



School Councillor – Job Description

The following summarises the main tasks of the School Councillor, however we hope that the incumbents will take a lead and develop their roles and deliver progress and success in areas about which they are passionate, for the benefit of the students, and the School.

The following are the responsibilities of elected members of School Council:

- Act as role models to all students within the School, living true to the School's ethos and promoting its aims through academic, pastoral and enrichment activities and attending school activities and assemblies, showing good example through manners, awareness of others' needs and dress codes
- Show initiative and leadership in whole school issues like service, sustainability and environmental impacts; seek solutions not complaints
- Invite students in the Year Group to put forward suggestions for discussion ensuring that all voices are represented and heard;
- Discuss issues of concern or development within the Year Group and with the Mentor
- Decide which ideas should be put forward to the Council and place on the School Council OneNote for the Council Secretary to confirm for the future meeting;
- Attend the meeting, enter into discussions and present information/evidence pertaining to ideas put forward by the Year Group in question;
- Be able to debate whole school issues objectively and work with other Councillors to provide clear guidance that will benefit the School as a whole;
- Advise on changes to School Rules and guidance that will affect the lives of the students;
- Provide wise counsel to the Head of College and the Deputy Head if called into session to investigate any disciplinary or other issue;
- Take notes and feedback details of the meeting to the Year Group at an early opportunity;
- Read the minutes as produced by the School Council Secretary and note any corrections/omissions;
- Act as a visible role-model in school, taking opportunities to help the development and integration of the whole school community.