

## Role description: School Representative 2020-2021

<b>Role:</b>	School Representative
<b>Responsible to:</b>	Sabbatical Officers & Student Voice Coordinator
<b>Remuneration:</b>	None (Voluntary)

### Overview of the role

School Representatives play a crucial role in improving the student experience. They act as the point of contact between all Course Representatives in their Directorate, or Subject Group, and their Head of School. They also liaise with their Sabbatical Officer to ensure that student issues and concerns are raised and dealt with at an appropriate level when they fall outside of the School's scope. They work in partnership with senior staff to ensure the department is listening to, and acting on, student feedback to deliver an excellent student experience.

### Time Commitment

This is a voluntary and unpaid role. Attendance at various University and Union meetings during term time would be expected as well as regular time spent listening and talking to students both face to face and online. While the time commitment is variable dependent on the time of year, an average commitment of 2 hours a week is expected.

### Responsibilities of the role:

- Collating the feedback from Course Reps on their experience, face-to-face & online.
- Analysing data to identify Directorate-level issues and writing reports when required.
- Conducting further research into School-wide issues, with support of the Students' Union. Disseminating Students' Union led research to Course Reps when required.
- Working with other School Reps across Directorates to represent students' views to the Union + University and seeking to improve student life.
- Attending relevant meetings with University staff to discuss feedback on behalf of the Directorate.
- Taking part in quality enhancement, reviewing current courses and making recommendations for change.
- Assisting with the training of Course Representatives when required.
- Acting as the *Library Champion* for the Department and using the Library Champion budget to request books to order.
- Attending meetings of the Union's Academic Executive and other relevant meetings.
- Taking part in the review and approval of programmes across the university.
- As and when required, attending Academic Misconduct and Fitness to Practice procedures.

### Skills you will develop:

As part of this role you will gain access to training opportunities, and will be supported in developing the following skills:

- Communication
- Listening
- Negotiation and Influencing
- Confidence
- Public speaking

- Presentation
- Problem solving
- Reviewing and evaluating
- Leadership and Management
- Project Management
- Research
- Critical thinking
- Mediation
- Teamwork
- Time management
- Networking
- Knowledge of Governance and quality assurance