

## **Buckswood School Advisory Governing Body**

### **Member – Role Descriptions**

#### **Overview:**

The Advisory Governing Body (AGB) of Buckswood School supports the School Director in ensuring the highest standards of education, welfare, and management are achieved across all aspects of the school. Members provide strategic advice, challenge, and support, helping drive continuous improvement while safeguarding the school's ethos, values, and legal compliance.

Each AGB Member focuses on one or more key areas but must work collaboratively with fellow members to maintain a holistic oversight.

These are generally voluntary positions, with appropriate expenses reimbursed. In terms of time commitment, AGB members would be required to attend regular meetings (at a minimum, these would take place termly), plus occasional visits to school for oversight of their relevant areas and writing up any reports from these meetings. There is an expectation that AGB members will also devote some of their time to ongoing training and understanding of the school as well as appropriate regulations.

**Term:** Typically three years, renewable by agreement with the School Director.

---

### **Chair of the Advisory Governing Body**

#### **Role Purpose:**

The Chair of the Advisory Governing Body (AGB) plays a crucial leadership role in supporting the School Director and school leadership to achieve and sustain excellence across all areas of school life. The Chair ensures that the AGB operates effectively, provides strategic, balanced, and expert advice, and acts as a critical friend to the school's senior leadership team.

#### **Key Responsibilities:**

##### **Strategic Leadership**

- Lead the AGB in supporting the school's vision, values, and strategic direction, aligning with the School Director's aims.

- Promote a culture of high expectations, accountability, and continuous improvement.
- Maintain a strong focus on key areas: school improvement, boarding, safeguarding, education quality, facilities management, and HR practices.

### **Governance Oversight**

- Set clear agendas in consultation with the School Director and Principal.
- Chair meetings effectively, encouraging full participation, informed discussion, and sound decision-making.
- Ensure AGB advice is evidence-based, focused, and aligned to strategic priorities.
- Monitor the effectiveness of AGB functions, initiating reviews and improvements as needed.
- Manage complaints made against members of the Senior Management Team, in line with policy.

### **Relationship Management**

- Act as the primary liaison between the AGB, the School Director, and the school's leadership team.
- Build positive, professional relationships with senior leaders, staff, parents, and external stakeholders as required.
- Support and challenge the School Director, Principal and leadership team constructively.

### **Safeguarding and Compliance**

- Ensure safeguarding remains the highest priority at all times.
- Oversee that the school complies with statutory requirements, best practice, and independent school standards.
- Liaise with relevant authorities in regards to complaints or allegations made against the School Director, in line with policy.

### **Development and Succession**

- Support the recruitment, induction, and development of new AGB members.
- Foster a collaborative and supportive environment where members can share expertise and grow in their roles.
- Plan for leadership succession within the AGB if needed.

### **Person Specification:**

#### **Essential:**

- Strong commitment to education, student welfare, and safeguarding.
- Strategic leadership experience, preferably within an education, governance, or senior management context.
- Excellent communication, interpersonal, and chairing skills.
- Ability to provide balanced support and challenge, maintaining objectivity and confidentiality.
- Understanding of governance principles in an independent or School Directorial school context.
- Commitment to inclusivity, diversity, and professional integrity.

**Desirable:**

- Experience of school governance, educational leadership, boarding provision, or HR management outside of Buckswood School.
- Knowledge of the regulatory framework for safeguarding and independent schools (e.g., Keeping Children Safe in Education, National Minimum Standards for Boarding, Independent School Standards and Regulations).
- Ability to manage change and mediate in complex or sensitive situations.

---

### **AGB Member for School Improvement**

**Role Purpose:**

To advise on the strategic development and continuous improvement of the school's academic and pastoral performance.

**Key Responsibilities:**

- Monitor and evaluate school improvement plans, ensuring measurable outcomes.
- Advise on the use of data to drive student progress and attainment.
- Support and challenge leadership on curriculum development and pedagogical initiatives.
- Benchmark school performance against national standards and best practice.
- Recommend strategic interventions where necessary.

**Person Specification**

**Essential:**

- Strong understanding of school improvement processes, data analysis, and performance measurement.
- Experience in education leadership, school improvement consultancy, or senior educational roles (e.g., Headteacher, Deputy Head, Director of Studies).
- Ability to analyse and interpret educational data to inform strategic advice.
- Excellent communication skills, with the ability to support and challenge constructively.
- Commitment to raising standards and improving outcomes for all students.
- Awareness of national education policy, inspection frameworks (e.g., Ofsted, ISI), and best practice benchmarks.

