

Morley Memorial Primary School

Job Description and Person Specification

**Clerk to Governors**

February 2016

We hope that this recruitment pack will give you all of the information you need to complete your application for the position of **clerk to governors** at Morley Memorial Primary School.

Please pay close attention to the advert, job description and person specification as shortlisting will be based on meeting the criteria stipulated in these documents.

Morley Memorial Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. In line with Safer Recruitment best practice shortlisted candidates will be contacted and references sought prior to interview. Any offer of a position will be subject to satisfactory references and DBS checks.

Please forward your completed application form to [office@morley.cambs.sch.uk](mailto:office@morley.cambs.sch.uk). **Please note shortlisting will take place on a rolling basis as applications are received.**



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ob Description

**Post Title** Clerk

**Responsible to**  Chair of Governors/Headteacher

Main purpose of role is to:

Provide advice to the governing body on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the clerk in regards to exercising the governing body functions:

* Provide effective administrative support to the governing body and its committees.
* Ensure the governing body is properly constituted
* Manage information effectively in accordance with legal requirements
* Main responsibilities and tasks  The clerk to the governing body will:

1. Provide advice to the governing body

* Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings
* Act as the first point of contact for governors with queries on procedural matters;
* Have access to appropriate legal advice, support and guidance, and where necessary seek  advice and guidance from third parties on behalf of the governing body;
* Inform the governing body of any changes to its responsibilities as a result of a change in school  status or changes in the relevant legislation
* Offer advice on best practice in governance, including on committee structures and self-  evaluation
* Ensure that statutory policies are in place, and are revised when necessary, with the assistance  of staff
* Advises on the annual calendar of governing body meetings and tasks.
* Sendnewgovernorsinductionmaterialsandensuretheyhaveaccesstoappropriate  documents, including any agreed Code of Practice
* Contribute to the induction of governors taking on new roles, in particular chair or chair of a  committee

2. Effective administration of meetings

* With the chair and headteacher prepare a focused agenda for the governing body meeting and committee meeting
* Liaise with those preparing papers to make sure they are available on time, preparing documents for circulation and distribute the agenda and papers as required by legislation or other regulations;
* Ensure meetings are quorate
* Record the attendance of governors at meetings (and any apologies – whether they have been  accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting
* Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing body), the headteacher
* Circulate the reviewed draft to all governors (members of the committee), the headteacher (if not a governor) and other relevant body, such as the local authority/diocese/foundation/trust as agreed by the governing body and within the timescale agreed with the governing body
* Follow-up any agreed action points with those responsible and inform the chair of progress

3. Membership

* Advise governors and appointing bodies in advance of the expiry of a governor’s term of office, so elections or appointments can be organised in a timely manner;
* Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections
* Maintain a register of governor pecuniary interests and ensure the record of governors’ business interests is reviewed regularly and lodged within the school;
* Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so
* Maintain a record of training undertaken by members of the governing body; and
* Maintain governor meeting attendance records and advise the chair of potential  disqualification through lack of attendance
* Advise the governing body on succession planning (of all roles, not just the chair)

4. Manage Information

* Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body and any relevant authorities of any changes to its membership
* Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND
* Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;
* Maintain records of governing body correspondence
* Maintaining the governors’ website and the governors pages on the school website.
* Ensure copies of statutory policies and other school documents approved by the governing  body are kept in the school and published as agreed, for example, on the website.

5. Personal Development

* Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice
* Keep up-to-date with current educational developments and legislation affecting school governance
* Participate in regular performance management

6. Additional Services

The clerk may be asked to undertake the following additional duties:

* Clerk any statutory appeal committees/panels the governing body is required to convene: if the clerk is not contracted to set up and clerk these panels, the governing body will have to make an alternative arrangement
* Assist with the elections of parent and staff governors
* Participate in, and contribute to the training of governors in areas appropriate to the clerking  role
* Maintain a file of relevant Department for Education (DfE), local authority and church  authorities (if appropriate) guidance documents
* Maintain archive materials
* Prepare briefing papers for the governing body, as necessary
* Conduct skills audits and advise on training requirements and the criteria for appointing new  governors relevant to vacancies
* Perform such other tasks as may be determined by the governing body from time to time

**February 2016**

**Morley Memorial Primary School**

Person Specification: Primary Teacher

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|  | **Essential** | **Desirable** |
| **Qualifications** | 1. Qualified teacher status 2. Successful DBS and safeguarding clearance | * Evidence of further professional development or qualification |
| **Knowledge and Understanding** | 1. The knowledge and understanding of effective teaching and best practice 2. Clear understanding of the role of high expectations in improving pupil outcomes 3. Effective differentiation which ensures progress for all pupils 4. Using and interpreting data to inform teaching 5. A wide repertoire of teaching strategies to engage and motivate a range of learners 6. Secure understanding of EYFS Framework and/or national curriculum 7. A range of effective strategies for promoting positive behaviour and maintaining a calm and purposeful learning environment 8. Giving effective feedback 9. Experience of working with children with Special Educational Needs. 10. Developing productive home school partnerships 11. Statutory assessment processes 12. Statutory guidance and best practices for safeguarding | .   * Creative curriculum and growth mindset * Expert subject knowledge in an aspect of the curriculum |
| **Experience** | 1. Experience of teaching in a Primary school setting. 2. Ability to demonstrate evidence of consistently good and outstanding practice in at least one keystage 3. Proven record of raising attainment and improving progress 4. Working effectively as part of a team 5. Planning and delivering creative and inspiring lessons 6. Using formative and summative assessment effectively 7. Implementing whole school policies | * Experience of teaching across a range of phases * Contributing to whole school development |
| **Characteristics and competencies** | 1. Desire and ability to promote the values and ethos of the school 2. Show willingness to learn and motivation to teach well 3. Commitment to uphold the highest professional standards 4. An appetite for challenge and the ability to inspire enthusiasm and confidence in others 5. Demonstrate resilience, determination and a positive outlook 6. Highly effective communication 7. Ability to empathise and demonstrate care and compassion 8. Ability to create a happy, stimulating and challenging learning environment 9. Confidence and competence using IT | * Desire to develop subject expertise * Is proactive in seeking out opportunities for professional development * Aspires to lead on innovation or research based professional development |