

## Job Description – Student Leader 2020-21

### **What Personal Qualities do I need?**

- You should like working with and talking to younger students, and be able to build good working relationships with staff
- You should want to make a lasting impact at St. Joseph's and be involved in decision-making within a team context
- You should be able to work well in a team and contribute to group discussions bringing positivity and initiative
- Have good time management skills
- Be polite, mature, responsible and reliable
- Maintain an excellent behaviour, attendance and punctuality record

### **What may I be expected to do?**

- Be attached to a department within school undertaking a variety of tasks as outlined by the Subject Leader. (Some students will undertake duties with the PE department as part of the Sports Leadership Programme)
- Act on guidance from the Head Pupils on how to manage your area of the school effectively and appropriately
- Play an active role in the School Council
- Abide by the schools rules
- Be willing to work on School Charity Events
- Assist with Year 6 Transition days
- Be a tour guide at Open Evening
- Assist at Parents Evenings
- Support the Schools behaviour policy on transport to and from school
- Be available for wet break duty in order to support the smooth running of the school
- Be external ambassadors for the school
- Help to organise the Year 11 Prom/leavers' books/leavers' hoodies
- To carry out assigned duties one day per week

### **Desirable personal qualities include:**

- Leadership within a designated area of the school
- Work well in a team
- Time-management
- Ability to talk confidently and appropriately to parents and staff
- Ability to talk confidently and appropriately to students
- Politeness
- Maturity
- Clear judgement
- Very good organisation skills
- Responsibility
- Reliability