



Job description for Class Reps. 2016/17

Each class at Steiner Academy Bristol will have 2 class reps. Their role is to support the life of the class. The expectation is that this is an enjoyable role, getting involved in school life and helping to create a sense of community. Two Reps will be asked to hold this post for the academic year, and as the school becomes established experienced reps can stay on as 'buddys' for the next years reps, so there is a sense of ongoing support.

Welcome new families to the class and help support parents in the class with school related issues when asked or when you see there may be a need.

- Have an up to date copy and an understanding of the Parents' Handbook and ways that families can access information and support.
- Make yourself, your role and contact details known to new parents
- Help to create an open, welcoming culture for all mums, dads and wider family and carers.

Organise social events:

- Ideally a regular event for the class (e.g termly or monthly); perhaps occasional family picnics, evening drinks or a walk for example. The aim of this is to nurture the school community. You may want to link with other class groups on this.

Support fairs and events:

- Act as a point of contact with other class reps and appropriate members of school staff in the organisation of events.

Link parents with the school:

- All the class reps will meet twice yearly, with the link Governor and a member of the admin team, to check in, ensure they have up to date information, and to enable reporting to the school governors. Also to review the systems reps use, identify where improvements are necessary and agree on solutions.

Liase with their class teacher:

- Agree with the teacher how you would like to work together.

Help rally volunteers:

- For events, such as festivals, fairs and class trips. The school will ask reps for help as needed to get people involved, as opposed to taking tasks on themselves.

Organise a collection:

- Co-ordinate collections for teachers birthdays and staff thank you's. Please note, that not all teachers want a fuss for their birthdays so please check with them.
- At Christmas, parents can contribute to a hamper for the teachers and assistants. Reps will provide the boxes and inform the class about the hampers. At the end of the year vouchers are a good idea.

Be available:

- Reps will let the class know the best way to contact them.

Provide a smooth handover to the next years rep.