

JOB DESCRIPTION

Job Title:	Head Boy / Girl
Responsible to:	Assistant Head Teacher (Cultural Capital) & the Head Teacher
Role:	The role of Head Boy / Girl is to represent the school and uphold the AROE ethos in addition to carrying out duties associated with a Prefect. Similarly, Prefects act as role models to other pupils, showing respect and loyalty to Woodlands School and be the best representation for the school. The Woodlands School ethos is to be Aspirational, Resilient and to make the most of all the Opportunities on offer, with all three leading to Excellence. As Head Boy / Girl you must uphold and represent this in your everyday life in the community and in school.
Personal Skills / Qualities:	The role of Head Girl / Boy requires you to be confident and skilled in public speaking, and listening to alongside leading a team. You are expected to have excellent attendance & punctuality, and be a role model to all other pupils.
Applications:	To be considered for the role of Head Boy / Girl you must first apply to be a prefect, these applications are made in the Spring term of Year 10 using the attached application form and sent to the Head of Year. If taken to interview a member of the SLT or other senior staff member will recommend successful applicants for the position.
Positions:	There are 2 positions available, one for Head Boy and one for Head Girl. Positions are only available to Year 10 pupils.

Responsibilities / Duties

- Continue to have an attendance and punctuality record above 98%.
- Act as a role model to others around the school.
- Consistently uphold and demonstrate the AROE ethos.
- Attend and support at all Parents Evenings (Year 7-10).
- Attend and support with any Open Evenings.
- Support the HOY with additional duties around the school when required.
- Carry out lunch time and break duties around the school.
- Serve as part of the Junior Leadership Team and support with delivering assemblies.
- Work with the House Captains in each year group to organise House Events.
- Act as mentors / buddies to other pupils.
- Attend regular meetings with the Assistant Head Teacher for Cultural Capital & the Head Teacher.
- Coordinate Y11 celebration events (Leavers' assembly / Yearbook / Prom).
- Record the School's answer phone message.
- Deliver speeches at Open Evening and other main school events.

