

Deputy Head Girl (Academic) and Deputy Head Girl (Pastoral)

Purpose of Role:

- To work alongside and, when necessary, deputise for the Head Girl
- To make a significant contribution to the life of the College in the designated area of responsibility (Academic or Pastoral)
- To work with the Head Girl, staff and students to support the running of the College
- To be a positive role model for all the students, encouraging them to aspire to the highest levels in all that they do
- To promote the values of the College and generate a feeling of community and responsibility

Specific Responsibilities:

- Support the Head Girl in the leadership of the Student Leadership Team, taking primary responsibility for either the Academic Team or the Pastoral Team so that all of the responsibilities outlined in the job description for Senior Prefect are fulfilled
- In consultation with the Head Girl and the Prefect team, allocate Prefects to specific roles and responsibilities, including working with Prep (see JC Prep Prefect document for details)
- Lead on promoting and developing Student Voice, including leading Student Council and working closely with the Vice Principal in this capacity (Deputy Head Girl: Pastoral)
- Lead on promoting and developing a scholarly culture, including the work of the Learning Resource Centre (Deputy Head Girl: Academic)
- In conjunction with the Head Girl, arrange and lead weekly Prefect meetings
- Monitor the roles of the Prefects
- Meet with the Principal on a weekly basis
- Meet with the Heads of Sixth Form on a weekly basis
- Read notices in whole school assembly
- Coordinate attendance of Prefects at school events as required
- Ensure all Sixth Form events are managed by the Student Leadership Team e.g. the Ball, Yearbook, Leavers' Service
- Address parents and guests at Open Evenings and Prizegiving, read at the Christmas Service, submit articles for College publications such as the Sixth Form Prospectus
- Review, sustain and develop existing Sixth Form initiatives
- Consider and implement new initiatives for the benefit of the College
- Any other duty as required by the Principal or Heads of Sixth Form

Person Specification:

The person appointed as Deputy Head Girl will need to demonstrate leadership qualities. She will need to be an excellent role model for her peers and younger students, in particular in relation to work ethic, behaviour and attitude, attendance and personal presentation. She will need to be enthusiastic about her role, self motivated, reliable, responsible, organised, approachable and supportive. She will need to be respected and supported by staff and students alike and have the ability to get the best out of herself and others.