

Queen Elizabeth's Grammar School Student Council Roles

Purpose of the roles:

You will be representatives of KS3 / 4 School Council, overseeing your own role to make sure it is done professionally and efficiently. You will also be role models for the rest of the school. You will have opportunities to work closely with our KS5 Student Council.



General responsibilities:

- Attendance of the school council meetings
- Taking responsibility for your area and reporting your efforts to the rest of the council
- Attending open evenings or whole school events when required
- Speaking and sharing ideas with peers in your year group (E.g Student Voice surveys during Form Time)

Roles: 10 very exciting and different roles

- Head of Aesthetics
- Head of Charity and Events
- Head of Communications
- Head of Community Outreach
- Head of Environment
- Head of Transition to QEGS
- Head of Inclusion and Student Safety
- Secretary
- Treasurer
- Head of Wellbeing

The numbers we recruit for some roles may be subject to change depending on the levels of interest we receive.

What you could include in your application:

- Why you would like to get the role
- Your specific ideas and aims for what you would like to do in the role
- The personal qualities you have which would make you successful in the role
- Any relevant experience that you may already have for the role

The application process:

If you wish to apply for one of the above positions, please complete the online form sent by Mrs Starkie

You may apply for one role only, but are allowed to specify one other role you are interested in if you do not get the role you applied for. You should briefly state why you would be interested in this other role.

You have one week from when the form was emailed to complete the application.

The following pages outline a brief job description of each role and what we are looking for. These will not necessarily be your only duties, as we welcome your ideas, and you may be called upon to help out with other areas.

Head of Aesthetics

The role of the Head of Aesthetics includes:

- Working closely with the eco-council to improve specific areas of the school (E.g. Social areas around school using your own creativity to decorate and improve spaces with new artwork)
- Maintaining notice boards around the school site and keeping them up to date
- Making sure the school looks fresh and feels comfortable
- Working closely with the events team to create posters and advertisements for upcoming events that we would like you to design for us

What we are looking for:

- Someone who has a good eye for designs and aesthetics
- Someone who enjoys art, media and coming up with their own unique designs
- Someone who is super creative and has a passion for creativity

Head of Charities and Events

The role of the Head of Charities and events includes:

- Raising money for annual events such as; Race4Life, Poppy Appeal, Children in Need and Sports Relief.
- Organising fundraising events for charities
- Engaging the community in our events so that we can receive help from local businesses
- Leading the prom committee and planning all elements of prom, including organising venues, transport and deposits
- Coordinating fundraising efforts for the prom
- Coming up with creative ideas for socials, as well as arranging venues, transport and deposits
- Organising accessible in-school social events, such as form time or lunch activities
- Organising the yearbook and leavers hoodies

What we are looking for:

- Being comfortable with handling money (you will work with the treasurer to organise your money)
- Organisational and planning skills for organising charity events
- Confidence and communication skills in order to engage everyone in their work

Head of Communications

The role of Head of Communications includes:

- Launching a QEGS Student Council Social Media Account ensuring it is regularly updated
- Launching and coordinating a Student Council Newsletter. We can start with having a column in our QEGS Newsletter that Mr Garrity sends out every Friday.

-Overseeing the council representatives for each form group to ensure all messages from the council are passed on

-Attendance of whole school events to produce content for the social media account and newsletter

What we are looking for:

-Good communication skills

-Able to produce high quality content for a range of different social media platforms

-Enthusiastic about promoting the events organised by the council

Head of Community Outreach

The role of the Head of Community Outreach includes:

-Support the Sixth Form Head of Communications for writing articles in the Ashbourne Telegraph

-Improving the link between Ashburnians and the school, which may include meeting with the Ashburnian Society

-Working closely with the Heads of communication to reach out to the community

-Setting up and running a social media page for community outreach

-Encouraging students to engage with the history of the school

What we are looking for:

-Enthusiasm for improving the links between the town and the school

-Strong communicator

Heads of Environment

The role of the Head of Environment includes:

-Working with the Sixth Form Eco Council

-Maintaining and improving the school site allotment and garden areas

-Actively promoting environment awareness within the school

What we are looking for:

-Passion for the outdoors and the environment

-leadership skills for working with the Eco Council

-Someone keen to maintain and improve the outdoor areas around school

Head of Transition to QEGS

The role of Head of Transition to QEGS includes:

-Looking after new students joining the school by acting as a friendly face and someone to turn to for help

-Giving and organising tours for new and potential pupils

-Helping out at events, particularly open evenings

What we are looking for:

- Someone friendly and open
 - The ability to talk comfortably in front of groups
 - Someone who can empathise with the concerns of new students and make them feel welcome
- Even if you are a new student to QEGS this year- please feel you can apply for this role

Head of Inclusion and Student Safety

The role of Head of Inclusion includes:

- Leading the Student Safety Group and communicating its work to the council
- Organising events or campaigns to promote inclusion and awareness of important social issues in school
- Finding ways to ensure students feel safe and welcomed in the local community

What we are looking for:

- Organisational and planning skills to manage efforts to promote safety
- Someone friendly and compassionate, who people feel able to approach with their issues
- The ability to lead a team and work with others

Secretary

The role of Secretary includes:

- Organising council meetings with Mrs Starkie and completing a register for them
- Creating minutes of all meetings of the council
- Knowing all upcoming events being organised by the council and making sure the calendar is up to date
- Creating the council agendas

What we are looking for:

- Being very organised and efficient
- Good time management skills
- Dedication to the council through consistent attendance of council meetings

Treasurer

The role of Treasurer includes:

- Keeping careful track of the finances of the council
- Being in charge of handling finances raised by fundraisers
- Creating accurate spread sheets and documents to track the finances

What we are looking for:

- Good maths skills and the ability to handle figures and money
- Teamwork skills to facilitate working with the heads of events and charity to manage the money they made
- An orderly mind and methodical way of thinking to keep money responsibly managed

Head of Wellbeing

The role of the Head of Well-being includes:

- Organising events and assemblies to promote wellbeing and mental health at QEGS
- Providing a friendly face and general support for those looking for help with their mental health
- Finding new and innovative ways to promote good mental, physical and emotional wellbeing across the school
- Managing the QEGS wellbeing social media presence and newsletter
- Working with our Mental Health Champions (Teachers) to promote all of the above

What we are looking for:

- Ability to show kindness and compassion to all students
- Good planning and organisation skills in order to oversee the running of events
- A passion for improving mental health and wellbeing provision within school