

Training & Development Link Governor

Model Job Description

<p>Purpose of role</p>	<p>To help the Governing Body effectively perform its responsibilities by ensuring that its individual members recognise, develop and use the knowledge and skills they need to function effectively.</p>
<p>Key tasks</p>	<ul style="list-style-type: none"> • Keep abreast of changes in legislation and governance to advise the GB what CPD opportunities are appropriate • Ensure that an annual skills audit of the governing body is carried out, document the evidence of skills and the impact of the results on the training and development needs of the GB • Co-ordinate a governor/governor appraisal of each other and individual contribution to the GB • With regard to the School Plan priorities ensure governors are aware of training available to them and promote/encourage governors to undertake development to address gaps highlighted in the skills audit or subsequent needs. • Ensure the Governor Services Training and Development Programme subscription is discussed in the spring term and if agreed that the package is purchased via the school links to Edukent – or arrange alternative CPD opportunities through appropriate means • Monitor bookings and report to each full governing body on the training governors have attended and forthcoming training which has been identified appropriate <ul style="list-style-type: none"> ○ Consider a system of approval if not paying into the KCC package where training will incur a cost, linked to priorities identified in the School Plan ○ Ensure governors attend or cancel booking so as not to incur additional costs • Ensure that knowledge and good practice is fed back to the GB by attendees to training. Monitor the sharing of good practice and impact from training & development activities • Ensure GB have an effective governor induction programme to help new members become active members of the GB <ul style="list-style-type: none"> ○ Monitor the Induction of new governors to the GB to ensure their early engagement and value to the GB • Ensure that there is a governor allowances policy in place to support the GB agreed training required towards ensuring that governors effectively carry out their role <ul style="list-style-type: none"> ○ Discuss options to purchase e-learning packages ○ Consider e-learning at appropriate GB meetings • Ensure that an Annual training report of governors' CPD is produced and circulated to all governors each year. (if purchasing the Kent Governor Training this can be downloaded via the CPD account)