**Key information for Elected Posts**

For Official Use

The Shoreham Academy Sixth Form Leadership Team (SFLT) is a group of sixth form students who apply and interview for their roles. They each have a separate responsibility but come together as a team to make decisions and organise activities for the Sixth Form and the rest of the school.

**Roles and Responsibilities**

The SFLT is responsible for the organisation of weekly meetings and supporting Assemblies and support its day to day running. The leadership team willl also be expected to attend Sixth Form open and option evenings and events and play an active and full role in supporting the sixth form and the rest of the school. You will be line managed by members of the Sixth Form Leadership Team.

|  |  |
| --- | --- |
| **Sixth Form Head Boy** | **Sixth Form Head Girl** |
| * Overall Managment of 5 Assistant Heads * 6th Form Council * Attending Open/Option Evenings * Liasing with SFLT * Maintaining and monitoring High Standards | * Overall Managment of 5 Assistant Heads * Student Voice * Attending Open/Option Evenings * Liasing with SFLT * Maintaining and monitoring High Standards |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.Assistant Head** | **2.Assistant Head** | **3.Assistant Head** | **4.Assistant Head** | **5.Assistant Head** |
| **Environment Leaders** | **Volunteering Leader** | **Events Co-ordinators** | **Charity Officers** | **University Officers** |
| * Issues of environment sustainability * Recycling initiatives * Wider school involvement | * Support volunteering opportunities and placements * Support Outset Volunteering | * Organise Student academic and Social opportunities * Promote involvement in wider opportunities organisation | * Charitable events and fund raising * Co-ordinating events and promoting involvement | * UCAS application   Support   * UCAS convention support and notice boards |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **6.Assistant Head** | **7.Assistant Head** | **8.Assistant Head** | **9.Assistant Head** | **10.Assistant Head** |
| **Common Room Managers** | **Study Room and Resources Secretaries** | **Enrichment & Recreation Leader** | **Learning Leaders** | **IT Team** |
| * Behaviour Monitoring * Lay out * Organisation of student storage | * Resource monitoring * Notice board maintenance & design * Letters * Displays * Free room rota | * Supporting enrichment uptake * Healthy activities behaviours * Smoking cessation | * Literacy support * Literacy Mentors Study skills * Extended Project support * Time management * Revision techniques * Independent learning | * Social Media Updating & Website design * ICT support for students and staff * Allocation of technologies * Digital Leader |

**Name: Contact Number:**

**Mentor Group:**

**Subjects:**

**Complete a brief Personal Statement (*500 word max*) Explaining why you should be considered for a role as part of the SFLT. You can also indicate what roles you would be most suited to and why.**

Provide a separate copy

Please provide the names of two references who support your application.

Reference 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_