



Monmouth Comprehensive School Council Year and School Councillor Job Description

Year Councils and the School Council exist to ensure that the voice of students is heard and that staff and students can work together to ensure the very best experience for all students and the continuing positive development of the school.

Purpose of the role

The role of a Year Councillor is a very responsible one. A Year Councillor is a role model to other students. Every Year Council member is responsible for making things happen by:

- Finding out about the views of their form group
- Representing those views at Year Council meetings
- Taking an active part in meetings and other events.
- Giving feedback to their form group

It should be noted that the role of a Councillor is time-consuming and can involve lunchtime meetings and use of free time. Events can include meetings with visitors, other schools and organisations, involvement in assemblies and working parties on particular issues.

Year Councillors and School Councillors represent the group that elected them. They are the link between that group and the School Council.

Key responsibilities:

- Find out what students and staff think. There will be occasions when councillors put items on the agenda and others where staff wish to discuss an important issue with the Year and School Councils
- Engage as many students as possible in consultation and discussion
- Prepare thoroughly for meetings. Read any paperwork received in advance. Think about the issues that are to be discussed so that you can make an active contribution to debate.
- Be punctual to meetings and ensure that you bring necessary paperwork with you.
- Be proactive: check notice boards, the website and your e mails regularly.
- Become an active member of either the Joint School Council or the Friends of MCS
- Take a positive approach to promoting your school and work in partnership with staff to effect improvement.
- Take part in any training provided for school and year councillors and help to induct new members.