



JOB DESCRIPTION FOR CLASS REPRESENTATIVES

Job Purpose

Reps should ensure that the views, experiences, and opinions of the class that you represent are conveyed to (where appropriate) Class Rep/Tutor meetings, Course Reviews, Curriculum Manager meetings, Student Council and any other meetings or forums of discussion that you might attend in your capacity as class representative.

Accountability

Class Reps are accountable (held responsible) to their Class and the Student Council

Key roles and responsibilities

- Attend **MANDATORY** 'introduction to being a class representative' training session. This needs to be completed within the first term of college. You will be notified by the Students' Union how to complete the training
- Attend the termly learner voice meetings with the Curriculum Manager
- Attend the termly Student Council meeting (optional)
- Talk regularly with students in your class and with other class reps about issues impacting on teaching and learning and any wider cross college issues impacting on the student experience
- Report back to the class on the outcomes of any meeting(s) and pass on any other information to the class from the Students' Union, Curriculum Manager, and the College
- Endeavour to take part in, and/or contribute to, events or campaigns that the Students' Union has organised or promoted
- Keep in regular contact with the Students' Union for advice and support needed throughout the year
- Keep the Students' Union up to date to let them know the issues students would like raised at Senior Management level
- Inform the Students' Union if you have left your course or resigned as being Class Rep, thereby permitting a by-election for the position to be reappointed
- Refer major and individual issues to the Students' Union or Learner Services. ***Do not take on issues which are not related to a student's experience at the College – these should be passed onto a staff member***
- Abide by the Constitution of Dudley College of Technology Students' Union

Benefits of being a Class Representative

- Provided with a wide range of training opportunities throughout the year
- Knowledge that you are playing your part in enhancing the student experience for yourself and your class at college
- Potential to develop valuable personal transferable skills which look excellent on CVs/UCAS applications and very attractive to future employers
- Awards at the end of the year for those who regularly attend meetings
- Opportunity to be awarded 'Class Rep of the Year'
- Upon request, all 'Gold Level' class reps can receive a statement of reference from the Students' Union