**Desirable:**

- Experience of working within or with independent/School Directorial schools.
- Knowledge of current curriculum developments and pedagogical innovations.
- Understanding of pastoral care frameworks and how they integrate into whole-school improvement.
- Training or experience in leadership coaching or school improvement planning.

---

**AGB Member for Boarding**

**Role Purpose:**

To oversee and advise on the welfare, safety, and quality of the boarding provision.

**Key Responsibilities:**

- Monitor the effectiveness of boarding practices, including compliance with National Minimum Standards for Boarding Schools.
- Champion the emotional wellbeing, pastoral care, and personal development of boarding students.
- Advise on boarding accommodation, staffing, and routines to ensure high standards are maintained.
- Review boarding policies and recommend enhancements aligned with best practice.
- Visit boarding houses regularly to engage with students and staff.

- Be a 'critical friend' to the Head of Boarding

## **Person Specification**

### **Essential:**

- Strong understanding of boarding provision and pastoral care in educational settings.
- Familiarity with the National Minimum Standards for Boarding Schools and relevant safeguarding regulations.
- Experience in a leadership, governance, or advisory role in a boarding school environment outside of Buckswood (e.g., Head of Boarding, Houseparent, or Senior Pastoral Lead).
- Ability to provide constructive challenge and support to ensure the highest standards of welfare and safety.
- Excellent interpersonal skills, with the ability to engage meaningfully with both students and staff.
- Commitment to promoting student wellbeing, inclusivity, and a positive boarding experience.

### **Desirable:**

- Previous experience within an independent or School Directorial boarding school setting outside of Buckswood.
- Knowledge of current trends and best practices in pastoral care, mental health support, and residential life.
- Experience with safeguarding leadership (e.g., DSL/DDSL qualification or training).
- Understanding of cultural sensitivity and diversity within boarding communities.
- Experience with inspection of boarding

---

## **AGB Member for Safeguarding/Independent Safeguarding Advisor**

### **Role Purpose:**

To act as a critical friend on safeguarding policies and practice, ensuring that student welfare remains paramount.

### **Key Responsibilities:**

- Monitor safeguarding compliance with Keeping Children Safe in Education (KCSIE) and related regulations.
- Advise on the effectiveness of safeguarding systems, training, and reporting.
- Review safeguarding incident logs (anonymously) to identify patterns or concerns.
- Liaise with the Designated Safeguarding Lead (DSL) to ensure regular updates and oversight.
- Scrutinise staff appointment practice and provide oversight of the Single Central Register of staff appointments.
- Conduct annual safeguarding audits and report findings to the School Director.

### **Person Specification**

#### **Essential:**

- In-depth knowledge of safeguarding regulations and best practice (e.g., Keeping Children Safe in Education, Working Together to Safeguard Children).
- Experience in safeguarding leadership roles, ideally within an education or youth setting outside of Buckswood School (e.g., Designated Safeguarding Lead, Safeguarding Consultant).
- Ability to review and analyse safeguarding incidents and reports to identify trends and areas for improvement.
- Strong communication skills, with the ability to provide clear, objective advice to School Director, School Leadership and Staff.
- Commitment to the protection and wellbeing of children and young people.
- Understanding of child protection systems and the legal responsibilities around safeguarding in schools.

#### **Desirable:**

- Experience working with or advising in independent or School Directorial school settings.
  - Familiarity with the Independent School Standards and the National Minimum Standards for Boarding.
  - Safeguarding qualifications, such as Designated Safeguarding Lead (DSL) or equivalent.
  - Knowledge of mental health and wellbeing initiatives and their role in safeguarding.
-

## **AGB Member for Education**

### **Role Purpose:**

To oversee and advise on the quality of teaching, learning, and the curriculum offering across the school. To be a critical friend to the academic department.

