

**Moorside Junior School
Vice Chair of Governors
Role Description**

Summary

- To work closely with the Chair of Governors. Supporting the Chair in ensuring other governors are fully involved and the governing board work as a team and all governors contribute towards corporate decisions.

The Vice Chair works with the Chair to lead the governing board that has the following Core Functions:

1. 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.

2. Holding the Headteacher to account for the educational performance of the school and its pupils

Acting as a critical friend - provide the head teacher with support; offering advice and information. The governing board is there to monitor and evaluate the schools effectiveness and governors should therefore be prepared to ask challenging questions.

3. Overseeing the financial performance of the school and making sure its money is well spent

Ensures accountability - the governing board is accountable to all stakeholders on the school's overall performance.

Key roles

- To liaise on a regular basis with the chair and head teacher to ensure the vice chair is fully informed
- To take on responsibilities delegated to them by the chair
- To deputise for the chair in their absence
- To establish and foster an effective relationship with the head teacher based on trust and mutual respect for each other's roles
- To be seen in school regularly, attend school functions or make sure another governor represents them, be accessible to other governors, staff, pupils, parents and meet governors from other schools.
- To use time effectively by planning the years cycle of meetings and a timetable for action in conjunction with the chair
- Ensure governors' participation in and between meetings
- To act as a new governor mentor
- Listen and be a critical friend to the head teacher
- Attend Local Authority briefings and work with the Local Authority as required

Key skills

- Leadership
- Management of effective meetings
- Organisation
- Impartiality
- Delegation
- Good time management
- Excellent people skills