

Coordinator of Student Leadership and House Activities – Job Description



Faculty :	Pastoral
Job Title:	Coordinator of Student Leadership and House Activities
Reports To:	Assistant Principal (Enrichment) / Vice Principal (Pastoral)
Main Purpose of Job:	
Oversee the formal Student Leadership Groups across the school by enhancing student opportunities and developing the quality of interactions and relationships within the SJI International community.	
Main Responsibilities and Duties:	
<p>Main responsibilities include:</p> <ol style="list-style-type: none"> 1. Oversee a dynamic House Activities programme (sporting and non-sporting) for students in Grades 7-12 and be responsible for the logistical organisation of House activities. <ul style="list-style-type: none"> • Oversee appointment of House Captains. • Attend House Captain meetings and facilitate effective communication between the House Captains, other students and the wider community. • Liaise with Heads of Grade to facilitate an enriching programme for students. 2. Lead the development of Junior Student Council (G7-10). <ul style="list-style-type: none"> • Work with Heads of Grade to establish the election of Junior Student Council (G7-10). • Attend Junior Student Council meetings and facilitate effective communication between the Student Council, other students and the wider community (eg Staff; PSG etc). • Guide Junior Student Council to create successful school events (including two formal school events per year). 3. Oversee the development of student leadership opportunities across the school. <ul style="list-style-type: none"> • Facilitate student leadership training in liaison with internal specialists or external vendors, seeking to increase opportunities for leadership training for a wider range of students. • Liaise with SLT to ensure that internal and external events can draw from appropriate student ambassadors. • Develop opportunities to further develop student voice. 	
Collegiality	
<p>The role involves working closely with the following stakeholders –</p> <ol style="list-style-type: none"> 1. Student House Captains, Student Council and other students. 2. Pastoral Staff (including Heads of Grade). 3. Parent/Guardians. 	
General	
<ol style="list-style-type: none"> 1. The appointment is subject to the general conditions of service for SJI employees. 2. Professional development is an integral part of the post. The post will be subject to an annual process of performance review/appraisal. <p>This job description is current as of January 2017. It is not necessarily a comprehensive definition of the post and it may be subject to modification or amendment at any time after consultation with the holder of the post.</p>	
Remuneration and Contractual hours.	
Level 1 responsibility allowance and relief from Tutor Role.	
Agreement.	
It is agreed that the Job Description is a fair and accurate statement of the requirements of the post:	
<p>Job Holder: Date:</p> <p>Line Manager: Date:</p>	