

# **Parent YEAR Representative Role Description**

## **Purpose of the Role:**

Parent Representatives serve as a vital link between the senior leadership team (SLT) school, the PTA (Friends of Downsview - FOD), and parents in their year group. They help gather and cascade key school and FOD communications, ensuring parents are well-informed and collective feedback is shared effectively.

## **Key Responsibilities:**

### **1. Communication with the school:**

- Act as a point of contact for parents in your year group to raise general questions or collective concerns related to school processes (e.g., issues with Magic Booking, workshops, or school menus).
- Collate key issues or feedback from parents and share these with the school via established communication channels.

### **2. Information Sharing for School Communications:**

- Cascade key communications from the school to parents in your year group, ensuring everyone is informed about important updates, workshops and school initiatives, etc.
- Encourage parents to read the newsletter and access the website for further information they may require.
- Support the school in promoting resources such as training videos or guides if relevant issues are raised.

### **3. Support FOD (Friends of Downsview) Communications:**

- Share key FOD event information with parents in your year group, including booking links, event details and any other relevant communications.
- Help raise awareness about FOD events to encourage participation and engagement from parents.

### **4. Community Building:**

- Build strong connections within your year group to ensure parents feel supported and engaged.
- Encourage open, respectful communication to foster a positive school community.

### **What This Role Does NOT Cover:**

**Individual Concerns:** Any concerns related to a child's wellbeing, academic progress, or personal issues should be directed to the class teacher or appropriate school staff.

### **Ideal Candidate for This Role:**

We're looking for a parent who:

- Is approachable and happy to connect with other parents.
- Can communicate clearly and share information effectively.
- Has a collaborative and constructive mindset to support positive relationships between parents, the school, and FOD.

### **Support from the School and FOD:**

Parent Representatives will have clear guidance on how to communicate with the school and FOD. They will also have access to regular updates, templates and notices to share with their year group. Both the school and FOD will provide any resources needed for effective communication.

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