**Position Title:** School Representative

**Role Overview:** The School Representative a prestigious and important position within the school, serving as a role model and leader for the pupils. The school rep embodies the school's values and ethos, working closely with staff, pupils, and the wider community to ensure a positive and enriching school environment. The school Rep is the primary liaison between the pupils and school, ensuring that pupils' opinions, ideas, and concerns are heard and addressed. This role aims to promote a positive and inclusive school environment where every pupil's voice contributes to the school's development and improvement.

**Key Responsibilities:**

**1. Leadership:**

* Lead by example in behaviour, attitude, and academic performance.

**2. Representation:**

* Represent the school at official school functions, including assemblies, meetings, and events.
* Act as a spokesperson for the pupils, communicating their ideas, concerns, and feedback to the school administration.
* Be able to attend SMT meetings to discuss any pupils issues and concerns

**3. Mentorship:**

* Mentor and support new and younger pupils, helping them adjust to school life and providing academic and personal advice.
* Develop and maintain peer support programs to foster a sense of community and belonging within the school.

**4. Communication:**

* Maintain open and effective communication between pupils, staff, and the school administration.
* Deliver speeches and presentations at school events, inspiring and motivating peers.
* Contribute information to SMT meetings with short written reports

**5. Event Planning and Participation:**

* Organise and coordinate school events, such as charity fundraisers, cultural events, and social activities.
* Participate in school events and encourage student involvement to enhance the school spirit.

**6. Academic Support:**

* Promote academic excellence by encouraging good study habits and a positive attitude towards learning.
* Support initiatives aimed at improving academic performance, such as tutoring programs

**7. Community Involvement:**

* Encourage and participate in community service projects, promoting the school's involvement in the wider community.
* Build relationships with local organisations and businesses to support school initiatives and community projects.

**8. Discipline:**

* Assist in maintaining discipline within the school, upholding school rules and policies.
* Help resolve conflicts among pupils, promoting a respectful and harmonious school environment.

**9. Continuous Improvement:**

* Seek feedback from pupils on school policies and initiatives, working with the managers to implement positive changes.
* Continuously strive for personal growth and improvement

**Qualifications:**

**1. Essential:**

* Demonstrated leadership skills and the ability to inspire others.
* Excellent communication and interpersonal skills.
* Strong organisational and time-management abilities.
* Commitment to the school's values and a positive attitude towards school life.

**Personal Attributes:**

* Approachable and friendly demeanour.
* Confident and articulate public speaker.
* Respectful and inclusive attitude towards all members of the school community.
* Proactive and solution-oriented mindset.

**Benefits:**

* Opportunity to develop and enhance leadership skills.
* Direct involvement in school decision-making processes.
* Recognition for contributions to the school community.
* Experience in organising and managing events and initiatives.

**Conclusion:** The school Representative plays a pivotal role in shaping the school culture and ensuring a supportive and inclusive environment for all pupils and community where every pupil feels valued and heard..