

School Rep

Role Description

School Reps represent students within their school/department. You will work with Arts SU, fellow school and course reps, and university staff to represent the views and interests of your school/department.

You will work closely with these groups to make positive changes for students. This includes attending Boards of Study meetings, Student and Dean Forums and other University meetings as appropriate, to champion the views of your school/department and close the feedback loop.

Why become a School Rep?

If you're passionate about making UAL better, empowering students' voices, want to challenge and grow yourself and devise creative solutions to the challenges students face, get involved.

Benefits include:

- Connect with students across UAL.
- Develop skills in empowering creative voices, problem solving, communication and team working.
- Grow confidence in representing yourself and other creatives within the Arts.
- Develop understanding of Arts education and the challenges facing students today.
- Attend socials, arts active events, training and personal development opportunities provided by Arts SU & UAL.
- Receive 1-2-1 support and coaching by Arts SU.
- Shape the future of UAL and Arts SU.
- Explore further representation opportunities at Arts SU i.e NUS Delegate or Sabbatical Officer.

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What does a School Rep do?

- 2-3 hours a week during term time (inclusive of boards of study meetings x3, Student & Dean Forums as well as regular catch-ups with Arts SU and School staff).
- Represent the views and interests of students in your school/department.
- Work with school/department team to improve the student experience.
- Act as an intermediary between Arts SU, the University and course reps.
- Attend meetings (Boards of Study as well as Student and Dean Forums) to raise feedback submitted by students.
- Provide constructive feedback on the wider student experience within your school/department.
- Signpost students needing support to relevant support services, run by the University or Arts SU.

What training and support will I receive?

- In-person and/or online training delivered by Arts SU staff.
- Optional online training modules to enhance skills and knowledge.
- Termly Training Conferences & Socials.
- Termly catch ups with College Officers and SU Staff.
- Access to Wellbeing Support i.e. 10 Minute Mind course and Arts Active passes.

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How do I become a School Rep?

- School Rep nominations open in January and elections happen in March each year. Vacant positions will be elected in the autumn by-election.
- You must be a current UAL student and will be studying in the year you will be a representative.
- No previous experience required; only enthusiasm and a willingness to learn.
- We encourage students with characteristics currently underrepresented in Higher Education to volunteer themselves for this role, including Black UK-students, International students, disabled students, Women, LGBTQ+ Students, Trans Students, Commuter Students, Students with Caring Responsibilities and Part-time Students.
- More information on how to become a School Rep can be found on the Arts SU website or by speaking to a member of Students' Union staff.

What we expect from you

- Attend in person and/or online training delivered by Arts SU.
- Attend Boards of Study, collect student feedback and follow up afterwards.
- Attend Student & Dean Forums, one in each of the first two terms of the year.
- Be inclusive – you are representing the thoughts and feelings of students in your school/department. Do your best to ensure student feedback is shared and valued.

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What we expect from you

- Be communicative – you will need to be in communication with students, course reps, university staff and Arts SU. Respond to messages punctually and, if you can't let your fellow school rep/college officer know.

- Be collaborative – share ideas with reps, staff and Arts SU to improve the student experience.

What you can expect from Arts SU

- Timely information about activities e.g. meetings, trainings and events.

- Training and an open door if you have any questions or ideas about the role. You can always contact our inbox (schoolreps@su.arts.ac.uk) to get a response.

- Support if you are struggling – we understand this can be a demanding role and we're available to work with you, advise on next steps and put you in touch with support services and/or be present when you are talking to members of UAL staff.

What happens if these expectations are not met?

- If we have concerns that you're not carrying out the role, we will get in touch to see if everything is OK, that you are getting the support you need and are happy in the role.

- If you don't respond or continue to disengage, we may politely ask you to step down from the role.

- If you're struggling to balance commitments, please communicate this to Arts SU staff.

- If you can't continue in the role, contact Arts SU so we can ensure the role is filled. It's important that students are represented, and that is only possible with a full school rep team.

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What happens if these expectations are not met?

- If you feel that we are not meeting your expectations – get in touch. We will try to address any issues and value your feedback.

If you have any queries about the role, you can get in touch with:

Emily Sellon,
Education Quality Coordinator
(e.sellon@su.arts.ac.uk)

Martin Dodd,
Deputy Chief Executive - Membership
(m.dodd@su.arts.ac.uk)