

## Student-Voice-Policy

Responsible officer: S. Mulhern

Review frequency: Annual

Principal: R. Denial

Date reviewed: 31 July 2014

Ratified By: Governing Body

Next Review Date: 31 August 2015

Ratified: 31 July 2013

## **Introduction**

Student Voice is the set of systems through which young people are enabled to give their opinions and suggestions on Academy life in an open, honest, secure yet constructive way.

At The E-ACT Burnham Park Academy we believe that all students are entitled to contribute actively in shaping the educational experience they and their fellow students receive. Effective delivery of this policy will give them the opportunity to do so. As well as assisting in young people's learning and social development, such student involvement is also of active benefit to the Academy's performance. The E-ACT Burnham Park Academy is committed to placing Student Voice at the centre of learning and design of the wider curriculum.

## **Aims of the Policy**

- To facilitate active student engagement in learning and the wider life of the Academy community
- To nurture the skills and attitudes required to develop responsibility, independence, teamwork and communication skills through relationships between students and staff
- To embed a culture where students have high expectations of themselves, their peers and Academy staff

## **Necessary Components for an Effective Student Voice**

- A safe environment where student views are collected in a structured way
- Clear parameters to the areas of Academy life where Student Voice is appropriate and useful
- Visible outcomes to Student Voice exercises
- Academy staff, particularly teachers, feel secure about and supportive of the Student Voice policy
- A shared understanding of expectations and standards
- A common language of learning amongst all members of the Academy community
- Students who are empowered to be active learners.

## **Roles and Responsibilities**

### **Students**

- To take part constructively and responsibly in self and peer assessment exercises and in the evaluation of Academy activities (including teaching and lessons)
- To contribute to Student Council discussions within and beyond their tutor group, improving verbal communication and discussion skills and developing their ability to negotiate, compromise and operate as effective team members
- To take responsibility for their environment and involvement in wider Academy life including behaviour.

### **Parents and Carers**

- To support the policy by encouraging their children to be active and constructive participants in Student Voice projects

### **Teachers**

- To engage with student voice feedback and to act upon it proactively

- To regularly seek student feedback regarding teaching and learning activities through formal (e.g. questionnaires/surveys) and informal (e.g. conversations) to encourage and make use of Student Voice
- To use a wide range of assessment for learning techniques, in particular self and peer assessment, to encourage debate about targets, progress and standards
- To embed building learning power which will promote student voice strategies within lesson planning and delivery
- To offer students the opportunity to plan, deliver and resource a section of occasional lessons (e.g. starter or plenary session).

### **Heads of Department and Subject Leaders**

- To ensure assessment for learning, BLP and opportunities to increase independent learning skills are embedded in schemes of work and resources
- To use student feedback as a key strategy to monitor and evaluate the quality of curriculum and learning

### **The Academy Leadership Team**

- To provide every student with the opportunity to contribute to student voice activities
- To devise clear structures and systems to promote Student Voice
- To provide a budget to properly resource Student Voice activities
- To use regular student feedback data to inform the SDP.
- To use assemblies to promote the work of the Student Council through facilitating student contributions to assemblies.

### **All Staff**

- To understand the importance of Student Voice in the life of the Academy
- To effectively carry out Student Voice surveys which fall within their remit (e.g. restaurant provision)
- To act upon the outcomes of Student Voice surveys which impact upon their department / area.

### **Governors**

- To support projects and development of the Student Voice policy
- To request a Student Voice update as part of the Principal's Report annually.

### **Student Voice Activities**

- Student Council  
The Council will be a key mechanism for discussing and deciding upon issues of whole Academy importance. The Council has its own constitution (available separately).
- Student Researchers  
Student researchers will be trained to take part in curriculum reviews and may be designated by Departments.
- Prefect Team, including Head Boys and Head Girls
- Receptionists  
Year 8 students will take part in a rota to support the Academy reception.
- Peer Mentoring  
Students will be trained to act as peer mentors.
- Tour Guides  
Tour guides will be trained to host visitors and show them around the Academy.
- Interviewers

There will be an exercise involving students as part of the appointments process for all staff.

- Duty Supervisors  
Duty supervisors will support staff in carrying out duties at break and lunchtimes.
- Surveys  
All students will be expected to play a full part in on going surveys across curriculum areas.

