

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"> ● tours: parents and interview candidates ● interview panels ● events (e.g. remembrance)

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

DEADLINES

- 26th March 2021 at 4pm- letter of application to Mrs White
- w/c 29th March 2021- interviews with outgoing SSLT
- 26th April at 2:30pm- presentation to staff on Integrity
- 19th-30th April 2021- interview with Mr Evans
- Applicants will start their role, if successful, at the start of May 2021