



SCHOOL REP ROLE INFORMATION

2019/20

WHAT IS A SCHOOL REP?

A bit about what our School Reps do, who they represent, and how they do it.

WHAT IS A SCHOOL REP?

1

You are a student leader empowered to make positive, student-led change within your School.

2

You represent (and re-present) the views of students in your School and work alongside Course Reps and staff to make your School better.

3

You do these things by taking student feedback to University and LUU meetings and events, and by informing students of positive change made.

WHO DO YOU REPRESENT?

1

All students at your level (undergraduate or postgraduate) studying in your School, Division or Department.

HOW DO YOU REPRESENT THEM?

1

You will be supporting a team of Course/Programme/Peer Reps to consult students in your School. You will actively seek students' views on decisions that affect them, and listen to any issues that they are facing or positive feedback that they have.

2

You will speak on behalf of students and influence decision making at School, Faculty and University level as well as feed back decisions to fellow students and reps.

3

You will connect with academic societies in your School to gather student opinion and ensure students' expectations are met in all areas.

WHAT IS A SCHOOL REP? (CONTINUED)

A little more about the meetings you attend and which staff you'll work with.

WHO WILL SUPPORT YOU?

- 1** LUU Education Officer and the other Exec – who provide support and advice on academic issues and offer you the chance to join campaigns.
- 2** Director of Student Education, Pro-Dean for Student Education, Teaching and Student Support Staff in your School – who you will work in partnership with to improve learning and teaching in your school.
- 3** LUU Student Engagement Coordinators, who support you in your role throughout the year, providing support, advice and training.

HOW LONG DOES IT TAKE?

- 1** On average, a School Rep might find around five hours of their time taken up a week with their duties, but this can vary week to week.
- 2** Occasional evenings or longer sessions may be required for meetings and training opportunities and some weeks may require more than five hours commitment, but some may require less.

WHAT DO YOU GO TO?

- 1** University meetings – these include meetings with Course Reps and staff (Student Staff Forums) and Faculty-wide meetings like Faculty Taught Student Education Committee.
- 2** Union meetings e.g. Better University Forums. These feed into Union democracy and allow you to work with your Education Officer.
- 3** Catch-ups with your Director of Student Education to ensure you are achieving your goals and receiving the right support.
- 4** One-to-ones with a Student Engagement Coordinator, who will provide support and training.

PERSONAL SPECIFICATION

You can use these to guide the answers you give in your application form.

QUALITIES YOU SHOULD HAVE:

- ▲ Passionate about your School and keen to be involved in its development.
- ▲ Willingness to learn new things and personally develop in the role.
- ▲ Able to work as part of a team.

QUALITIES YOU SHOULD BE TRYING TO DEVELOP:

- ▲ Able to communicate effectively with a range of students and staff.
- ▲ Understanding the importance of working and representing the views of others fairly, respectfully, confidently and without bias.
- ▲ Able to communicate effectively through written and verbal methods.
- ▲ Able to raise concerns on behalf of others, identifying any common ground and possible solutions.
- ▲ Awareness of diversity and ability to respond to the diverse needs of students in your school.

QUALITIES YOU SHOULD BE WILLING TO DEVELOP:

- ▲ An interest to develop your leadership skills.
- ▲ Able to manage own time and workload, to work with self motivation and to use own initiative.
- ▲ Able to motivate and work with others towards common goals.
- ▲ Experience of project planning, including event management.
- ▲ An interest in issues relating to and affecting higher education.

REWARD, RECOGNITION AND DEVELOPMENT

Through your role as School Rep you will have the ability to achieve the following.

YOU WILL:

- ▲ Play an integral role in making your School better for students.
- ▲ Receive accreditation and recognition for your commitment, including recognition on your Higher Education Achievement Report (HEAR) for your contribution to the school.
- ▲ Be eligible for awards as part of Celebrate Week.
- ▲ Have an opportunity to spend time with and get to know Reps from other Schools and Departments.
- ▲ Receive unique training/development opportunities, through the Union and through the University.
- ▲ Have the opportunity to participate in the Recognise Awards.
- ▲ Receive excellent opportunities to network and develop your CV.

THE SKILLS OF A SCHOOL REP

Below are the 13 Leeds for Life skills that you'll gain as a School Rep.

YOU WILL:

1 These skills are ones that the University and external employers regard as important to help you succeed in your academic study and career. The skills in purple are the ones which you can expect to gain, through training and through experience, in your time as a School Rep.

2 You may also find, in your time as a Rep, that you gain the remaining skills as well, however these are more difficult to align accurately with the role of a School Rep. For more information on the skills, and to see the related graduate attributes that help you to describe and demonstrate that skill, go to [LEEDSFORLIFE.LEEDS.AC.UK/SKILLS.ASPX](https://leedsforlife.leeds.ac.uk/skills.aspx).



TESTIMONIALS FROM PAST SCHOOL REPS

When asked what their highlights were from their year, this is what some of last years' Reps said...

LAST YEARS' REPS SAID:

"Gaining insights into how my school works and how different problems are solved. I also enjoyed becoming part of a 'Rep community' and learning about how to interpret different situations."

"Attending the University's Senate where I got the chance to represent students in talks about the ongoing industrial action with executive members of the University, including the Vice-Chancellor."

"It has been great to meet new people and get the chance to have a say in major issues that have affected the university and its students, whether that has been through the Better University Forums to meeting with the Pro-Dean and Vice-Chancellor, it has really helped to understand how the university works and has been great to see change being implemented based on student's feedback."

"Education Assemblies and Better University Forums: being able to speak to other School Reps, see what's happening and help make changes."

"Being able to help Course Reps get their issues noticed by management."

"Chairing Student Staff Forums."

"Hosting a focus group for the Leeds curriculum changes, meeting with the Equality and Inclusion team and Equality and Inclusion committee in School of Healthcare to discuss transgender awareness training."

"One of my favourite things is attending STSEC and actually getting to see how much time, thought and paperwork goes into every decision made in the school that you take for granted as a student, and getting to represent students and their views when these decisions are being made. My other favourite thing is getting to talk to School Reps from other schools and faculties and comparing how differently departments do things and what we can learn from them, as well as getting perspective on what your own school does well."

"Learning about the different Schools."