



Founded in 1888

## Queen Elizabeth's Girls' School 2018/19 - Sixth Form

### Head Girl

This person will need to be a figurehead for the sixth form and demonstrate leadership, will be involved in the organising of sixth form events, will help in managing the daily running of the sixth form and need to be able to speak at public events.

This person will need to be highly organised, show leadership and be able to get things done efficiently. They will be expected to be involved in the organisation of and attend events including:

- Year 12 induction day (June)
- Year 6 induction day (July)
- Speak at Prospective Year 7 open evening (Sept)
- Sixth Form Open Evening (Nov)
- Carol Service (Dec)
- Help to coordinate the sixth form to take part in the Christmas Show (Dec)
- Commemoration Day Church Service (May)
- Leading assemblies (throughout the year)
- Leading the Deputy Head Girls and Senior Prefects
- Vice chair of School Council

### Deputy Head Girl (2 posts)

This person will need to demonstrate leadership of the sixth form, will be involved in the organising of sixth form events, will help in managing the daily running of the sixth form and may need to speak at public events.

This person will need to be a good organiser, show leadership and be able to get things done efficiently.

They will be expected to be involved in the organisation of and attend events including:

- Year 12 induction day (June)
- Year 6 induction day (July)
- Prospective Year 7 open evening (Sept)
- Prospective Year 12 open evening (Nov)
- Carol Service (Dec)
- Christmas Show (Dec)
- Commemoration Day Church Service (May)
- Helping to set up at parents' evenings
- Leading assemblies (throughout the year)
- Running Debate Club
- Supporting the Head Girl

### Person Specification

*The successful applicants for all posts must:*

- *Be role models in terms of **academic progress and attitude to learning***
- *Have an excellent record of **attendance (at least 95%)** and be **punctual***
- *Have some experience of making a contribution to the school community*
- *Demonstrate an ability to **communicate effectively** with different audiences*
- *Have some experience of **leadership***
- *Share the school's vision that each student is individual and should pursue excellence and develop her talents in academic, creative, physical and social skills*
- *Have capacity to take on the role whilst continuing to thrive academically*
- *Display high standards in terms of personal presentation*
- *Have strong communication skills*

### Student Council Officer

Chair school council meetings and ensure minutes are recorded and distributed.

### Charity Officer

Organise and coordinate student charity events for both the sixth form and the rest of the school.

### Sports Captain

Help organise and run sports day, PE lessons and extra-curricular clubs. Help run the D of E scheme.

### Student Librarian

To assist the school Librarian in running the Library and Sixth Form Study Centre.

### Sustainability Officer

Promote sustainability within the school and wider community. Lead and run the school's Eco Council.

### STEM Officer

Promote STEM within the school. Lead and run the school's STEM club, enter competitions and support departments.

### Performing Arts Officer

Promote the Performing Arts within the school and wider community. Support performances and help to run clubs.

If you wish to run for any of the officer positions (except Head Girl) you must provide a formal letter of application by Thursday 24<sup>th</sup> May, addressed to the Headteacher, which covers the following points:

- How will you continue to support the ethos of the school?
- The specific contributions you will make to the life of the school
- Your personal qualities
- Your style of leadership
- How will you promote yourself as a positive role model for peers and younger students? Give specific examples of achievements which demonstrate these qualities.

**Please limit this to one side of A4.**

### Head Girl Additional Notes

- Staff will nominate students who they believe meet the personal specification for Head Girl
- LSL and GWD meet with students to check they would like to be a candidate
- Candidates present to staff and Yr12 students in assembly and then a vote will take place
- A maximum of five students will be taken through to interview and then Head Girl and Deputies will be decided upon.