



JOB DESCRIPTION – Sixth Form President/Vice-President

- Responsible to:**
- Assistant Headteacher – Director of Sixth Form
 - Head of Sixth Form

Responsible for: The representation and development of the ethos of the Sixth Form with all stakeholders

Job Purpose: To represent Mark Rutherford School and the Sixth Form student body externally, in addition to at a whole school and Sixth Form level. To develop the ethos of the Sixth Form, with a specific and personalised chosen focus. To support and have an input into the vision and ethos of the Sixth Form alongside the Director of Sixth Form and Head of Sixth Form. To work with the Student Leaders in other year groups and to support the work of Assistant Headteacher – Student Voice.

Responsibilities and Actions

Strategic Direction

- To communicate effectively, support and work with the other appointed President/Vice-President.
- To attend whole school events including open evenings, parent consultation evenings and the whole school awards evening as requested.
- To be a representative on the Sixth Form Student Council, attending all scheduled meetings.
- To present/deliver a speech at whole school events, as requested.
- To attend Governors' meetings, as requested, by the Chair of Governors and/or the Headteacher.
- To meet regularly with the Director of Sixth Form and/or Head of Sixth Form.
- To communicate effectively with all stakeholders to include the Director of Sixth Form, Head of Sixth Form and the Sixth Form student body.
- To support the planning and organisation of Sixth Form events, including the Leavers Assembly and Valedictory Ball.
- To support a Sixth Form related project as agreed by the Headteacher, Director of Sixth Form and Head of Sixth Form.
- To lead a Sixth Form assembly every half term to feedback to the student body regarding meetings and action areas.
- To write an article for the termly whole school newsletter.
- To write a section of the Sixth Form element of the termly report to Governors.
- To support the ethos of Mark Rutherford School by setting an appropriate example both academically and socially.
- To attend Student Leader meetings with other year groups, as appropriate, and report to Sixth Form council.

Person Specification

Criteria	Essential/Desirable
▪ An excellent track record of meeting the expectations of Mark Rutherford School.	Essential
▪ An excellent attendance and punctuality record.	Essential
▪ A positive role model to all students at Mark Rutherford School.	Essential
▪ Has demonstrated effective leadership and management skills at other times in their school career.	Desirable
▪ Experience and confidence in public speaking.	Desirable
▪ A proven track record of managing time effectively.	Essential
▪ Evidence of reliability when attending meetings and whole school events.	Essential
▪ Experience of leading and managing a project in or outside of school.	Desirable
▪ Commitment to the expectations of all students at Mark Rutherford School.	Essential
▪ An ability to manage time effectively to meet all deadlines.	Essential
▪ An ability to work independently and as part of a team.	Essential

A candidate's ability to meet the criteria outlined in the person specification above will all be assessed via their individual interview.

This job description will be subject to annual review by the Director of Sixth Form and Head of Sixth Form prior to the appointment of Sixth Form President/Vice-Presidents.

July 2024