



Student Council Job descriptions

Head of School x2

The Head of the School acts as the main spokesperson for the student body and is expected to represent their interests, as well as assisting in College wide events with organising, welcoming, hosting and public speaking duties.

The role includes, but is not limited to:

- Act as a role model and ambassador for the student body.
- Embody the principles of respect, kindness and tolerance
- Being approachable and welcoming to all potential, new, existing students and being a contact for alumni where appropriate.
- Promote a broad range of inclusiveness for all the student body.
- Chairing regular Student Council meetings.
- Ensuring that correct and timely minutes are taken and distributed to attendees and members of the Executive Leadership Team.
- To organise effective information gathering from the student body.
- To participate in consultation with the staff of the college where necessary.
- Organising rotas for members of the Student Council to be available for “clinics” with students.
- Delegating specific tasks to council members.
- Being ultimately responsible for student-led charitable events.
- Attending meetings led by staff on an invitation basis (including, but not limited to: Senior Leadership Team, Health & Safety, Working parties)
- Being centrally involved in the Summer Ball at the end of the academic year.
- Play a central role in assisting with parent events, open days and out of class events as required.
- Promoting the growth of the base of activities for the students and encouraging student-led organisation of extra-curricular activities for the student body.
- Organising and participating alongside the Student Council team the induction process for students and staff.
- To work with the Vice Principal (Pastoral) on the necessary budgets allocated to the needs of the Student Council.
- Take part in training as appropriate.

Deputy Heads of School x2

The Deputy Heads of School works closely with the Heads of the School and deputises for them in their absence, talking on the roles specified to the Heads. In addition to this function, the Deputy Heads of School are expected to take a lead role in the specialised sub-groups that exist within the Student Council, including Academic, Wellbeing, Community & Charity and Events, representing and leading these groups.

The role includes, but is not limited to:

- Deputising for the Heads in their absence, assuming all their responsibilities.
- Leading the sub-group, managing the student council members in the group
- Being responsible for the activities within the sub-group

- Acting as a role model and ambassador for the student body.
- Attending Student Council meetings.
- Being approachable and welcoming to all potential, new, existing students and being a contact for alumni where appropriate.
- Promote a broad range of inclusiveness for all the student body.
- Taking on tasks delegated by the Heads of the Student Council, following through with these tasks ensuring a successful conclusion.
- Play a central role in assisting with parent events, open days and out of class events as required.
- Taking part in “clinics” sessions for the students on a rota basis.
- Being responsible for the creation and collation of information gathering from the student body and presentation of this data to relevant stakeholders.
- Helping to be part of the Summer Ball organising group.
- Assisting with college events including induction, parents’ events, open days, charitable events.

Student Prefect x10

The student prefect has a variety of interests to reflect different aspects of the life of the college including:

- Taking responsibility in the activities of the chosen sub-group (Academic, Wellbeing, Community & Charity or Events), striving for successful outcomes for the group.
- community links between the college and external partners, encouraging collaboration and partnership
- The boarding life of the college and encouraging representation and participation.
- Charity and fundraising for worthwhile projects, offering a focus of participation and commitment to the wider community.
- Two of the student prefects have sole responsibility as the Inclusions and Diversity Ambassador and Digital Innovator

This role includes, but is not limited to:

- Promoting the essence of community within the college and action opportunities to organise events that engender a community feel.
- Acting as the main contact between Student Council and external groups who are seeking collaborations.
- Promoting charitable projects around the college.
- Acting as the main point of contact for charitable organisations and the Student Council.
- Promoting the life of the boarders and non-boarders in the college, including trips and special boarding events.
- Organising charitable events in conjunction with different stakeholders in the college.
- Reporting back to the Student Council regarding projects and progress.
- Working closely with academic faculties to gauge possible community links.
- Attending the Student Council meetings.
- Assisting with college events including induction, parents’ events, open days, charitable events
- Being approachable and welcoming to all potential, new, existing students and being a contact for alumni where appropriate.
- Taking part in “clinics” sessions for the students on a rota basis.
- Helping to be part of the organisation of college events such as graduation and the summer ball.
- Promoting a broad range of inclusiveness for the entire student body.
- Any duties as directed by the Vice Principals (Academic and Pastoral)