



# **Carshalton High School for Girls**

## **Deputy Head Girl**

### **Person Specification**

1. A member of the current Year 10
2. The ability to communicate effectively with students, staff, visitors and parents.
3. The capacity to work hard, be reliable and take responsibility.
4. A desire to play an active role in the organisation of the school.
5. The ability to organise and follow plans through.
6. The ability to demonstrate sensitivity in the needs of others and to show a sense of humour.
7. A willingness to promote the well-being of the school and its students.
8. The commitment to promoting a positive and orderly atmosphere within the school.
9. The commitment to supporting the ethos of the school.
10. Desire and capacity for improving your CV and developing your own skills of citizenship.

### **Job description**

1. To provide a positive role model for younger students.
2. To lead in one of the following areas - Sport, Publicity, Student Liaison, Fundraising.
3. To support the Year team and Senior Leadership team in the organisation and delivery of events as appropriate.
4. To chair the fortnightly meetings with the Head Student(s) and the prefect team.
5. To assist in running of Open Evenings.
6. To represent the school at school events, such as Secondary Transfer Evening, Awards Evening.
7. To participate actively in the Induction days and information evening for all Year groups.
8. To support fundraising for charity.
9. To assist in running School Council meetings.
10. To write termly reports with the Head Student for the school newsletter and the website.
11. To represent the school and raise its profile within the local community.
12. To work with the prefect team to deliver 1 assembly each half term.

Applicants for the post of Deputy Head Student should apply by letter to Mrs Devaney stating

- Why you are interested in the position.
- What particular skills you would bring to the post.
- Ideas for developing the role of the Deputy Head Student or any other initiatives within the school as a whole.

Please also give the name of a member of staff who would, if asked, be happy to provide an oral or written reference in support of your application.

Closing date for application: Monday 4<sup>th</sup> July