

15 June 2018



Paul Holroyd | Headteacher

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Dear Year 10 students,

As discussed in assembly last week I am looking for at least 30 Senior Students to take up an active role within the school community.

I have enclosed a Job Description of what you would be required to do. Within the job description, the skills and behaviours you would need to show at all times are described. If you feel you meet the requirements of the job description I would welcome an application from you.

To apply for the role of Senior Student please write a letter of application (no more than one side of A4) addressed to me by 3.00pm on Friday June 29th 2018.

In your letter you must tell me why you think you meet the requirements described in the job description. Following an application you will be invited to meet with myself and Ms Cooper to discuss your application further. As I said in assembly last week, once I have appointed the senior students we will then select two Head Students.

I look forward to receiving your application.

Yours sincerely

Paul Holroyd
Headteacher



Senior Leader Job Description

Student Name:
Job Title: Student Leaders
Responsible to: Head of Student Support Faculty
Job Purpose: To assist SLT and the in creating an effective school community.

Key outcomes: To ensure all students within The Forest High School:

- feel valued
- feel a sense of belonging and commitment to their tutor group, House and the school
- have opportunities to show leadership and responsibility to themselves and others
- achieve their personal goals/targets
- develop the necessary skills to engage fully in life within, outside and beyond the school.

This will be achieved through the following which can be considered to be characteristics of effective leadership:

- model outstanding standards of attendance, punctuality, appearance, conduct and effort
- offering appropriate support and guidance, where needed
- acting as mentor/coach to promote achievement and personal development
- supporting the maintenance of a positive/stimulating learning environment.
- modelling appropriate behaviour (cheerful, calm, tolerant, punctual)
- supporting Heads of House in the development of a positive House ethos.

Specific task expectations:

When required, senior students' main tasks will include:

- Being involved with all community and school events e.g. school concerts and sports day
- At least two duties per week (1 lunchtime, 1 break time)
- Providing assistance during primary school visits
- Attending all parents' evenings
- Organising community events/fundraisers
- Role modelling perfect behaviour, uniform, attendance, punctuality and attitude
- Attending your duty on time, and arranging cover when absent
- Regularly written contributions to the school newsletter
- Understanding that receiving consequences may result in being asked to leave the senior team
- Doing all you can to reduce litter
- Doing all you can to reduce bullying
- Doing all you can to promote healthy eating

Signed: _____ Date: _____
(Student)

Signed: _____ Date: _____
(Head of Student Support)

Signed: _____ Date: _____
(Headteacher)