



## Job Description and Person Specification

### Key Responsibilities

#### **Strategic Leadership of the Federation**

The Chair will:

- Lead the Governing Body in setting and reviewing the strategic direction of the federation.
- Champion the benefits and purpose of federation across both school communities.
- Ensure decisions are made in the best interests of pupils across both schools.
- Support the development of a shared vision while respecting the distinct identity and community of each school.
- Ensure long-term planning for leadership, workforce sustainability, school improvement, and financial resilience.

#### **Supporting Leadership During Transition**

The Chair will:

- Establish effective working relationships with both Acting Headteachers.
- Provide support and constructive challenge to both leaders.
- Ensure governors receive clear and consistent information from both schools.
- Help maintain stability and continuity during the interim leadership period.

#### **Educational Standards and School Improvement**

The Chair will ensure the Governing Body holds leaders to account for:

- Pupil attainment and progress.
- Attendance and inclusion.
- SEND provision.
- Safeguarding.

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# Rotherfield Primary School Newington Green Primary School



- Behaviour and wellbeing.
- Closing attainment gaps and promoting equity.
- Delivery of school improvement priorities.

The Chair will ensure governors understand performance across both schools individually and across the federation as a whole.

## Leadership of Governance

The Chair will:

- Lead effective meetings of the Federation Governing Body.
- Work closely with the Clerk and Acting Headteachers to plan agendas.
- Ensure governors focus on strategic priorities.
- Foster a culture of respectful challenge and collaboration.
- Ensure governance complies with statutory requirements and best practice.

## Stakeholder Engagement

The Chair will:

- Act as an ambassador for the federation.
- Build positive relationships with parents, carers, staff, local councillors, and community partners.
- Support effective communication across both school communities.
- Promote confidence in the federation's leadership and governance.

## Safeguarding, Finance and Risk

The Chair will ensure governors have appropriate oversight of:

- Safeguarding and child protection.
- Health and safety.
- Financial performance and budget planning.

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# Rotherfield Primary School

## Newington Green Primary School

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- Staffing and workforce risks.
- Data protection and cyber security.
- Strategic and operational risks affecting either school.

### Governance Development

The Chair will:

- Support recruitment and succession planning for governors.
- Ensure governors have access to appropriate training and development.
- Lead regular reviews of governing body effectiveness.
- Promote diversity, inclusion, and a broad range of skills within governance.

### Person Specification

#### Essential

- Strong commitment to state education and improving outcomes for children.
- Strategic leadership experience.
- Ability to build effective relationships while maintaining independence and challenge.
- Strong communication and influencing skills.
- Experience chairing meetings and facilitating consensus.
- Sound judgement and integrity.
- Experience of organisational leadership during periods of change.
- Ability to work effectively with multiple senior leaders.
- Understanding of the challenges and opportunities facing maintained schools in London.
- Commitment to inclusion, equity, and community engagement.
- Experience navigating complex stakeholder environments.

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