



Student Voice Job Description **Head Boy - Head Girl**

Purpose

Student Voice at John Port Spencer Academy has grown to be an exciting and dynamic youth movement. This movement incorporates many important and relevant topics that engage and promote youth wellbeing including anti bullying training, mental health awareness and mentoring of vulnerable students.

As Leaders of this movement, you will be expected to promote and develop our youth community by leading by example, encouraging, motivating and inspiring the prefect body and highlighting the work undertaken.

Our prefect community has over 250 members and continues to grow. You will have the responsibility to leading and developing that community. You will represent the school and student body at a variety of public functions throughout the academic year including parent's evenings, open evenings, presentation evening and external functions.

You will need to feel comfortable and confident in public speaking, as you will interact with staff, students, parents, guardians and others outside of the academy while being an excellent role model who contributes to the academy.

You will liaise on a regular basis with the Head of Student Leadership as well as other staff members and act as a student link to the PTA to represent the interests of the Student Voice community.

Main Responsibilities

- To participate in weekly Leadership Meetings.
- To participate, support and lead all prefects within the academy.
- Offer support to Prefect Leaders throughout the school.
- Attend training events in relation to your role.
- Organise Student panels for all external interview candidates.
- Organise a prefect team to support all Parents Evenings.
- To work with Head of Student Leadership to lead recruitment campaigns for all prefects school wide.
- Line Manage Heads of Mentoring, Student Council, Diversity and Prefect Team Leaders.
- Participate and lead in assemblies.
- Organise and oversee primary school visits and liaison.
- Spear head lead and organise fundraising within the sixth form.
- Liaise with representatives from all designated Prefect Charities.
- Represent the Sixth Form and liaise with Sixth Form Leaders to address relevant issues relating to Key Stage 5.

Continued overleaf

Personal Skills and Qualities

- Leadership
- Teamwork
- Time Management
- Organisation
- Communication
- Presentation
- Creativity
- Problem Solving
- Confidence
- Resilience

To apply please submit one sheet of A4 outlining:

The position or positions you are applying for

The skills and personal attributes you have to carry out these roles

The contribution you have made to John Port Spencer Academy so far

What Student Voice means to you

Applications will open on Wednesday 31st March and all applications should be submitted via email to Mrs Pemberton and Mrs Lowndes by Monday 19th April.

Best of luck in your application!