

School Community Representative – Role Description

You will be supported by:

- A complete training programme
- The Head of School
- Associate Heads of College (Education and Students)
- Sabbatical Officers
- Access to necessary resources and training
- UWSU College Coordinators
- Quality Assurance Officer (Student Voice)

Time Commitment:

- Up to 5 hours per week during term time¹.
- Attend induction training and any additional training.
- Attend at least one meeting each semester with the Head of School.
- Attend the Student Voice Forum (Four meetings per academic year).
- Actively participate in democratic events run by the Students' Union, such as the Student Council, All Members Meetings, Academic Communities events, etc.
- Actively participate in events run by the University, such as the College Teaching Committee.

Purpose:

As a School Community Rep, you will have five main responsibilities:

1. Gather and represent the views of students and course representatives at the School and College level and provide feedback on the outcomes of these discussions.

For example, this is done through meetings with the Head of School, attending the Student Voice Forum and Academic Rep Forums, and then speaking with students about what happened in those meetings.

2. You will help contribute towards the progress of your school's shared endeavour. The shared endeavour is a collective goal for each school based on feedback and statistics and decided on through conversation with students, FANS (Friends of Arriving New Students), Course Leaders, Professional Service staff and School Community Representatives.

For example, this can be any ideas you have about what the shared endeavour could be, how your school could improve things once the shared endeavour is in place, or any ideas you might have about how to help the shared endeavour succeed.

3. Build relationships with key staff within the School and College and provide specific information about student issues and concerns. This includes the Head of School and the Associate Head of College.
4. Actively promote student participation in student engagement and quality enhancement activity, commenting critically but constructively on issues related to learning and teaching and the student experience.

For example, this could be done by promoting academic community- building opportunities, encouraging representatives to attend Rep Forums, promoting relevant surveys, and working with FANS to deliver engagement or feedback events.

5. Activate their Unitu account and consistently use this platform as their primary platform for logging feedback and any actions resulting from that feedback to aid in closing the feedback loop.

Note: A maximum of two Undergraduate and two Postgraduate School Community Representatives are normally appointed each academic year.

Specific Activities

1. Speak to Course Representatives and your fellow School Community Representatives and arrange regular meetings and catch-ups to understand their views.
2. Help train and mentor your Course Representatives to be effective in their roles.
3. Develop yourself while in the role by undertaking training when offered.
4. Get involved with tasks and activities related to your course, such as Academic Rep Forums and other Academic Community events.
5. Attending meetings relevant to your position, such as the Student Voice Forum and College Teaching Committee.
6. Collate and analyse feedback received from Course Reps and students.
7. Complete full and extensive termly reports for UWSU and the University using the required template.
8. Feedback information from UWSU and the University to students, acting as a champion and messenger.
9. Get involved with University and Union activities, including, but not limited to, Welcome, Academic Communities, Student Council and other ad-hoc sessions.
10. Escalate feedback in a timely manner and move feedback from the private to

the public section on Unitu so that academic colleagues can solve it promptly.

Person Specification:

- Commitment to the School Community Rep role.
 - School Community Reps must adhere to the School Community Representative Code of Conduct.
- Commitment to promoting and attending activities across the academic year
- Commitment to behaving in a way that is inclusive and empowering
- Have been an active course rep for at least one year (except for PG Students)
- Skills including:
 - Teamwork
 - Proactive communication (e.g., speaking to people you don't know, speaking in lectures, answering e-mails)
 - Time management

Benefits

- Personal employability skills development, including skills such as representation, advocacy, diplomacy, presentation and networking, leadership and teamwork, communication, and organisation.
- Eligible for nomination for UWSU Awards.
- UWSU certificate and LinkedIn recommendation
- Termly stipend of £250 per report (2 x reports yearly). Please note this is subject to the successful completion of a timely Right to Work check, deadlines being met and subject to tax where applicable.
- The chance to earn rewards through the Rep Reward and Recognition system. Prizes include cinema tickets, employability workshops and Westminster merchandise.
- Exclusive social events just for Course Reps and School Community reps, such as movie nights, game nights, etc.

Training and Support for School Community Reps

- UWSU will offer you support and guidance throughout the year. Induction training is compulsory; however, additional training and support will be available.
- You will receive regular communication from UWSU, including, but not limited to, recent developments in your school and University, information about upcoming UWSU events and details of additional training opportunities.

- As a School Community Rep, you will be connected to other student leaders, including Course Reps and Friends of Arriving New Students (FANS), who will help you stay connected to your whole school.

ⁱ International Students on a visa must ensure they comply with any work restrictions. The times per week may vary. For example, on a week where the Student Voice Forum or training takes place hours may be 5 hours, in other weeks this may be less. Hours may also vary dependent on when meetings with Heads of School take place. Students on international visas must consider their individual restrictions and other working commitments (if applicable) when discussing availability.