

# DEPUTY HEAD BOY AND HEAD GIRL JOB DESCRIPTION

## Overview

Working closely with the Leadership Team and members of staff to project a positive image of the school within the community as well as representing the school on formal occasions. Having specific responsibility for representing the Sixth Form students. Working with the Shadow Leadership Team to implement strategic development of the school and sixth form.

## Role

Working with and dealing with:

- Local Community - Communicating and liaising with the Local Community
- Parents - Existing and prospective
- Leadership Team
- Sixth Form Students
- Sixth Form Council

Events	Responsibilities
Year Group Assemblies Open Evening Sixth Form Information Evening Presentation Evening Governor's Meetings School Tours	Recruitment of students (Year 7 and 12) Students' links with the community House system: participation and ethos Student voice Links between 6th Form and lower school Representing the school: <ul style="list-style-type: none"> <li>● tours: parents and interview candidates</li> <li>● interview panels</li> <li>● events (e.g. remembrance)</li> </ul>

Application Process	Training /guidance will be provided on:
Letter of Application <ul style="list-style-type: none"> <li>○ Selection process includes interviews, presentation to staff, staff panel</li> <li>○ Success criteria include:                             <ul style="list-style-type: none"> <li>▪ Public Speaking</li> <li>▪ Interpersonal Skills</li> <li>▪ Responsibility</li> <li>▪ Reliability</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Action planning</li> <li>- Meetings: conventions</li> <li>- Public speaking</li> <li>- Marketing</li> <li>- democracy and representation</li> <li>- leadership</li> </ul>

## DEADLINES

- 24<sup>th</sup> January 2020 at 4pm- letter of application to Mrs White
- w/c 27<sup>th</sup> January 2020- interviews with outgoing SSLT
- 3<sup>rd</sup> February 2020 at 2:30pm- presentation to staff
- 4<sup>th</sup>-14<sup>th</sup> February 2020- interview with Mr Evans
- Applicants will start their role, if successful, on return from the February Half Term.