

**Job Title: Buckswood Advisory Board (AGB) Member – Boarding & Safeguarding**

**Role Type:** Voluntary

**Co ordinating with:** DSL, HoB

**Overview:**

As a Buckswood AGB Member responsible for Boarding & Safeguarding, you will provide strategic advice and guidance to the school owner on student welfare, pastoral care, and safeguarding. Your role is to ensure that boarding standards are met, fostering a safe, supportive, and enriching environment for all students. You will support but also question senior and middle management to ensure compliance as well as the advancement of the school and the well-being of students and staff.

**Key Responsibilities:**

- Conduct a termly visit to gather feedback from students and staff.
- Ensure that safeguarding checks and balances are in place and effectively implemented.
- Work closely with the Head of Boarding and safeguarding staff as a listening ear and critical friend.
- Review policies, procedures, and best practices to uphold high standards in student welfare.
- **Attend** advisory board meetings and contribute to discussions on continuous improvement.
- Work collaboratively with the relevant member of the school management to produce a concise termly report for the Chair, outlining compliance checks, the current status, progress in development, areas for improvement, and key recommendations.

**Ideal Candidate:**

- Experience in boarding school environments or safeguarding practices.
- Strong understanding of child welfare and well-being.
- A supportive and objective approach to advising school leadership.
- Committed to ensuring the highest standards of care and protection for students.

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**Job Title: Buckswood Advisory Board (AGB) Member – Estate & Health and Safety**

**Role Type:** Voluntary

**Co ordinating with:** HHS

**Overview:**

As a Buckswood AGB Member responsible for Estate & Health and Safety, you will provide strategic advice and guidance to the school owner on matters related to the school's infrastructure, facilities, and health and safety compliance. Your role is to ensure that the estate is well-maintained, safe, and supports a high-quality learning environment for students and staff. You will support but also question senior and middle management to ensure compliance as well as the advancement of the school and the well-being of students and staff.

**Key Responsibilities:**

- Conduct a termly visit to assess the condition of school facilities and gather feedback from students and staff.
- Ensure that health and safety checks, risk assessments, and compliance measures are in place and effectively implemented.
- Work closely with the health and safety officers as a listening ear and critical friend.
- Review policies, procedures, and best practices to uphold high standards in site maintenance and safety.
- **Attend** advisory board meetings and contribute to discussions on continuous improvement.
- Work collaboratively with the relevant member of the school management to produce a concise termly report for the Chair, outlining compliance checks, the current status, progress in development, areas for improvement, and key recommendations.

**Ideal Candidate:**

- Experience in facilities management, health and safety, or estate oversight.
- Strong understanding of risk management and regulatory compliance.
- A proactive and objective approach to advising school leadership.
- Committed to ensuring a safe and well-maintained environment for students and staff.

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**Job Title: Buckswood Advisory Board (AGB) Member – Parent Representative**

**Role Type:** Voluntary

**Co ordinating with:** Clerk

**Overview:**

As a Buckswood AGB Member representing parents, you will provide a voice for the parent community, offering strategic advice and guidance to the school

owner on matters affecting students and their families. Your role is to ensure open communication between parents and the school, fostering a positive and collaborative school environment. You will support but also question senior and middle management to ensure compliance as well as the advancement of the school and the well-being of students and staff.

**Key Responsibilities:**

- Conduct a termly visit to gather feedback from parents, students, and staff.
- Act as a liaison between parents and the school, ensuring their perspectives are considered in decision-making.
- Work closely with school leadership as a listening ear and critical friend, addressing concerns and identifying areas for improvement.
- Review policies and initiatives that impact student well-being, communication, and parental engagement.
- **Attend** advisory board meetings and contribute to discussions on school development and community relations.
- Work collaboratively with the relevant member of the school management to produce a concise termly report for the Chair, outlining compliance checks, the current status, progress in development, areas for improvement, and key recommendations.

**Ideal Candidate:**

- A current or former parent of a Buckswood student.
- Strong communication and interpersonal skills.
- A balanced and objective approach to representing parental perspectives.
- Committed to fostering a positive partnership between parents and the school.

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**Job Title: Buckswood Advisory Board (AGB) Member – Staff Representative**

**Role Type:** Voluntary

**Co ordinating with:** Clerk and MS

**Overview:**

As a Buckswood AGB Member representing the teaching staff, you will provide a voice for educators, offering strategic advice and guidance to the school owner on staff concerns, professional development, and overall school improvement. Your role is to ensure that staff perspectives are considered in decision-making, fostering a supportive and effective working environment. You will support but also question senior and middle management to ensure

compliance as well as the advancement of the school and the well-being of students and staff.

