

Overview



Swanshurst will elect a head student from year 12. They have to go through an interview process and work with the SLT and the student leadership coordinator to represent and improve the school. The Head Student should be a role model and leader for all pupils at Swanshurst. Any student with an excellent record of behaviour, attendance and punctuality who feels they can show a commitment to the school is a suitable candidate. A summary of the main responsibilities and tasks are - Representing the school at certain events (including making speeches), managing the student leaders, showing visitors around, meeting with school council, reporting to Governors and SLT.

JOB DESCRIPTION FOR HEAD STUDENT

Purpose

You will chair the School Council. You will make sure that student voice is represented in key decisions and developments within Swanshurst. You will represent Swanshurst and student body at a variety of public functions during the year and regularly meet with SLT and governors to discuss issues. You need to feel confident and comfortable talking to and in front of both adults and students. You need to have good organisational and communication skills and have a mature and thoughtful outlook.

Reporting to

The Head Teacher and The Student Leadership Coordinator

Main Duties

- To organise and plan regular meetings with the School Council and ensure that decisions are carried out. To represent and speak for all students in Swanshurst and support and prepare activities that encourages and supports the learning of others.
- To be internal and external ambassadors for the school and to act as role models for all students at Swanshurst.
- To give key presentations about the school, for example to prospective parents and students and at information evenings
- To greet important visitors to Swanshurst.
- To be involved in assemblies.
- To report to the Senior Leadership Team.
- To attend one Governor's meeting and report on how student voice has had an impact on the school's planning.
- To co-ordinate a team of student leaders
- To ensure that prefects perform their duties adequately

Additional Duties

- Charity and fund-raising events
- Any other duties that may be reasonably called upon to undertake by Senior Members of staff

Personal Qualities

Leadership

- Reflect the Swanshurst values
- Work well in a team
- Time-management and very good organisational skills
- Ability to talk confidently and appropriately to parents and staff
- Ability to talk confidently and appropriately to students
- Willingness to get to know the students in the school
- Politeness
- Maturity
- Clear judgement
- Responsibility
- Reliability

Eligibility

- All current Year 12 students who meet the criteria are eligible to stand

Application

If you wish to run for head student you must provide the following:

- A formal letter of application which covers the following points explaining why you believe you will make a good head student (please limit this to one side of A4) and how you have supported the ethos of Swanshurst

Please give specific examples of achievements which demonstrate these qualities.

Applicants who have been successful at the shortlisting stage will be invited to interview