



## **JOB DESCRIPTION**

### **Head Boy & Head Girl**

#### **Purpose**

- You will jointly chair and lead whole school council meetings alongside the other Year group Head teams.
- You will jointly chair and lead the Year group Head team meetings.
- You will ensure that the 11-16 student voice is represented in key decisions and developments within the school.
- You will represent the school and student body at a variety of public functions during the academic year, including open evenings for Years 7, all Parents Evenings and any other whole school functions.
- You need to feel confident and comfortable talking to adults and students and have a reputation as an excellent role model who has contributed well to the Hanson School Community since the start of Year 7.
- You need to have good organisational and communication skills and have a mature and thoughtful outlook.
- You will ensure your Deputy Head Boy, Deputy Head Girl and Year Prefects fulfil the responsibilities of their roles.
- You will demonstrate commitment to the role throughout the period of office.

#### **Reporting to**

The Principal, Mr Woods and key members of the Senior Leadership Team for whole school matters and for general day to day organisation.

#### **Main Duties**

- To organise and plan in conjunction with the other Year group Head teams, termly whole school council meetings and ensure that actions are completed.
- To communicate regularly with the other Year group Head teams and arrange appropriate tasks/attendance at events between you.
- To organise and plan regular Year group Head team meetings with the Year Prefect team.
- To represent and speak for all students in the school and support and prepare activities that encourages and supports the learning of others.
- To meet regularly with the Deputy Head Boy and Girl and delegate duties as and when necessary. In particular, with the Deputies and Year Prefects, create ways that foster a sense of pride and competitive spirit throughout the school.
- Be prepared to commit time after school for meetings and other initiatives.
- To support the work of Form Tutors during P3 in delivering PD, charity themes & other initiatives including the school newsletter.
- To be internal and external ambassadors for the school and to act as outstanding role models for all students at Hanson School.
- To give key presentations about the school, for example to prospective parents and students at the Year 7 Open Evening.
- To greet important visitors to the school.
- To plan and present at least one assembly to all year groups.



- To report to the Senior Leadership Team once a term.
- To meet regularly with a key member of the Senior Leadership Team.

## **Additional Duties**

- To contribute towards the development of a graduation ceremony between key stages
- Identify and contribute ideas towards charity and fund-raising events
- Any other duties that may be reasonably called upon to undertake by Senior Members of staff

## **Personal Qualities**

- Be able to demonstrate the qualities of a good leader
- Work well in a team
- Time-management and 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
- Role model

## **Eligibility**

- All current students in your year group are eligible to apply

### **Application:**

If you wish to apply for the Head Boy or Head Girl you must:  
Complete the application form and 1 staff reference and return to Mr O'Neill and Mrs Hodson in Room 203 in a sealed envelope marked Head Boy/Girl.

**Application by 3.00pm on Friday 21<sup>st</sup> June 2019**  
**Interviews week commencing 24<sup>th</sup> June 2019**