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**JOB DESCRIPTION AND PERSON SPECIFICATION**

**CHAIR OF GOVERNORS, SALISBURY CATHEDRAL SCHOOL**

**Salisbury Cathedral School is committed to safeguarding and promoting the welfare of all our children. All staff are trained in child protection and work within the staff code of conduct and whistle blowing policies. All candidates for posts will be asked to provide suitable references, undergo an enhanced DBS check, and will be asked, at interview, questions about safeguarding children. The school may contact any of your previous employers.**

**The post is exempt from the Rehabilitation of Offenders Act 1974 and the school is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.**

**ROLE AND RESPONSIBILITIES**

The Chair’s role is to provide leadership to the Governing Body and the School to ensure that the Governors fulfil their duties and responsibilities for the proper governance of the School.

* 1. The Chair shall lead the Governing Body in its responsibilities to:
     1. secure the long-term future of the School (**Viability Responsibilities**);
     2. ensure the highest possible standards of governance (**Governance Responsibilities**);
     3. ensure the proper and efficient conduct of Governor meetings (**Governing Body Conduct Responsibilities**); and
     4. support, and where appropriate, challenge the Head on behalf of and as agreed by the full Governing Body (**Head Responsibilities**).

1. **VIABILITY RESPONSIBILITIES** 
   1. The Chair shall ensure that:
      1. the Governing Body sets the mission, vision, strategy and high-level (i.e. Governing Body) policies for the School within the powers and restrictions of the School’s Constitution;
      2. the Governing Body takes steps to monitor the School’s performance and risks and that the School satisfies all regulatory and legal compliance requirements;
      3. the School has satisfactory internal systems and controls for all financial and non-financial matters, which are audited and reviewed regularly; and
      4. the key relationship of the Chair, Head and Finance Manager works effectively.
2. **GOVERNANCE RESPONSIBILITIES**
   1. The Chair shall ensure that:
      1. the School has an appropriate governance structure and that this structure, the School’s Constitution and the Governing Body’s performance are reviewed regularly;
      2. each Governor is appraised regularly in respect of their contribution to the Governing Body [and their compliance with the Governors’ Code of Conduct;
      3. the Governing Body delegates sufficient authority in writing to its committees, the Chair, the Head and others to enable the School to carry on its business effectively between Governing Body meetings;
      4. the Governing Body has the necessary skills to govern the School effectively and has access to relevant external professional advice and expertise;
      5. there is a systematic, open and fair procedure for the recruitment of Governors, committee members, future Chairs and Heads and that all such appointees receive appropriate induction, advice, information and training (both individual and collective);
      6. the Governing Body pro-actively considers succession planning to ensure that at all times the necessary skills, experience, diversity and expertise are available to it; and
      7. the Governors act reasonably, in line with best practices as prescribed by Charity Commission guidance and the Charity Governance Code (as updated), and in the interests of the School and in accordance with the Governors’ Code of Conduct.
3. **GOVERNING BODY CONDUCT RESPONSIBILITIES**
   1. The Chair shall advance the proper and efficient conduct of Governing Body meetings by ensuring that:
      1. Governing Body meetings are chaired effectively to include seeking consensus, balancing the need for full debate on key questions with the expeditious despatch of business so as to reach clear and agreed decisions as swiftly as possible;
      2. together with the Clerk ensure that there is an annual programme of Governing Body and Committee meetings and that agendas and supporting papers are well structured, meaningful and contain relevant, timely and accurate information in order to allow the Governing Body to discharge its responsibilities
      3. Governing Body decisions are made and implemented in the best, long-term interests of the School and that the Governing Body takes collective ownership of these decisions; and
      4. The Governing Body sets aside time each year to reflect on its effectiveness in the delivery of the School’s charitable objects.
4. **HEAD RESPONSIBILITIES** 
   1. The Chair shall support the Head by:
      1. ensuring that the governing board and headteacher have a shared sense of purpose.
      2. ensuring that the Governing Body focuses on its governance role and does not slip incrementally, or otherwise, into a management role;
      3. ensuring the Head is appropriately performance appraised, has the opportunity for professional development and has access to appropriate external professional support;
      4. arranging regular, but not over frequent, meetings with the Head and developing a professional relationship within which each can speak openly about concerns and challenges;
      5. monitoring their performance; always remembering that the Head is responsible to the Governing Body as a whole and not to any one individual Governor or sub-group of Governors; and
      6. agreeing respective roles to represent the School and act as spokesperson.
   2. The Chair shall hold the Head accountable by:
      1. challenging the Head constructively, only in the best interests of the School and as a ‘critical friend’ as agreed by the full Governing Body;
      2. ensuring that the Head understands the key performance indicators by which they will be held accountable; and
      3. ensuring that there are appropriate mechanisms, both internal and external, to verify that the Governing Body receives a balanced and honest picture of the School‘s **performance.**
   3. **OTHER RESPONSIBILITIES**
      1. the Chair should be prepared to represent the School as appropriate including attendance at events which may involve speaking to Parents, Carers and Staff and conducting media interviews when required. The Chair should also encourage other Governors to do so;
      2. the Chair is responsible for ensuring that the founding vision and ethos of the School as determined by the Chapter on foundation are maintained as the School develops;
      3. the Chair acts as the link between the Chapter and the Governing body, ensuring effective, regular two -way communications.
      4. the Chair ensures that the governing body is implementing initiatives that embed the school in the local and musical community in a positive manner and finding opportunities to facilitate community cohesion.
5. **PERSONAL RESPONSIBILITIES**
   * 1. to attend relevant training as required, as identified by the governing body training schedule and as an outcome of the Governors’ skills analysis process;
     2. Keep up to date with changes and trends in the educational landscape, particularly political, regulatory and financial trends;
     3. Seek opportunities for relevant professional development.
6. **PERSON SPECIFICATION**
   1. Commitment to the school
   2. Good understanding of the environment in which the school is operating and wider education policy
   3. Good understanding of the legal responsibilities of the board as both individuals and a corporate entity
   4. Ability to think strategically
   5. Personal integrity
   6. Negotiation and diplomacy skills
   7. Strong communication skills
   8. Good organisational skills
   9. Ability to prioritise
   10. Ability to chair meetings well
   11. Ability to have challenging conversations and make courageous decisions
   12. Ability to build and get the best out of a team
   13. Capacity to process information quickly and understand relevant data
   14. Ability to delegate