



# UXBRIDGE HIGH SCHOOL JOB DESCRIPTION: GOVERNOR

<b>Responsible to:</b>	Chair of Governors
<b>Overview of Governor role expectations</b>	
<p>In this role you will contribute to the work of the governing body in ensuring high standards of achievement and progress for all children and young people in the school by:</p> <ul style="list-style-type: none"> <li>• setting the school’s vision, ethos and strategic direction;</li> <li>• holding the Principal to account for the educational performance of the school and its students; and</li> <li>• overseeing the financial performance of the school and making sure its money is well spent.</li> </ul>	
<b>Responsibilities and Tasks.</b>	
As part of the governing body team, a governor is expected to:	
1.	<p>Contribute to the strategic discussions at governing body meetings which determine and consider:</p> <ul style="list-style-type: none"> <li>• the vision and ethos of the school;</li> <li>• clear and ambitious strategic priorities and targets for the school;</li> <li>• that all students, including those with special educational needs, have access to a broad and balanced curriculum;</li> <li>• the school’s budget, including the pupil premium allocation;</li> <li>• the school’s staffing structure and key staffing policies; and</li> <li>• the principles to be used by school leaders to set school policies.</li> </ul>
2.	<p>Hold the senior leaders to account by monitoring the school’s performance. This includes:</p> <ul style="list-style-type: none"> <li>• agreeing the outcomes from the school’s self-evaluation and ensuring they are used to inform the priorities in the school improvement plan;</li> <li>• considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance;</li> <li>• asking challenging questions of school leaders;</li> <li>• ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of these audits;</li> <li>• ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to these policies;</li> <li>• listening to and reporting to the school’s stakeholders: students, parents, staff and the wider community (including local employers); and</li> <li>• acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing body on the progress on the relevant school priority.</li> </ul>
3.	<p>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 CPD (continuing professional development) and suitable premises and that the way in which those resources are used has impact.</p>

4.	When required, serve on panels of governors to: <ul style="list-style-type: none"><li>• appoint the Principal and other senior leaders;</li><li>• appraise the Principal;</li><li>• set the Principal's pay and agree the pay recommendations for other staff;</li><li>• hear the relevant stage of staff grievances, disciplinary, complaints and managing attendance matters; and</li><li>• hear appeals about student exclusions.</li></ul>
Adherence to all safeguarding policies and procedures in place at Uxbridge High School.	
Name of Post holder:  Signed: _____ Date: _____	