



Trustee – Primary School Lead

Duties:

Strategic

- Share your knowledge and experience of the primary school education curriculum, child development, and classroom realities to help plan our long-term goals and educational projects.
- Consider the organisation's strategic plans and make sure they reflect current educational requirements as they relate to primary school settings.

Policy and Practice

- Understand the monitoring and impact measurement activities the charity undertakes to see whether policies and procedures are effective and learn from best practice locally and nationally.
- Help us review and improve our child protection and safeguarding policies.

Creating the right culture

- Champion current primary school educational thinking throughout the organisation.
- Help us build positive relationships with local schools and teachers.
- Attend relevant educational training events and conferences.
- Support the trustees in developing their individual and collective understanding of educational responsibilities.

Essential Skills/Experience

- Min 5 years' experience working in a primary school setting as a teaching professional
- Good understanding of the primary national curriculum and assessment methods
- Self-motivation
- IT literate
- Good communication and people management skills.

Desirable Skills/Experience

- Knowledge of mental health issues particularly in relation to children and young people
- Knowledge of special educational needs (SEN) or inclusive teaching is a bonus.
- Trustee or governance experience

In addition to the above, the Trustee – Primary School Lead will also have the responsibilities and qualities of all trustees who are the people responsible, under the governing document of Joe's Buddy Line Charity for managing the affairs of the charity

Overall Trustee Duties and Responsibilities:

- Ensure that Joe's Buddy Line always complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensure that Joe's Buddy Line pursues its objectives as defined in its governing document.
- Set and maintain Joe's Buddy Line's purpose, vision, goals and activities.



- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee Joe's Buddy Line financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve Joe's Buddy Line financial statements.
- Provide support and challenge to Joe's Buddy Line Chief Officer in the exercise of their delegated authority and affairs.
- Keep abreast of changes in Joe's Buddy Line operating environment.
- Contribute to regular reviews of Joe's Buddy Line own governance.
- Attend Board meetings, adequately prepared to contribute to discussions and sound decision making.
- Use independent judgement, acting legally and in good faith to promote and protect Joe's Buddy Line interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of Joe's Buddy Line objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

Essential qualities and attributes of all trustees

- Willingness and ability to understand and accept their responsibilities and liabilities as a trustee and to always act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our charity values
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

What will you gain from this role?

This is a varied and worthwhile trustee role working with a small dedicated and enthusiastic team. It's a chance to use your teaching skills outside the classroom to change children's lives whilst gaining hands-on experience in charity leadership, governance, and strategy.