



# PLUME ACADEMY

## Job description: Lead Student



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