



Thursday 13th September 2018

Dear Parents, Carers and Pupils in Year 6,

Re: Junior Leadership Team Opportunity

I am very excited to announce that we are looking to implement a Junior Leadership Team at St. Chad's Primary School. This will involve pupils, from Year 6, supporting the Senior Leadership Team in ensuring we are living out our mission statement 'in the light of God we care, we share, we laugh, we learn'.

The role of the Junior Leadership Team will include, but is not limited to:

- Ensuring pupil voice is central to the work of the Senior Leadership Team
- Monitoring and evaluating the school development plan
- Sharing their ideas and opinions about new initiatives
- Supporting and developing the work of the school council

Members of the Junior Leadership Team will be employed for the full academic year. The areas of the school development plan they will develop, monitor and evaluate are:

- RE and worship
- Learning
- Activities and community
- Behaviour and safety

We are therefore looking to appoint articulate, enthusiastic and responsible pupils to join the Junior Leadership Team for this academic year. Pupils in Year 6 who wish to apply for this position must do so in writing, stating why they feel they should be appointed, and any experience they have which would support them in this important role. Letters of application should be addressed to Mrs Marsland. The deadline for applications is 9am on Thursday 20th September and short-listing will take place by Tuesday 25th September with interviews after we return from Robin Wood.

We feel that the process of pupils applying in writing and being interviewed reflects the importance of the role and the level of responsibility and commitment required of pupils who are 'appointed'. Successful applicants will be invited for interview with the Senior Leadership Team, with a list of questions given to each candidate to prepare them for interview.

A job description and person specification is attached for pupils interested in applying. If you would like any further information please do not hesitate to contact me.
Good luck to all applicants!

Mrs G Marsland
Assistant Head

St Chad's CE (Aided) Primary School Junior Leadership Team

Job Description and Person Specification

Job Purpose

Junior Leadership Team members have a special role in representing pupil voice in school. As a member of the JLT at St. Chad's you will act as a link between the pupils, teaching staff, senior leaders and the governors. In addition, you will need to fulfil your role in making sure that everybody is doing all that they can to ensure 'in the light of God we care, we share, we laugh, we learn'.

Personal Qualities

The following qualities are essential to the role:

- To be honest and act fairly at all times
- To be respectful of other people's opinions
- To be confident, positive and enthusiastic
- To have good communication skills
- To be hardworking and responsible
- To be organized and reliable, undertaking your role to the best of your ability and completing all actions in the time given

General Responsibilities:

- Attending Senior Leadership Team meetings – you will need to turn up on time, be interested and be willing to complete tasks allocated to you
- Bring what you need to the meeting and look after any information you are given by other children or adults
- Report everyone's ideas and opinions, even if they are not your own
- Bring ideas to the meeting that will make the school a better place to be
- Present information at meetings, as a result of previous tasks allocated to you
- Supporting the work of the School Council by attending meetings and representing their views at senior leadership team meetings
- Have a special responsibility for something important in the school
- Work with other adults and governors to audit and improve areas of our church aided school

Name:

Signed:

Date: