



# Campton Academy Application Pack

## School Governor





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# INTRODUCTION

Welcome to Campton Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

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# ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

[www.bestacademies.org.uk/jobs](http://www.bestacademies.org.uk/jobs)

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



# ABOUT CAMPTON ACADEMY

Campton Academy is a small, rural lower school with approximately 120 pupils. The school is currently located in the picturesque village of Campton, just outside the town of Shefford, in Bedfordshire, and has been educating the children of this community since 1875.

In our most recent Ofsted report (November 2023), we were judged as Good by inspectors.

We are a very successful, values-based school with high standards. We provide a happy and safe environment, with a family atmosphere. Pupils are seen and treated as individuals and are taught a carefully structured and broad curriculum. Teachers and support staff deliver stimulating, exciting and enjoyable lessons, with a focus on ensuring everyone achieves their personal best.

We strive to provide outstanding educational and extracurricular experiences for our pupils and have a deeply inclusive culture. We are proud of the strong pastoral and academic support systems we have refined over the years and believe these to be key to our success.

We aim to ensure every pupil who joins us develops the skills and knowledge to become confident, lifelong learners who are well prepared for the next stage of their education.

We are looking for someone who can bring their skills, strategic thinking and willingness to contribute to our local governing body to challenge and push the leadership of the school to achieve more for our children.

Although we are ideally looking for skills and expertise in education, health and safety or facilities management, we would welcome the opportunity to speak to all



interested applicants. In particular, experience of the education sector would be a bonus but is certainly not essential.

Joining our local governing body would involve you in:

- Two – three meetings per term, three terms a year — meetings take place at the school normally on a Thursday evening
- A classroom visit per term during school hours
- Occasional other events e.g. to meet parents or join governors from other schools for training sessions

Aside from the contribution that you will make to improving the experience of children at Campton Academy, you can:

- Develop/broaden/deepen your expertise in another context
- Demonstrate team-building and team-working skills
- Network with other professionals and community leaders.

If you are interested in more information, you can see BEST's website for details about the academy's governance [www.bestacademies.org.uk](http://www.bestacademies.org.uk)

You can also find out more information by contacting me at [astupple@bestacademies.org.uk](mailto:astupple@bestacademies.org.uk) or through the school office.

If you would like to visit, we would be delighted to show you around. Please do not hesitate to contact Mrs Bright, School Office Manager, on 01462 813359 or email her via [cma-info@bestacademies.org.uk](mailto:cma-info@bestacademies.org.uk)

On behalf of the governing body, I hope you find this information useful and that it encourages you to apply.

Alan Stupple

Chair of the local governing body of Campton Academy



# HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

**We look forward to receiving your application.**



# JOB DESCRIPTION

**ROLE TITLE:** Governor

**BASED AT:** Campton Academy

## **ABOUT BEST:**

Bedfordshire Schools Trust (BEST) comprises ten flourishing academies and five nurseries delivering first choice education, from Early Years to Advanced Level study. Our vision is 'to grow the BEST in everyone.' We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be.' Our schools work together to add value and compete to continually improve.

## **PURPOSE OF ROLE:**

To contribute to the work of the governing board in ensuring high standards of achievement for all children and young people in the school by:

- setting the school's vision, ethos and strategic direction
- holding the Principal to account for the educational performance of the school and its pupils
- overseeing the financial performance of the school and making sure its money is well spent

## **MAIN DUTIES AND RESPONSIBILITIES**

1. Contribute to the strategic discussions at governing board meetings, which determine:

- the vision and ethos of the school
- clear and ambitious strategic priorities and targets for the school
- that all children, including those with special educational needs, have access to a broad and balanced curriculum
- the school's budget, including the expenditure of the pupil premium allocation
- the school's staffing structure and key staffing policies
- the principles to be used by school leaders to set other school policies

2. Hold the senior leaders to account by monitoring the school's performance; this includes

- agreeing the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan
- considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance
- asking challenging questions of school leaders
- ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits
- ensuring senior leaders have developed the required policies and
- procedures and the school is operating effectively according to those policies



- acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing board on the progress on the relevant school priority
- listening to and reporting to the school's stakeholders: pupils, parents, staff, and the wider community, including local employers

3. Ensure the school staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (continuing professional development), and suitable premises, and that the way in which those resources are used has impact.

4. When required, serve on panels of governors to:

- and agree the pay recommendations for other staff
- hear the second stage of staff grievances and disciplinary matters
- hear appeals about pupil exclusions

The role of a governor is largely a thinking and questioning role, not a doing role.

A governor does NOT:

- write school policies
- undertake audits of any sort – whether financial or health and safety – even if the governor has the relevant professional experience
- spend much time with the pupils of the school – if you want to work directly with children, there are many other valuable voluntary roles within the school
- fundraise – this is the role of the PFGM, the governing board should consider income streams and the potential for income generation, but not carry out fundraising tasks
- undertake classroom observations to make judgments on the quality of teaching – the governing board monitors the quality of teaching in the school by requiring data from the senior staff and from external sources
- do the job of the school staff – if there is not enough capacity within the paid staff team to carry out the necessary tasks, the governing board needs to consider and rectify this

As you become more experienced as a governor, there are other roles you could volunteer for which would increase your degree of involvement and level of responsibility (e.g. as a chair of a committee). This role description does not cover the additional roles taken on by the chair, vice chair and chairs of committees.

In order to perform this role well, a governor is expected to:

- get to know the school, including visiting the school occasionally during school hours and gaining a good understanding of the school's strengths and weaknesses
- attend induction training and regular relevant training and development events
- attend meetings (full governing board meetings and committee meetings) and read all the papers before the meeting
- act in the best interests of all the pupils of the school



- behave in a professional manner, as set down in the governing board's code of conduct, including acting in strict confidence



## PERSON SPECIFICATION

### Governor

Attributes	Essential	Desirable
<b>Relevant Experience</b>	Has worked as part of a team to question and challenge, working to identify viable options through collective decision making.	Work or have worked in a role connected to: Education Health and safety or Facilities management
<b>Relevant Skills and knowledge</b>	Be committed to improving education and welfare for all children.  Be committed to the Campton Academy's visions and ethos.	Understand current national education policy and the local education context.
<b>Other</b>	Be willing to devote time, enthusiasm and effort to the duties of an responsibilities of a governor	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance.

**Campton Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry our enhanced DBS checks on all staff and volunteers and take references. Campton Academy is an equal opportunities employer and welcomes applications from all members of the community.**

