

## Job Description

Role: Chair of Governors

Institution: Elizabeth School of London

Location: London, England

Type: Part-time voluntary (with expenses)

### Role Purpose:

The Chair of Governors for Elizabeth School of London (ESL) is a pivotal, strategic role leading on the governance of the School. The Chair should have insight of the higher education sector, specifically in England; and be able to communicate and collaborate with a wide range of diverse stakeholders. The Chair ensures that the Board of Governors functions effectively and efficiently, in line with legal and regulatory requirements. The Chair ensures the Board remains focused on its core strategic functions.

### Key Responsibilities:

1. Strategic leadership
  - Provide strategic direction and oversight to ensure ESL's long-term success and sustainability.
  - Lead the Board of Governors in setting ESL's mission, vision, and strategic goals and monitoring implementation of such.
  - Ensure alignment of ESL's activities with strategic direction and plan.
  - Ensure the Board has access to appropriate information and data to inform decision-making
2. Governance and compliance
  - Ensure the Board of Governors acts in accordance with best practice, regulatory requirements and ESL's governing documents and policies.
  - Oversee the development and implementation of robust governance frameworks and policies.
  - Ensure compliance with all legal, financial, and educational standards.
  - Ensure the Board of Governors is kept informed of any regulatory changes and updates to policies.

### 3. Board management

- Chair Board meetings and facilitate an open and inclusive culture.
- Ensure effective and timely decision-making with clear action points that are monitored and implemented.
- Facilitate productive discussions and foster a collaborative environment between Board members.
- Ensure the Board is composed of members with the necessary diversity, skills, and expertise.
- Ensure Board members have a thorough understanding of their role and receive appropriate induction and training.
- Identify any skill gaps in the Board and work to ensure these are addressed promptly.
- Ensure Board members are involved and feel valued.

### 4. Stakeholder engagement

- Act as an ambassador for ESL, promoting its interests and enhancing its reputation with key stakeholder groups.
- Build strong relationships with key stakeholders, including the Senior Leadership Team (SLT) of ESL, staff, students, alumni, and other external groups such as the local community.
- Meet regularly with the SLT and ensure their workload and wellbeing is considered.
- Ensure representation of the Board of Governors at official events and functions; this may involve allocation of the role to other Board members where necessary.

### 5. Support and development

- Provide guidance and support to the SLT of ESL, including the provost.
- Ensure effective succession planning and development opportunities for Board members.
- Promote a culture of continuous improvement within the Board and the wider ESL community.

## Qualifications and experience

- Proven experience in a senior leadership role, ideally from within the higher education sector.
- Strong understanding of governance, regulatory compliance, and strategic planning.

- Excellent communication, negotiation, and interpersonal skills.
- Ability to be able to delegate authoritatively and collaboratively.
- Ability to chair meetings effectively and openly.
- Ability to lead and manage diverse teams.
- Capacity to interpret and understand information and data quickly, drawing valid conclusions with a sound awareness of associated risk.

## Personal attributes

- Strategic thinker, with a forward-looking perspective.
- Integrity and impartiality.
- Collaborative and inclusive approach to leadership.
- Strong advocate for education and student success.

In accordance with the Equality Act 2010, ESL is committed to ensuring diverse membership of the Board of Governors.