

## **Alverton Community Primary School**

### **Role Description – Vice Chair of Governors**

#### **Role Purpose**

To work closely with the Chair of Governors, supporting the chair in ensuring other governors are fully involved and the governing body work as a team. Along with all governors contribute towards corporate decisions.

#### **Key Roles**

- To liaise regularly with the Chair and Headteacher ensuring the vice chair is fully informed
- Take on responsibilities delegated to them by the chair
- Deputise for the chair in their absence
- Establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles
- To be seen in school regularly, attend school functions, work with the Local Authority, be accessible to other governors, staff and parents and meet governors from other schools
- To use time effectively by planning the year's 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 Headteacher
- Attend Local Authority briefings
- Attend training to fulfil the role

#### **Key Skills**

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