



Head Student – Job Description

Student Leadership Role:	Head Student
Number of positions available:	1
Applications welcome from:	Year 7 – Year 11
Responsible to:	Head of College
Selection Process:	Shortlist followed by interview

The following information summarises the role and main tasks of the Head Student, however we hope that the incumbent will take a lead and develop the role and deliver success in areas about which they are passionate, for the benefit of the students and The College.

The role of the Head Student is much more than a title and a badge – it is one of privilege, pride and responsibility. The job requires dedication and commitment in carrying out a key role within our school. The Head Student will promote the school, be a role model and ambassador for the school, and seek solutions to problems, rather than complain about them. Should the Head Student fail to meet any of the responsibilities or expectations, they may have the role removed.

- Act as a role model to all students within the school, living true to our school's ethos and promoting its aims through academic, pastoral and enrichment activities
- Represent the school and student body at a variety of public functions during the academic year, including open evenings for Years 7 and 12 and all Presentation Evenings, such as SPTCs, Year 9 and 11 presentation evenings, helping out with productions or extra-curricular events, Opening Evenings / Days - organising a team of front of house students
- Attend school activities, assemblies and performances as required, meeting with visitors and parents, showing good example through manners, awareness of others' needs and dress code
- Create a safe and secure space for all students
- Take initiative in whole school issues like service, sustainability and environmental impacts
- Help to 'kick start' any events or initiatives that anyone wants to organise; this may mean finding the right people to help them or organising things
- Draw up lists and rotas where necessary to ensure the smooth running of activities and events
- Act as Chair of the School Council, running the meetings and directing objective discussion of school issues to provide clear guidance to the Head of College and Deputy Head of Senior School; the Chair should ensure that the Secretary performs their role efficiently, collecting agenda items, providing briefing materials and distributing notes from the meeting and ensure that actions agreed at meetings are completed



- Provide support and leadership for students in positions of leadership, such as House Captains, and support integration throughout the school ensuring our leaders are coping well and balancing their school roles and their personal development and progress
- Meet regularly with the four House Captains and delegate duties as and when necessary.
- Make a speech at Speech Day and, where called upon, votes of thanks or speeches at other important events (e.g. Open Days)
- Create ways that foster a sense of pride and competitive spirit throughout the College in Middle and High School
- Take responsibility for and lead at least 3 whole school and 3 cohort assemblies in an academic year – this might be giving presentations in assembly, including notable events and successes
- Assist Leaders of Learning and Mentors in a range of duties including distributing notices and assisting with administration tasks
- Ensure that the following are organised by members of the relevant year groups: leavers' 'hoodies'; yearbook / video; special events and dinners as agreed with The Head of College
- Reporting to the Head of College for whole school matters and the Deputy Head of Senior School Senior School matters and general day to day organisation
- Meet with the Senior School Leadership Team and other members of the Student Leadership Teams regularly
- Any other duties that may be reasonably called upon to undertake by Senior Members of staff

All current Senior School students are eligible to stand who have not held the following positions of leadership in the previous academic year: Head Student or House Captain.

Application

If you wish to apply for Head Student, you must write a formal letter of application, addressed to the Head of College, which covers the following points explaining why you think you will make a good Head Student (please limit this to one side of A4).

1. How you have supported the ethos of Dulwich College Puxi so far
2. How you will continue to support the ethos
3. The specific contributions you will make to the life of Dulwich College Puxi
4. Your personal qualities
5. Your leadership style
6. How you will promote yourself as a positive role model for peers and younger students.
7. Please give specific examples of achievements that demonstrate these qualities

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Complete the application form signed by your Mentor and return to Mr. Ingram's Personal Assistant, Ms. Jerena Yu in person in a sealed envelope marked Head Student application by 4.00pm on Friday 5th June. Selection for interview will be based on the application form. Candidates will be shortlisted on Wednesday 10th June and will be informed if they have been successful in reaching the interview stage, which will take place on Friday 12th June with representatives from College Leadership Team and Senior School Leadership Team.



Name of Applicant:	
Mentor Group:	
Staff Signature of Support:	

STATEMENT IN SUPPORT OF APPLICATION:

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