

# **Head Girl**

## **Purpose of Role:**

- To lead the students in meeting the aspirations and values of the College
- To work with the Deputy Head Girls, 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 College and generate a feeling of community and responsibility

## **Specific Responsibilities:**

- Organise and lead the student leadership team
- Oversee and support the work of the Deputy Head Girls in their leadership of the Academic and Pastoral teams
- 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, Annual Joint JCG/VCJ Concert, 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 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.