## Appendix 1 - Student Voice Job Descriptions

## Student Council Representative

Person Specification Job Description

Suitable candidates will be:

- Responsible and reliable
- Good at debate, decision making and finding solutions
- Fair: able to represent others' views
- Good listener and communicator
- Willing to give up own time
- Able to get on well with others
- Independent as well as a good team player
- Empathetic to others' needs
- Suitable candidates will have the opportunity to:
- Find out and represent the views of other students
- Research and lead projects
- Raise awareness on important issues
- Deliver presentations to students, staff and parents
- Take part in decision making
- Develop reasoned argument
- Work in a team
- Training will be provided.

## Student Researcher

Person Specification Job Description

Suitable candidates will be:

- Interested in investigating about others' views about different aspects of Academy life
- Able to organise use of time and plan in advance
- Willing to find out about and use different research methods (e.g. interviews / observations / questionnaires)
- Willing to work out what different evidence / data might give us
- Able to communicate clearly through written or oral presentation
- Able to adhere to code of conduct e.g. knowing what information needs to be kept confidential

Suitable candidates will have the opportunity to:

- Find out about what aspects of the Academy require improvement
- Work out what evidence is needed and how and where to obtain it
- Carry out a research project
- Analyse data / evidence
- Suggest what needs to happen next
- Action plan proposals addressing areas of improvement
- Present findings to staff / students / parents through written or oral reports

Training will be provided.

## Prefect

Person Specification and Job Description

Suitable candidates will be:

- Positive
- Creative
- Reliable
- Supportive of others
- Good at time management
- Organised
- Good at problem solving
- Able to show initiative
- Able to communicate clearly

Suitable candidates will have the opportunity to:

- Carry out duties, lead projects or teams
- Represent the Academy at public events
- Work with staff to help ensure the Academy's smooth running
- Act as a role model to other students
- Act as a go-between between students and staff

Training will be provided.

## Receptionists

Person Specification and Job Description

Suitable candidates will be:

- Positive about meeting new people
- Courteous
- Resourceful
- Reliable
- Responsible
- Suitable candidates will have the opportunity to:
- Meet and greet visitors to the Academy
- Carry out a range of administrative tasks
- Work with office staff and teachers

Training will be provided.

## Peer Mentor

Person Specification and Job Description

- Organised
- Reliable and responsible
- Good listeners
- Patient
- Able to explain things clearly
- Able to work out what questions to ask
- Able to offer positive and constructive feedback
- Willing to develop knowledge and understanding of chosen subject(s)
- Keen to develop research skills

Suitable candidates will have the opportunity to:

- Meet regularly with another student / other students to offer support with school work
- Help supported student(s) to organise a study programme
- Help develop supported student(s) confidence in their subject(s) and study skills

- Direct impact on the academic development of a fellow student

Training will be provided.

## **Tour Guide**

Person Specification and Job Description

Suitable candidates will be:

- Positive about meeting new people
- Thoughtful when communicating information and views
- Confident about knowledge of the Academy
- Reliable
- Responsible
- Able to communicate clearly and politely

Suitable candidates will have the opportunity to:

- Meet and greet visitors to the Academy
- Plan a tour
- Provide information to promote the Academy
- Answer questions
- Reinforce the ethos, values and positive reputation of the Academy

Training will be provided.

## **Interviewer**

Person Specification and Job Description

Suitable candidates will be:

- Reliable
- Good at asking questions
- Able to make candidates feel welcome
- Able to use information to make a fair assessment
- Thoughtful in providing clear feedback supported by reasons
- Able to keep all information confidential

Suitable candidates will have the opportunity to:

- Understand the interview process
- Work with an interview panel to agree interview questions
- Discuss the criteria – what is expected of a candidate e.g. the specification
- Meet candidates who have applied for posts (jobs) in your school
- Conduct an interview
- Provide feedback with members of the interview panels

Training will be provided.

## **Duty Supervisors**

- Person Specification Job Description
- Suitable candidates will be:
- Responsible and mature
- Observant
- Good communicators
- Able to identify potentially difficult situations



- Able to build good relationships with other students and staff

Suitable candidates will have the opportunity to:

- Develop leadership skills
- Develop communication and negotiating skills
- Develop self-confidence
- Learn to work as part of a team

Training will be provided.