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**JOB DESCRIPTION: Senior Pupil Leadership: HEAD GIRL & HEAD BOY/Deputy Head Boy & Girl 2025-2026**

This is a vital pupil leadership role. As Head Girl or Head Boy you will represent the standards of Hall Green School and be required to act on behalf of pupils and staff, publicly presenting all that we stand for. As pupil leaders, you are ambassadors for the school and are expected to carry out regular duties and represent the school during events.

**Year Group:**

Yr10 in 2024-2025 (Applicants from current Year 10)

**Job Description - Responsibilities of the Head Girl & Head Boy:**

* Contribute to the Pupil Voice and Pupil Survey process, specifically by helping create the questions with Mrs Paxton-Gault and other members of the SLT and staff body
* Attend School Ambassador meetings when required, and report back to pupils and staff
* Present and lead assemblies to inform pupils about the work undertaken by the School Ambassadors, sharing the outcomes from those meetings, Pupil Voice and any other relevant news
* Chair the pupil panel when required for staff interviews
* Communicate with pupils, staff, parents, governors, visitors and external bodies as required. This includes public speaking to parents, helping to deliver assemblies and a regular written section in the school newsletter
* Represent the school at Open Evening, Certificate Evening, Hall Green’s got Talent and Y7 – Y10 Parents’ Evening
* Be a visible role model and an example of excellence and achievement. This will be in lessons, outside of lessons and at extra-curricular events
* Work with your HOY to organise the Leavers’ book and other Yr11 leaving arrangements
* Work with the Senior Leadership Team (SLT) to initiate and pursue ideas for development across the school.

***You will report directly to Mrs S. Paxton-Gault***

**Specification - requirements of the candidate:**

 Have a good rapport with pupils and staff

 An excellent role model

 Reliable

 Aspirational and ambitious

 Possess personal vision for improvement and success

 Strong communication skills – both written and verbal

 Able to think and act independently to secure the best outcomes

 Able to implement ideas with limited guidance and be punctual for all duties

 Have good organisational skills

 Hard working and committed

**We will appoint 4 pupils into the Head and Deputy roles, following formal interviews.**

**Application Process:**

Anybody wishing to apply for these positions should complete the application form **and return it to Miss Garner’s pigeonhole in the staffroom or via email to Miss Garner (****k.garner@hallgreen.bham.sch.uk****)** by **3.15pm Friday 23rd May 2025.** A digital copy is available on the school website. Interview dates and times are TBC, and you will be informed if you are to be invited to interview. Those selected for interview will be given further information at that time. If you have any questions, please see Mrs Paxton-Gault or Miss Garner.

**HEAD BOY/GIRL APPLICATION FORM 2025-2026**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tutor Group:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please answer the following questions, continuing on a separate piece of paper if necessary.

**Why would you like to become Head Boy or Girl at Hall Green School? What vision do you have?**

**Since coming to the school, how have you acted as an ambassador for the school? What experience do you have in pupil leadership roles?**

**Which particular skills do you have that will enable you to fulfil this role? (Use the job description to guide you)**

**Please include any other relevant information you think may support your application:**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_