

## **Roles and Responsibilities**

- Lead promotion of Whitley Academy Post 16 and be involved in promotion of Whitley Academy
- Deliver (as part of a team) assemblies and lesson to whole school promoting 6th form and the necessity and benefits of attending it
- Take a key role in Open Days, parents evenings, year 7 settling in evenings etc...
- Be involved in the primary liaison visits during Summer term
- Lead student leaders
- Chair Post 16 committee (a group facilitated by Mrs Bodycote who will organise charity events, social events and collect student voice)
- Chair school council
- Fulfil break and lunch duties once a week
- Promote good work/study skills within school, especially Post 16 study areas
- Any tasks directed by Principal
- Attend weekly meetings with head of Post 16
- Present to SLG once a term to share what is happening in 6th form and school council (a shorter version of this would be mirrored to staff in a Hot spot)
- Interview new staff

## **Skills Required**

- Initiative & Commitment
- Reliability and time management
- Communication skills (public speaking)
- Organization (personal and the ability to work in teams)
- Perseverance & Determination
- Humility (the role represents the school, but at the same time it represents a service to the other students)
- Responsibility & Leadership