



Head Pupils: Overview

St Joseph's will have two head pupils. They will go through a rigorous interview process and work with the Headteacher to represent and improve the school. A summary of the main responsibilities and tasks are - Representing the school at certain events (including making speeches), managing the student leadership team, showing visitors around school, assisting departments, meeting with the school council and reporting to Governors.

JOB DESCRIPTION FOR HEAD PUPILS:

Purpose

You will jointly chair the School Council. You will make sure that student voice is represented in key decisions and developments within St Joseph's. You will be responsible for coordinating the Student Leadership Team. You will represent St Joseph's and the student body at a variety of public functions during the year, including prospective parents' evenings for Year 7. 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 Headteacher for whole-school matters
The Assistant Headteacher for Student Leadership matters.
The Pupil Voice coordinator for school council matters

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 St Joseph's 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 St Joseph's.
- To give key presentations about the school, for example to prospective parents and students and at Liturgical Services.
- To greet important visitors to St Joseph's.
- To be involved in assemblies.
- To report to the Senior Leadership Team every half term.
- 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 Student Leaders attend their duties, including weekly duties and Wet dinner duties.
- To ensure that Student Leaders perform their duties adequately



Additional Duties

- To act as a Peer Mediator for the students in the lower years (training will be given)
- Help organise the Leavers' Prom through a student committee working closely with the head of Year
- 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 qualities which St Joseph's represents as a Catholic community.
- Work well in a team
- Time-management with 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 lower years
- Politeness
- Maturity
- Clear judgement
- Responsibility
- Reliability

Eligibility

- All current Year 10 students who meet the criteria are eligible to stand

Application

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

- A formal letter of application, addressed to the Headteacher, which covers the following points explaining why you believe you will make a good head pupil (please limit this to one side of A4) This must be typed and e-mailed to Mr Singleton- msingleton353@st-josephs.bolton.sch.uk or via e-praise(*facilities available in school if required.*)
- How you have supported the ethos of St Joseph's so far in your time with us.
- How you will continue to support the ethos of St Joseph's.
- The specific contributions you will make to the life of St Joseph's.
- Your personal qualities.
- Your style of leadership.
- How you will promote yourself as a positive role model for peers and younger students.

Please give specific examples of achievements which demonstrate these qualities.