

Role Description

Post:	School Representative
Remuneration:	TBC (dependent on engagement with the role)
Hours:	Around 12 hours per month
Reports to:	Associate Head for Teaching and Learning / Associate Head for Student Experience, UPSU Student Voice Team and the Faculty Representative.
Responsible for:	Course Reps for your School

Post Holder	1 per School	JD last reviewed	February 2024
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Purpose of Post:

- To proactively communicate with and support Course Representatives in your School.
- Work with senior School staff to enact change and contribute to the positive student experience in your School.
- Liaise with UPSU about your role as School Rep and engage with events, campaigns, and initiatives to boost Student Voice across the University.

Minimum Expectations:

- Proactively communicate with Course Reps to collect School-wide feedback.
- Attend and contribute to the Faculty and School Teaching and Learning Quality Committees, and other relevant meetings.
- Build relationships with Associate Heads of Schools and other relevant staff.
- Have regular meetings with relevant School staff to progress ideas and issues.
- Feedback on the progress of issues to the wider student body, mainly through communicating with Course Reps.
- Liaise with and attend regular one-to-one meetings with the relevant UPSU Student Voice Co-ordinator for your School.
- Complete School Rep training.
- Complete at least one School Rep report per semester.
- Attend Course Rep drop-ins and progress any feedback if required.

Specific Duties:

- To be the key representative link between Course Reps in your School, the University and UPSU.
- To proactively engage with the student body, through in person and digital methods and collate any feedback relating to the academic experience of students.
- Present student feedback at relevant university meetings in a constructive and professional way.
- To represent the best interests of the students in your School at any UPSU or university meeting.
- To submit any required reports or information to any meetings or departments according to the relevant process.
- To communicate key information and outcomes back to the student body in your School through a variety of in person and digital methods, including regularly contributing to newsletters, reports, blog posts and social media.
- Work closely with the relevant UPSU Faculty Representative and other elected representatives to present student feedback to the university, where appropriate.
- To lead and collaborate on activities and campaigns, as directed by student feedback.
- To uphold the democratic principles of UPSU and to act in a fair and unbiased way.
- To behave in a manner that maintains the good reputation of UPSU, the University and the role.
- To be an advocate for UPSU campaigns and engagement opportunities, including UPSU Elections and the UPSU Annual Student Meeting.
- To engage fully in UPSU democratic processes and to be accountable to the student body.

Person Specification

Criteria	Essential	Desirable
Education	1. Must be a University of Plymouth student for the 24/25 academic year.	
Experience		1. Experience in a representative role.
Knowledge	1. A good understanding of current issues impacting students' academic experience.	1. Good understanding and knowledge of how representation works.
Skills	<ol style="list-style-type: none"> 1. Excellent verbal and written communication 2. Good listener. 3. Ability to build and maintain relationships with stakeholders e.g University and UPSU staff, Course Reps, and the student body. 4. Ability to prioritise and handle multiple tasks. 5. Ability to work with a diverse student population. 6. Excellent planning, organisational and administrative skills. 7. Self-motivated and self-reliant. 	1. Experience of/ability to organise and lead events such as meetings Course Rep drop-ins.
Values and Behaviours	1. Desire to work with and represent students.	
Availability	1. Must be able to commit to at least 12 hours per month.	

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