

The Levett School



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Positivity | Determination | Reflection | Integrity

School Governor

Recruitment Information Pack

The Levett School, Melton Road, Sprotbrough, Doncaster, DN5 7SB



City of
Doncaster
Council

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WELCOME

Thank you for your interest in becoming a Governor at The Levett School. I am delighted that you are considering joining us in one of the most rewarding and impactful roles within education.

The Levett School is a unique and nurturing environment, proudly located in Sprotbrough, Doncaster. We provide specialist support for children and young people who may need a more personalised approach to learning, ensuring that every pupil feels safe, valued, and inspired to succeed.

Our mission is clear: to help every learner overcome barriers, grow in confidence, and achieve their full potential. We do this by fostering a school culture grounded in positivity, integrity, determination, and reflection—values that are not only embedded in our curriculum, but lived daily by our staff and pupils.

As a Governor, you will play a vital role in supporting and shaping the strategic direction of our school. You will help ensure we maintain high standards, use our resources effectively, and provide every child with the opportunities they deserve. Whether you are a parent, a local professional, or a committed member of the community, your experience and perspective can make a meaningful difference to our school's development and success.

In return, we offer a warm, inclusive environment, a high-quality induction, and access to ongoing training and development. Our Management Committee works closely with senior leaders to provide challenge and support in equal measure and we are proud of the collaborative and transparent relationships we have built across the school.

The role of a School Governor is both a privilege and a responsibility. It is a chance to champion young people, contribute to long-term school improvement, and be part of a team that is dedicated to transforming lives through education.

We hope this pack gives you a clear insight into the role and its value, and we warmly invite you to get in touch to find out more. We would be pleased to welcome you into school to meet with myself and the Chair of Management Committee, and to discuss how your skills and passion can help shape the next chapter of The Levett School's journey.

Kind Regards

A handwritten signature in black ink, appearing to read 'H. Buchanan'.

Hannah Buchanan

Headteacher

ADVERT

School Governor contract type: Voluntary

Time commitment: 6 meetings per year plus school visits

Required: With immediate effect and September 2025



School Governors make a positive contribution to children's education by offering supportive challenge to help raise standards and monitor resources effectively. Working as a team, Governors are responsible for overseeing the management of school with a focus on strategy, improvement, policy and budgeting.

We are seeking to appoint **three** dedicated individuals who want to make a difference to children's lives and are willing to share their experience at The Levett School. We have vacancies for 1 x Parent Governor and 2 x Community Governors.

The successful applicants will have:

- An interest in the performance of the school
- A desire to share experience from fields such as: finance, HR, education, law, business
- A passion to contribute and represent the community
- A commitment to develop strategic management skills and professional development

Our school can offer:

- High quality induction and professional development opportunities
- An insight into the wider perspective of education
- A supportive Management team who closely and collaboratively with senior leaders

Applications are invited in the form of a written statement with details of how you meet the requirements as set out in the role description.

Please arrange a visit to chat in further detail about the roles with the Headteacher by contacting the school office on (01302) 390761 or by email to admin@levett.doncaster.sch.uk

SCHOOL GOVERNOR ROLE DESCRIPTION

MAIN PURPOSE
<p>To contribute to the work of the governing board in ensuring high standards of achievement for all children and young people in The Levett School by:</p> <ul style="list-style-type: none"> • Ensuring clarity of vision, ethos and strategic direction • Holding leaders to account for the educational performance of the organisation and its pupils, and performance management of staff • Overseeing the financial performance of the organisation and making sure its money is well spent
ACTIVITIES
<p>As part of the Governing Body, a Governor is expected to:</p> <ol style="list-style-type: none"> 1. Contribute to the strategic discussions at governing board meetings which determine: <ul style="list-style-type: none"> • The vision and ethos of the school • Clear and ambitious strategic priorities and targets for the school • That all children 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 leaders to account by monitoring the school's performance; this includes: <ul style="list-style-type: none"> • Agreeing the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan • 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. Make effective use of school's financial resources including:

- The necessary expertise on business management and external advice where necessary
- Lead on the statutory requirements for the school
- Monitor and scrutiny of the school budget
- Evaluate the effectiveness of financial decisions

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

- Appoint the head teacher and other senior leaders
- Appraise the head teacher
- Set the head teacher's pay and agree the pay recommendations for other staff
- Hear the second stage of staff grievances and disciplinary matters

SKILLS

Do you have any of the following skills:

- An interest in children's education and the performance of the school, especially from a parents prospective
- A desire to contribute to and represent the community
- An open and enquiring mind
- The ability to be objective
- The confidence to debate with an enquiring mind
- A willingness to listen and make informed judgements
- The ability to work well with others

ADDITIONAL INFORMATION

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.
- Gain 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

SAFER RECRUITMENT

The Levett School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant checks.

The Levett School pays full regard to the DfE guidance 'Keeping Children Safe in Education, September 2024'.

Our Child Protection and Safeguarding Policy has been written to ensure that all staff are:

- Fully informed about their responsibilities in relation to child protection
- Are aware of signs and symptoms which may suggest that a child is coming to harm
- Recognise the various types of safeguarding issues that we may face as educators of children
- Familiar with who to speak to if they have a concern about a child or member of staff

HOW DO I BECOME A GOVERNOR

In the first instance, if you are interested in becoming a Governor for The Levett School you will need to send an email through to the school at admin@levett.doncaster.sch.uk stating whether you are a parent of a pupil or a member of the community and why you are interested in becoming a Governor.

Upon receipt of your expression of interest in this role you will be invited to visit school to meet the Chair and the Headteacher. You will complete the necessary nomination paperwork and will also be offered the opportunity to observe a Management Committee meeting.

Your application will then be put to the Management Committee for approval.

Thank you for taking the time to express interest in this rewarding role.