



# ST COLMAN'S

## HIGH & SIXTH FORM COLLEGE



### Student Leadership at St. Colman's High & Sixth Form College 2018-2019

**Application Deadline:**  
**1.00pm**  
**Friday**  
**18<sup>th</sup> May 2018**

Please email to  
[aturner851@c2kni.net](mailto:aturner851@c2kni.net)  
or submit a hard copy to  
reception marked: 'For the  
attention of Miss Turner'.

#### Job Description / Person Specification

<b>Role</b>	Head Boy / Girl/ Senior Prefect
<b>Overview</b>	You will undergo management of the senior prefect team and the student council. You will meet regularly with senior staff and with the Board of Governors and make sure that student voice is represented in key decisions and development. You need to feel confident and comfortable talking to adults and students. You will need to recruit and manage other students in the prefect team. You need to have good organisational and communication skills and have a mature and thoughtful outlook.
<b>Management</b>	Mr. M. Morgan (Principal) Mrs. C. Potter (Vice Principal) Mr. C. Rice (Director of Post 16) Miss. A. Turner (Senior Teacher)
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>To organise and plan regular meetings with the senior prefect team and Student Council</li> <li>To identify prefect duties and recruit and manage the prefect team in carrying out these duties, including monitoring and evaluating the work of the team</li> <li>To be lead learners in the school and support and prepare activities that encourage and support the learning of others</li> <li>To lead the student council and ensure that decisions are carried out</li> <li>To be internal and external ambassadors for the school and to act as role models for all students at St. Colman's High and Sixth Form College</li> <li>To give key presentations about the school, for example to prospective parents and students at Open Evening or iPad information Events</li> <li>To greet important visitors to the school</li> <li>To plan and present at least one assembly to all year groups</li> <li>To report to the senior staff every term</li> <li>To attend one Board of Governor's meeting and report on how student voice has had an impact on school planning</li> </ul>
<b>Additional duties, which you may be involved in</b>	<ul style="list-style-type: none"> <li>Charity and fund-raising events</li> <li>Prize- giving</li> <li>School Masses and parish Masses</li> <li>Other key duties, as allocated by Senior Members of staff</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Leadership</li> <li>Work well in a team</li> <li>Time-management</li> <li>Ability to talk confidently and appropriately to parents and staff</li> <li>Ability to talk confidently and appropriately to students</li> <li>Politeness</li> <li>Maturity</li> <li>Clear judgement</li> <li>Excellent organisational skills</li> <li>Responsibility</li> <li>Reliability</li> </ul>
<b>Application</b>	<ul style="list-style-type: none"> <li>Applications should be submitted to Miss Turner by 1.00pm Friday 18<sup>th</sup> May 2018</li> <li>Selection for senior prefect team will take place during the week beginning Monday 21<sup>st</sup> May 2018</li> <li>Selection will be based on an observed task and interview</li> </ul>