



Carshalton High School for Girls

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 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.
11. Be able to speak publicly with confidence and clarity.

Job description

1. To provide a positive role model for younger students.
2. To attend full Governors' meetings when required.
3. To support the Leadership Programme and Senior Leadership team in the organisation and delivery of events as appropriate.
4. To chair the weekly meetings with Deputy Head Student Leaders and the Senior Prefect team.
5. To host Open Evenings and other events.
6. To represent the school at school events, such as Secondary Transfer Evening, Awards Evening etc
7. To participate actively in the Induction days for the school.
8. To write termly Year 11 report for the school newsletter and the website.
9. To organise half-termly assemblies to develop cohesion in the year group.
10. Speak in whole school, year group and at after school events to an audience.
11. Communicate ideas between lower years, Sixth Form and staff.
12. Help assist plans made by charity, Well-being, social and community prefects.
13. Liaise with the 6th form leadership teams and with Social Media prefects to put out important information with rest of the school (tweet).
14. Organise study groups and come up with subject specific study initiatives.
15. To complete one Gate duty, break duty and patrol per week
16. To lead and partake in delivering Year and whole school assemblies.

Application deadline: Monday 4th July