



## **Student Voice Job Description** **Head of Communications**

### **Purpose**

Head of Communications is a central and pivotal role within Student Voice. This role incorporates ensuring that the overall work and profile of Student Voice within the academy is highlighted and promoted to the wider school community.

The Head of Communications ensures that all leaders are fully informed and briefed on duties and responsibilities, produces a student voice newsletter, sends regular updates on Student Voice activities to the designated staff member responsible for communications and organises, minutes and distributes all leadership communications.

This role is wide and far reaching and requires a versatile and organised individual who can multitask and showcase the important work we do.

### **Main Responsibilities**

- Organise, attend, minute and distribute all communication between leaders at weekly meetings
- Produce a termly newsletter – Christmas, Easter and Summer showcasing the work of student voice
- Along with other Senior Leaders, organise an annual Prefect Celebration Day in the summer term and reward exceptional prefects
- Represent the school at presentation evenings, parents' evenings, option evenings and PTA meetings
- Support the sixth form charity and ensure there is communication between all students in Year 12 and 13
- Lead a group chat for all Key Stage 5 prefects
- Maintain all notice boards throughout the school showcasing the work of individual prefect teams
- Organise whole school Prefect recruitment campaigns
- Liaise with and support charities
- Attend training events on social topics and charities.

### **Personal Skills and Qualities**

- Creativity
- Team Work
- Time Management and Organisation
- Communication

**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**  
**What Student Voice means to you**

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

**Best of luck in your application!**