



Job Description for Dunstan High School Head Students:

Role Purpose

As the Head Students, you are the student face of our school. You are expected to serve as role models by upholding the school values at all times and leading by example across all areas of school life, including Academic achievement, Sports, Culture, and Arts.

Key Responsibilities

1. School Representation & Public Relations

- Act as official student ambassadors at school functions, community events, and special civic occasions (e.g., ANZAC Day service).
- Represent the student voice with maturity, pride, and respect at all times.

2. School Culture & Values

- Consistently model and promote the core school values in every setting.
- Maintain a strong commitment to academic excellence and active participation in extracurricular activities.

3. School Leadership & Operations

- **Executive Liaison:** Meet regularly with the Principal to discuss student initiatives, feedback, and school culture.
- **Operational Leadership:** Mahi (work) closely with Mr. Nigel Wilson (Deputy Principal) on day-to-day operations and student leadership logistics around the school calendar
- **Employment:** Be part of interview panels for potential new staffing appointments and show prospective employees around the school and answer any questions
- **Assemblies:** Oversee and coordinate the *Manukura* involvement in leading and organizing school assemblies.
- Additional tasks and responsibilities to be performed as reasonably requested by the SLT.

4. Committees & Major Events

- **Subcommittees:** Work alongside and support student subcommittees to ensure their initiatives run smoothly.
- **Senior Formal:** Take primary responsibility for leading, planning, and executing the Year 12 and 13 School Formal. Be present as part of the welcoming party for students arriving at the formal
- Speak on behalf of the student body at Senior Prizegiving

Personal Attributes & Expectations

- Excellent communication and organizational skills.
- Strong work ethic and approachable demeanor.
- Demonstrated ability to manage time effectively between leadership duties and academic studies.
- Continually maintain a high standard of attendance, punctuality and personal appearance.