

**TITLE:**

School Rep

**SELECTION:**

Elected by students within your school

**TYPE:**

Voluntary

**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 theirschool.

---

**ACCOUNTABILITIES:**

The School 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 school 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 Head of School 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 school to co-create solutions and positive developments that will benefit students;
- g) Attend and provide feedback at Education Executive to share best practice with other school, 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:**

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