



## **Ark Staff Governor Role Description**

### **Ark Schools**

Ark is an education charity that exists to make sure that all children, regardless of their background, have access to a great education and real choices in life.

While each Ark school has its own ethos and character, all schools draw upon the same principles – Ark’s [six pillars](#) – in support of Ark’s shared mission to transform lives through education.

The governor recruitment process follows the principles set out in Ark’s diversity and inclusion statement, with the aim to ensure our Local Governing Bodies are representative of the local communities served, and have a diverse range of governors appointed: *“We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best to work and achieve their full potential. We want to reflect and represent diverse perspectives across the organisation because we know that doing so will make us strong and more effective”*.

### **The role of the Local Governing Body:**

Local Governing Bodies (LGBs) provide strategic input into individual school plans and priorities, embed the school’s ethos and values, and monitor alignment of school processes and reporting with overall strategy and policies. They are responsible for localised challenge and support, but do not have legal liability. LGBs also contribute to local stakeholder engagement with staff, parents and the community.

The [Ark Schools Decision Making Framework](#) outlines where responsibility and accountability sits for the key functional areas within Ark Schools between the ‘tiers’ of governance.

### **The role of the staff governor:**

Staff governors play a crucial role on Local Governing Bodies at Ark Schools. Through bringing their own unique skills, experience and connections, they challenge and support the school to ensure that every pupil, regardless of their background, has the opportunity to succeed. Through the review and monitoring of educational and financial plans; the curriculum intent, implementation and impact; teaching and learning; audit reports and risk assessments, governors can support improvements and initiatives at the school. Governors should also contribute to this aim outside of LGB meetings. This can be through school visits, attending school events, sitting on governor panels and taking on a Link Governor role in an area such as Safeguarding, Inclusion or Finance.

As a staff governor, you will bring your staff perspective to the LGB and, through your first-hand experience of working at the school.

As a staff governor:

- You are helping to ensure that the school meets the needs of all its pupils, not representing individual staff or their concerns.

- Other staff may approach you with to concerns but you should not become personally involved in individual concerns, as this may compromise formal procedures. You should guide staff about appropriate lines of action and procedures.
- You do not need to express opinions or vote in a particular way because you have been pressed to do so by other members of staff.
- Objectivity is essential.

Like all Ark governors, you will need to be loyal to the decisions made by the LGB and respect the confidentiality – even if you personally voted against a decision you must support the decision making process and take responsibility for the outcome.

By volunteering your time, you are making a positive contribution to the school's success, and having an impact on the lives of our pupils, teachers and the local community. Your role as a staff governor can help you to develop transferable skills that are useful in your working life. Through being a governor, you will also have opportunities to raise the school's profile and celebrate its successes within the local community.

### **Appointment and Induction**

To be eligible to apply, you must be employed in the relevant phase (primary/ secondary) at the time of application, and have passed your probation. Supply teachers employed on a daily basis, agency staff, contactors, and casual staff are not eligible to apply. If you would like to apply, please complete the online form at <https://arkonline.org/uk-schools/become-governor> by the relevant deadline. The deadline for applications is **TIME DATE**, or if you would like any support completing this form or have any questions on the role before applying, please contact the Governance Regional Officer, Louise Garcia – [louise.garcia@arkonline.org](mailto:louise.garcia@arkonline.org)

Applications will be considered by the Director of Governance in consultation with the Chair and Principal of the school, and are likely to include a meeting with each candidate. Governors are provided with a structured induction and ongoing support by the Ark Schools Governance Team.

Ark governors are appointed to a three-year term of office and commit to attending at least four two-hour LGB meetings each year, attending training and development sessions, as well as making contributions outside of meetings such as attending events and serving on panels.

All Ark governors are required to adhere to the Ark Governors' Code of Conduct, undergo an enhanced disclosure DBS check and to make an annual Declaration of Interest. This may require a governor to withdraw from specific discussions where they, a partner or close relative or associate stands to gain or where the governor is so close to a matter being discussed that it will be difficult for them to be impartial.