



Student RSLT Secretary Job Description

Title: Secretary of Regional Student Leadership Team

Roles and Responsibilities:

- To fulfil role as PA to the Chair and Vice Chair of the Student RSLT by attending all meetings and making accurate notes representing the truthful views of those present
- To attend disciplinary meetings and other relevant meetings in order to collate minutes taken and represent these to your line manager
- To act as a role model for all other pupils
- To deputise as non-elected Chair in the absence of both the Chair and Vice Chair
- To attend most events during the day/evening and during holidays
- To sustain your role without prejudice towards others
- To attend meeting with staff, including Senior Leadership Team and OAT Student Voice Leads
- Regularly attend weekly meetings with Student RSLT members and be an active Executive member
- To work with members of the National SLT and deliver a consistent approach across the regions
- To report findings and ideas to NSLT

General Roles

- Always wear uniform correctly
- Follow all rules of your academy
- Be an active member of the Student RSLT and NSLT, listening to the views of your peers and representing those views during the weekly meetings
- Follow code of conduct

Responsible to:

- Chair
- Vice Chair
- OAT Student Voice Leads