**JOB DESCRIPTION**

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|  **PUPIL VOICE STEWARD** **– Food Council or School Council** |

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| 1. **KEY RESPONSIBILITIES:**
* **Call and chair Pupil Voice meetings of either the School Council or Food Council once a term and take minutes - arrange a discussion with Nursery, Reception and Year 1 to gather their ideas and check that Y2-6 Pupil Voice representatives have gathered ideas from their class**
* **Empty the ‘suggestions’ box and discuss with the Headteacher or Deputy Head**

**Either*** **Meet with the Headteacher or Deputy Head after each School Council meeting and report progress to the whole school during Assembly**

**Or*** **Meet with the Chef once a term to discuss food matters and report progress to the whole school during Assembly**
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| 1. **SKILLS REQUIRED**
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The following skills are required for this position:

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| **Communication**  | Excellent verbal communication skills to ensure clear feedback to the rest of the school and to chair meetings effectively. Communication with adult and older students as well as younger children is vital.Good written communication skills to ensure accurate records of meetings are kept. |
| **Team work**  | This will be a shared Stewardship and you will need to divide the responsibilities between you. You will either be assigned to the School Council or the Food Council so you should consider which you would be best suited to. An understanding of others’ strengths is also important. The Pupil Voice is a team from across year groups. An understanding of, and sympathy towards, younger pupils is required. |
| **Leadership** | An ability to lead the Pupil Voice team and to make links with counterparts at Senior School. You will be able to gain the respect of a new team of people without seeking to dominate them. You will appreciate the opinions of individuals whilst understanding the needs of the whole school.   |
| **Planning and organising**  | You will be responsible for arranging the times and locations of meetings and ensuring that everyone is made aware in advance. You will need to check that the younger members of the Pupil Voice have sought the views of their year group before Pupil Voice meetings. |

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| 1. **PERSON SUMMARY**
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You should be very well organised, calm under pressure, an excellent communicator and used to dealing with both younger children, older students and adults.

Previous experience representing others would be helpful but is not essential.

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| 1. **ORGANISATIONAL RELATIONSHIPS**
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Reports to: Helen Todd and Pamela Gilchrist

To apply for this role send a letter of application, detailing why you would be suitable and what you would hope to achieve in the position to:

Email: katy.cave@boothamschool.com

Closing date for applications is 8am Monday 21st September.

Interviews will take place in the week commencing 21st September