**Key Responsibilities:**

- Conduct a termly meeting with staff to gather feedback on key issues affecting teaching and school life.
- Work closely with senior leadership as a listening ear and critical friend, addressing concerns and supporting positive change.
- Review policies and initiatives that impact teaching, staff well-being, and professional development.
- Attend advisory board meetings and contribute to discussions on school operations and staff-related matters.
- Work collaboratively with the relevant member of the school management to produce a concise termly report for the Chair, outlining compliance checks, the current status, progress in development, areas for improvement, and key recommendations.

**Ideal Candidate:**

- A current member of the Buckswood teaching staff.
- Strong communication and interpersonal skills.
- A balanced and objective approach to representing staff views.
- Committed to fostering a positive and collaborative working environment.

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**Job Title: Buckswood Advisory Board (AGB) Member – Business Representative**

**Role Type:** Voluntary

**Co ordinating with:** GS/JO

**Overview:**

As a Buckswood AGB Member representing the business community, you will provide strategic insight and advice to the school owner, ensuring that Buckswood remains forward-thinking, financially sustainable, and aligned with industry trends. Your role is to bring a commercial perspective, helping the school develop strong business partnerships, enhance career opportunities for students, and maintain high operational standards. You will support but also question senior and middle management to ensure compliance as well as the advancement of the school and the well-being of students and staff.

**Key Responsibilities:**

- Conduct a termly visit to engage with students, staff, and leadership, gathering insights on operational and career-related matters.

- Advise on financial sustainability, business development opportunities, and strategic planning.
- Act as a liaison between the school and the business community, fostering industry partnerships and career pathways for students.
- Work closely with senior leadership as a listening ear and critical friend, providing objective advice on school operations and business matters.
- Review policies and initiatives to ensure they align with best business practices and financial prudence.
- **Attend** advisory board meetings and contribute to discussions on school development and commercial opportunities.

**Ideal Candidate:**

- A respected business professional with experience in finance, operations, entrepreneurship, or corporate leadership.
- Strong strategic thinking and problem-solving skills.
- A network of business connections that could benefit the school and its students.
- Committed to supporting the school's long-term growth and success.
- Work collaboratively with the relevant member of the school management to produce a concise termly report for the Chair, outlining compliance checks, the current status, progress in development, areas for improvement, and key recommendations.

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**Job Title: Buckswood Advisory Board (AGB) Member – Educational Expert**

**Role Type:** Voluntary

**Co ordinating with:** MS

**Overview:**

As a Buckswood AGB Member with expertise in education, you will provide strategic guidance to the school owner, ensuring that academic standards, teaching quality, and student outcomes remain at the highest level. Drawing on your experience as a former head and current teacher, you will offer valuable insights into curriculum development, staff professional development, and educational best practices. You will support but also question senior and middle management to ensure compliance as well as the advancement of the school and the well-being of students and staff.

**Key Responsibilities:**

- Conduct a termly visit to engage with students, staff, and leadership, gathering insights on teaching and learning.
- Advise on curriculum design, staff training, and academic policies to enhance student achievement.

- Work closely with senior leadership as a listening ear and critical friend, offering objective advice on educational matters.
- Ensure that the school's educational approach aligns with national and international best practices.
- Review and provide feedback on assessment strategies, pastoral care, and student support services.
- **Attend** advisory board meetings and contribute to discussions on school development and academic excellence.

#### **Ideal Candidate:**

- A former headteacher and current educator with extensive experience in school leadership.
- Strong understanding of curriculum development, assessment, and student support.
- A passion for high-quality education and continuous school improvement.
- Committed to ensuring the best possible learning experience for students.
- Work collaboratively with the relevant member of the school management to produce a concise termly report for the Chair, outlining compliance checks, the current status, progress in development, areas for improvement, and key recommendations.

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#### **Job Title: Buckswood Advisory Board (AGB) Member – Clerk**

**Role Type:** Voluntary

**Co ordinating with:** Chair

#### **Overview:**

As the Clerk to the Buckswood Advisory Board (AGB), you will play a vital role in supporting the board by recording meeting minutes, managing communication, and ensuring that all administrative processes run smoothly. Your role is essential in maintaining clear and organised records, facilitating effective communication between board members, and ensuring that key actions are followed up and executed.

