



## Job Description for the Post of: Head Pupil 2026–2027

Job Description
<b>Main Purpose of the Job:</b>
To support the Headteacher and Senior Leadership Team (SLT) in promoting and representing Halling Primary School.
<b>Main Responsibilities and Tasks:</b>
<ul style="list-style-type: none"><li>• Be Ambassadors for Halling Primary School</li><li>• Represent Halling Primary School at certain events, for example wreath laying for Remembrance Day</li><li>• Contribute and represent Pupil Voice, joining meetings with members of SLT and/or Governors</li><li>• Make speeches promoting Halling Primary School</li><li>• Engage with visitors to Halling and answer any questions they may have, for example, Parent Tours</li><li>• Assist with interviews for new members of staff at Halling Primary School</li><li>• Assist in the appointment of Halling's Communications Team (School Council)</li><li>• Meet with the Communications Team</li></ul>
Person Specification
<b>Experience:</b>
<ul style="list-style-type: none"><li>• Experience of being an excellent role model for others</li><li>• Experience of talking to others confidently and/or giving speeches</li></ul>
<b>Knowledge, Skills and Abilities</b>
<ul style="list-style-type: none"><li>• Knows, understands and can share with others Halling's Golden Rules and Core Values</li><li>• Ability to confidently communicate to large and small groups</li><li>• Ability to recognise and respond to others' achievements</li></ul>

All applications should be made in writing/via video link, detailing how you consider yourself suitable for the post of Head Pupil at Halling Primary School.

Applications should be addressed to Mrs Nott and be handed in to the school office/office@halling.medway.sch.uk

Please note that applications should be received **no later than 13:15 on Tuesday 7<sup>th</sup> July 2026.**

Applicants that have been selected for interview will be notified in writing on **Wednesday 8<sup>th</sup> July 2026.**

Interviews will be held on **Thursday 9<sup>th</sup> and Friday 10<sup>th</sup> July 2026.**

For shortlisted applicants, presentations to the whole school will take place in a special assembly on the morning of **Thursday 16<sup>th</sup> July 2025 at 09:30.**