to serving on any Local Governing Body of the Skills for Life Trust.</p> <p>I declare that I am not disqualified from serving as a Governor of the Trust in that:</p> <ul style="list-style-type: none"> • I am aged 18 or over at the date of this election or appointment; • I am not a current pupil of any academy within the Skills for Life Trust; • I am not incapable by reason of illness or injury of managing or administering my own affairs • I am not subject to a bankruptcy restrictions order or an interim order nor has my estate been sequestrated and the sequestration not been discharged, annulled or reduced. • I am not subject to a disqualification order or disqualification undertaking under the Company directors Act 1986, or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under court administration order); • I have not been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which I was responsible or to which I was privy, or which I by my conduct contributed to or facilitated. • I have not, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence was a fine or lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011. • I agree to an application being made to Disclosure and Barring Service (DBS) for a Disclosure certificate at an enhanced level under section 113B of the Police Act 1997. I understand that in the event the certificate discloses any information which would, in the opinion of either the chairman or the Executive Head confirm my unsuitability to work with children, I shall be disqualified. • I am not prohibited or restricted from working with children or young people. <p>* All applicants for positions which are excepted from the provisions of the Rehabilitations of Offenders Act 1974 should be asked to declare any convictions, cautions or bind-overs which they have incurred, including any that would be regarded as 'spent' under the Act in other circumstances.</p>

DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

DISCLOSURE, BARRING AND RECRUITMENT CHECKS

The Skills for Life Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

If you are going to be involved in regulated activity, the DBS check will include a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Skills for Life Trust privacy notice.

Do you have a DBS certificate?: Yes No Date of check:

If you have lived or worked outside of the UK in the last 5 years, the Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?: Yes No

Your position as Trustee or Governor will be conditional on the satisfactory completion of the necessary pre-employment checks.

We will not ask for any criminal records information until we have received the results of a DBS check.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

Applicants should be aware of the following circumstances which might prevent them from being appointed as a Trustee or Governor:

- Inclusion in the list of those unsuitable to work with children
- Having been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a Trustee/Governor or since becoming a Trustee/Governor
- Having received a prison sentence of 2 and a half years or more in the 20 years before becoming a Trustee/Governor
- Having received a prison sentence of 5 years or more

- Having been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a Trustee/Governor

SECTION 128 CHECK

The Skills for Life Trust will carry out a section 128 check. A person issued with a section 128 direction under the Education and Skills Act 2008 is prohibited or restricted from taking part in the management of a school.

This includes Trustees and Governors of the Local Governing body (LGB) who have been delegated any management responsibilities.

RIGHT TO WORK IN THE UK AND OTHER CHECKS

The Skills for Life Trust will carry out checks to confirm your right to work in the UK, and any other checks deemed necessary where you have lived or worked outside of the UK.

PERSONAL DETAILS

Title	
Name	
Address	
Phone number	
Email address	

Please tick to indicate which position you are applying for within the Skills for Life Trust governance structure:

Trustee:		Governor – Parent Elected:	
Governor – Staff Elected:	Not Applicable	Governor – Co-opted:	

EDUCATION AND EMPLOYMENT HISTORY

Highest level of education received

Please state the institution, qualification received and classification.

Please give details of any other relevant education or training courses

Current employment

Please state your employer, role, length of time in role and a summary of responsibilities.

Relevant previous employment

Other relevant interests and experience

This may include any hobbies, volunteering and charity work, personal interests or achievements that may help you become an effective Trustee or Governor.

A BIT MORE ABOUT YOU

Why would you like to become a Trustee or Governor?

EDUCATION AND EMPLOYMENT HISTORY

Please tick to indicate how confident you are in the following areas:

SKILL	PROFESSIONAL-LEVEL KNOWLEDGE OR EXPERTISE	CONFIDENT IN THE AREA, BUT NOT TO A PROFESSIONAL LEVEL	A BASIC OR WORKING UNDERSTANDING	NO EXPERIENCE
Strategic planning				
Setting a vision, values and goals				
Public sector or charity governance				
Knowledge of the education sector				
Teamwork and collaborative decision making				
Communication skills				
Financial management				
Fundraising/income generation				
Data analysis				
Curriculum and assessment				
Safeguarding				
Special educational needs and disabilities (SEND)				

SKILL	PROFESSIONAL-LEVEL KNOWLEDGE OR EXPERTISE	CONFIDENT IN THE AREA, BUT NOT TO A PROFESSIONAL LEVEL	A BASIC OR WORKING UNDERSTANDING	NO EXPERIENCE
Further or higher education				
Knowledge of the local community				

Please provide a reference. The person completing the reference cannot be related to you.

REFEREE 1	
Name	
Job title	
Relationship to applicant	
Phone number	
Email address	

DECLARATION
<p>I confirm that I:</p> <ul style="list-style-type: none"> • Am aged over 18 • Am not a current pupil of any academy within the Skills for Life Trust • Have not been declared bankrupt • Am not the subject of a bankruptcy restrictions order or an interim order • Am not subject to any of the disqualifying reasons set out in the legal requirements section of the Job Description • Have not been convicted for any unspent criminal offence, excluding any offence for which the maximum sentence was a fine (except for offences specified in the Job Description and Trust's Articles of Association, which will still count) • Have not been disqualified from holding office as a Trustee or Governor • Have not been disqualified from being a Company Director and/or a Charity Trustee

- Have not been removed as a Trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of misconduct or mismanagement in administration of the charity
- Have not had my estate seized for the benefit of creditors and the declaration of seizure hasn't been discharged, annulled or reduced

SIGN AND DATE

By signing this application form I hereby certify that the information given by me is correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications that I claim to hold.

By signing this application form I hereby confirm that I have read and agree with the declaration.

Name (please print):

Sign:

Date: