**TITLE:** School Rep  
**SELECTION:** Elected by students within your school

**PURPOSE:**
- To effectively represent students' academic interests at school level;
- To create change at school level that improves the academic experience of students;
- To engage department reps within your school, support them and identify where issues are school-wide;
- To escalate any issues that exist beyond their school.

**ACCOUNTABILITIES:**
The department rep position is a key role in improving students' academic experience. You will be accountable for:

a) Proactively and effectively gathering feedback from department reps – building up an understanding of what is working well and what could be improved across your school;

b) Exercising influence at department level through a range of relationships, networks and meetings to achieve positive change on behalf of the students you represent;

c) Communicating progress and the outcomes of feedback to department reps, course reps and students in your school – to ensure they understand what has, and will, happen as a result of their feedback;

d) Escalating issues that affect students beyond your school

e) Acting as a positive ambassador for the Students’ Union and academic reps.

**RESPONSIBILITIES:**
In order to fulfil these accountabilities, you will be expected to:

a) Ensure that you connect with, and regularly meet, department reps within your school and present a balanced view based on their feedback;

b) Ensure that you support department reps in engaging with, and contributing to, departmental level initiatives, such as annual reviews;

c) Engage with underrepresented and hard-to-reach students, actively seeking out minority voices and representing them;

d) Attend school-level meetings including School Education Committee and Teaching and School Boards;
e) Maintain strong ongoing relationships with your Faculty Dean and other key University contacts and provide regular input about what is working well and what could be improved;
f) Work in partnership with staff within your faculty to co-create solutions and positive developments that will benefit students;
g) Attend and provide feedback at Education Council to share best practice with other faculty, department and course reps;
h) Ensure that positive changes are logged, recognised and celebrated;
i) Work together with students, university staff and RHSU to ensure the success of the academic representative system.

**SKILLS, EXPERIENCE AND QUALITIES:**

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<th><strong>ESSENTIAL</strong></th>
<th><strong>DESIRABLE</strong></th>
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<tr>
<td>Excellent communication skills – ability to listen and represent views effectively</td>
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<td>Basic understanding of education policy issues and willingness to learn more</td>
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<td>Strong ability to influence others and create change on behalf of others</td>
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<td>Commitment to diversity, equality and inclusion, and willingness to proactively seek out voices that are underrepresented</td>
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<td>Ability to use technology and social media to network effectively with students</td>
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<td>Experience of academic representation system at Royal Holloway or elsewhere</td>
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<td>Ability to motivate and inspire other reps and support them to thrive</td>
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<td>Willingness to get involved and represent students’ academic interests</td>
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