### **Key Responsibilities:**

- Review curriculum breadth, balance, and relevance to students' needs and future opportunities.
  - Advise on staff development and teaching innovation.
  - Monitor academic achievement, progress, and outcomes across all key stages.
  - Promote inclusive education and support strategies for SEND, EAL, and gifted students.
  - Encourage enrichment activities that complement academic life.
- 

### **Person Specification**

#### **Essential:**

- Strong understanding of curriculum design and the pedagogical principles behind effective teaching and learning.
- Experience in educational leadership or teaching, with a proven track record of improving academic performance and fostering innovation.
- Ability to analyse academic data to assess progress, outcomes, and identify areas for improvement.
- Commitment to promoting inclusive education and ensuring the success of all students, including those with special educational needs and disabilities (SEND), English as an Additional Language (EAL), and gifted students.
- Understanding of current educational trends, policy, and best practice, including national curriculum requirements and alternative curricula.
- Excellent communication skills, with the ability to advise and support staff while challenging practices where necessary.

#### **Desirable:**

- Experience in a senior teaching role, curriculum coordinator, or educational consultant.
- Knowledge of independent school education and the regulatory frameworks (e.g., Independent School Standards).

- Experience in the development and implementation of enrichment programs that complement academic learning.
- Familiarity with academic achievement tracking and reporting tools.

---

### **AGB Member for Facilities**

#### **Role Purpose:**

To oversee and advise on the management, safety, and development of the school's physical resources.

#### **Key Responsibilities:**

- Review the maintenance and development of buildings, grounds, and equipment.
- Monitor compliance with health and safety standards and legislation.
- Advise on capital projects, including refurbishments and new builds.
- Promote sustainability and environmental responsibility within facilities planning.
- Ensure appropriate risk assessments are in place and being followed to ensure safety of the facility.
- Ensure facilities support both educational and boarding provision effectively.

#### **Person Specification**

##### **Essential:**

- Strong understanding of facilities management, building maintenance, and health and safety compliance in educational settings.
- Experience in managing or overseeing capital projects, property development, or large-scale facilities management.
- Knowledge of health and safety legislation, fire safety protocols, and risk assessments.
- Ability to work collaboratively with school leadership to ensure facilities are fit for purpose and meet educational and boarding needs.
- Understanding of sustainability practices and environmental considerations in school facilities management.
- Excellent problem-solving and project management skills.



Desirable:

- Experience working with independent or School Directorial schools in a facilities or estates management role.
- Familiarity with building regulations, including accessibility, safety, and environmental standards.
- Knowledge of educational facility design that supports modern teaching methods and residential life.
- Expertise in budgeting, resource allocation, and managing capital expenditure.

---

### **AGB Member for Human Resources (HR)**

#### **Role Purpose:**

To advise on HR strategies, policies, and practices that ensure the school attracts, develops, and retains high-quality staff.

#### **Key Responsibilities:**

- Support and challenge the school's approach to recruitment, retention, and professional development.
- Monitor staff wellbeing initiatives and workforce planning.
- Advise on the appraisal and performance management systems.
- Ensure that safer recruitment practices are embedded across the school.
- Review staffing structures to ensure they meet current and future needs efficiently.

#### **Person Specification**

Essential:

- Strong understanding of HR strategies, policies, and best practices, particularly in the context of schools or educational settings.
- Experience in senior HR roles, such as HR Director, HR Manager, or equivalent, with a focus on recruitment, retention, and staff development.
- Knowledge of employment law, safer recruitment practices, and regulatory requirements in education.
- Ability to monitor and evaluate staff wellbeing programs and make recommendations for improvement.
- Excellent communication skills, with the ability to advise, support, and challenge staff and leadership.

- A commitment to creating an inclusive and supportive working environment for all staff.

Desirable:

- Experience working within independent or School Directorial schools.
- Familiarity with performance management systems and staff appraisal frameworks.
- Expertise in workforce planning, budgeting, and ensuring staffing structures align with the school's strategic needs.
- A qualification in HR, such as CIPD or equivalent, or equivalent experience in a senior HR role.

---

### **General Expectations for All AGB Members**

All members of the AGB are expected to:

- Act with integrity, objectivity, and honesty at all times.
  - Respect confidentiality regarding school matters.
  - Attend AGB meetings regularly and contribute effectively.
  - Undertake relevant training to remain current in your area of focus.
  - Uphold and champion the values, mission, and strategic aims of the school.
  - Engage positively and regularly with the school's management team.
  - Provide balanced and constructive advice to support the School Director's leadership.
-