

## Education Representative Role Profile

Education Representatives (Education Reps) are the elected lead academic representatives for their School, Department or Division. As student leaders in the Students' Union Education Network, Education Reps represent all undergraduate students within their School, and are responsible for bringing student voice into School discussions and decision-making and communicating decisions and information back to students.

Education Reps are pivotal in connecting Course Reps to Faculty Reps, and the School to the Students' Union and SU Education Officer, ultimately driving positive change to the student experience. Education Reps will receive continual support from both Faculty and SU staff in addition to an extensive training programme provided by the SU.

### Core Responsibilities

Throughout the academic year, Education Reps will:

- Drive School initiatives and policy developments to improve the student experience
- Represent the student voice at the School's Teaching and Learning Committee (TLC)
- Attend all Learning Community Forum meetings (LCFs) for your School
- Facilitate pre-LCF meetings with the attending Course Reps
- Coordinate with and feedback regularly to the UG Faculty Representative
- Disseminate information from the Faculty Rep, School staff and SU to Course Reps
- Engage and support Course Reps to be effective and empowered in their roles
- Contribute to campaign planning and policy developments at termly SU Faculty Forums and SU Academic Councils
- Maintain regular contact with School staff and SU staff

### Additional Opportunities

Education Reps can engage in optional wider representative activities such as:

- Representing the student voice at the Faculty's Teaching and Learning Boards (TLB) and Education and Student Experience Boards (FESEB)
- Becoming a University Senator to debate and discuss University-level academic policy
- Creating agendas for LCFs based on Course Rep feedback
- Chairing LCFs or becoming the Chair of Academic Council
- Contributing to various School, Faculty or University working groups and boards

**Time Commitment:** approx. 2-4 hours per week (term time only)

- Please note: moderate flexibility, including some evening meetings, will be required

**Skills and Experience:**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	N/A	Previously a Course Rep
<b>Skills</b>	Written and verbal communication, teamwork, organisation, time management, initiative	Leadership, speaking publicly, networking, problem-solving, negotiation, creativity