



PLUME ACADEMY

Job description: Lead Team for 2020/21



Main purposes of the job

To support the Principal, Senior Leadership Team and the academy's staff in promoting as well as representing the academy

Main responsibilities and tasks

You will:

- be lead figures in your individual year group as well as in the academy, and prepare and support activities that encourage the learning of others;
- be internal and external ambassadors for the academy and act as role models for all students at all times;
- give key presentations about the academy, for example, to prospective parents, carers and students at related events;
- greet important visitors to the academy;
- plan and present at least one assembly during your time in the role if you are successful; and
- take part in other key duties, in discussion with your respective Head and Assistant Head of Year as well as the academy's Senior Leadership Team.

Lead Personal Specification

Your own behaviour

You will:

- always be in full school uniform and wear it smartly without exception;
- have exemplary conduct including punctuality;
- maintain at least a good standard of attendance; and
- have a positive attitude to school and learning at all times.

Skills and Experience

You must have:

- excellent listening skills;
- excellent communication skills especially with your fellow students, staff, parents/carers and visitors to the academy;
- experience of leading debate, decision making and agreeing solutions;
- good time-management and organisational skills;
- the ability to resolve conflict; and
- experience of being an excellent role model for others.

Personal Qualities

You must be:

- willing to give up your own time, whilst also maintaining a focus on your own school work;
- ready to assume a significant leadership role;
- responsible and reliable;
- a team player;
- a good role model;



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- able to motivate others;
- tolerant and understanding of the views of others;
- able to accurately represent the views of others;
- self-motivated;
- good at developing new ideas to promote and further the Student Voice at Plume Academy; and
- able to recognise and respond to others achievements.