#### **Key Responsibilities:**

- **Attend** all advisory board meetings, taking accurate and detailed minutes.
- Ensure that minutes, reports, and other documents are distributed to board members in a timely manner.
- Serve as the central point for all communication, both internal and external, ensuring clear and consistent information flow between the advisory board, school leadership, and other stakeholders.
- Support the scheduling of meetings and coordinate any necessary documentation or logistical arrangements.

- Follow up on action points and ensure that key decisions and tasks are tracked and completed.
- Provide administrative support to the board and contribute to discussions as needed.
- Collate all of the termly reports and highlight and assess findings for action

**Ideal Candidate:**

- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to manage multiple tasks and meet deadlines.
- A proactive and supportive team player with a positive, can-do attitude.
- Committed to ensuring the smooth operation and success of the advisory board.
- Work collaboratively with the relevant member of the school management to produce a concise termly report for the Chair, outlining compliance checks, the current status, progress in development, areas for improvement, and key recommendations.

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**Job Title:** Buckswood Advisory Board (AGB) Member – Chairperson

**Role Type:** Voluntary

**Co ordinating with:** Board members and GS

**Overview:**

As the Chairperson of the Buckswood Advisory Board (AGB), you will be responsible for leading and guiding the board to ensure that meetings are productive, all relevant matters are discussed, and decisions are made in the best interest of the school and its community. Your role is to maintain the focus and flow of discussions, facilitate collaboration, and ensure that key issues are addressed in a timely and effective manner. You will support but also question senior and middle management to ensure compliance as well as the advancement of the school and the well-being of students and staff. You are responsible for ensuring that guidelines are followed and when unsure advice is gained.

**Key Responsibilities:**

- Lead and facilitate all advisory board meetings, ensuring they progress smoothly and efficiently.
- Ensure that all agenda items are covered, and that discussions are productive and focused on key priorities.
- Foster an inclusive and respectful atmosphere where all board members are encouraged to contribute.

- Guide and support board members in their roles, encouraging collaboration and alignment on school goals.
- Ensure that issues that may arise are dealt with by the correct member and that the correct protocol are followed
- Work closely with the Clerk to ensure that minutes are recorded accurately and that follow-up actions are completed.
- Serve as the main point of contact for the school leadership and represent the board in any public-facing activities or external communication.
- Ensure that all board decisions are aligned with the school's values, mission, and strategic priorities.

**Ideal Candidate:**

- Extensive experience in leadership, with a background in education, business, or a related field.
- Strong facilitation, communication, and conflict-resolution skills.
- Ability to maintain focus and manage multiple perspectives in board discussions.
- A strategic thinker with a clear understanding of the school's goals and challenges.
- Committed to ensuring the board operates efficiently and effectively, fostering a collaborative and forward-thinking environment.
- Work collaboratively with the relevant member of the school management to produce a concise termly report for the Chair, outlining compliance checks, the current status, progress in development, areas for improvement, and key recommendations.

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**Job Title:** Buckswood Advisory Board (AGB) Member – HR Representative

**Role Type:** Voluntary

**Co ordinating with:** HR officer

**Overview:**

As the HR Representative on the Buckswood Advisory Board (AGB), you will provide strategic guidance and oversight on matters related to staff well-being, recruitment, retention, professional development, and overall HR policies. Your role is to ensure that the school maintains fair, effective, and supportive HR practices that align with its values and mission. You will support but also question senior and middle management to ensure compliance as well as the advancement of the school and the well-being of students and staff.

**Key Responsibilities:**



- Conduct a termly review of HR practices and gather feedback from staff to assess workplace morale and engagement.
- Advise on recruitment, onboarding, and retention strategies to ensure the school attracts and retains high-quality staff.
- Support the development of policies and initiatives that promote staff well-being, fair treatment, and professional growth.
- Act as a listening ear and critical friend to both staff and school leadership, helping to mediate and resolve any HR-related concerns.
- **Attend** advisory board meetings and contribute insights on staff-related matters.
- Work collaboratively with the relevant member of the school management to produce a concise termly report for the Chair, outlining compliance checks, the current status, progress in development, areas for improvement, and key recommendations.

**Ideal Candidate:**

- Experience in human resources, people management, or organizational development.
  - Strong understanding of HR best practices, employment law, and workplace well-being initiatives.
  - Excellent communication and problem-solving skills.
  - A balanced and objective approach to advising on HR matters.
  - Committed to ensuring a positive and supportive work environment for all staff.
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