

## St Andrews President of Education

As President of Education, you will lead the representation of students within their educational experiences. Working closely with the Postgraduate Taught and Postgraduate Research Presidents, you will work with students and staff to ensure academic representation is effective and supported. You will lead and support the academic representation system, supporting the Faculty and School Presidents with their work. You will represent the views of students on a wide range of university committees, ensuring student needs are communicated and taken into account when building core university policies. Working closely with the University's Quality Team, you will be involved in ensuring the quality of the courses offered at the university, as well as working with external organisations to help keep ahead of the curve in national developments.

### Specific Responsibilities

- Have overall accountability for matters relating to education, teaching quality, and the learner experience
- Lead and support the Education Executive, working closely with its members to ensure the Education Forum is proactively engaged in the development of the educational experience
- Be responsible for developing the academic representation structure in partnership with the University
- Participate in internal quality assurance and enhancement procedures at the University.
- Be an active member of relevant committees within the Association, the University, and elsewhere.
- Fulfil the duties of a student member of University Court and an observer to Planning and Resources Committee of Court
- Act as an Officer Trustee to the Students' Association Board and the duties that come with this.
- Work collaboratively with the other Association Executive officers as part of a close team.

### General Responsibilities

- Shall work collaboratively as part of the Association Executive team, to be collectively responsible for the political leadership of the Students' Association.
- Shall work full-time and represent the interests of students to the University of St Andrews.
- Shall meet regularly with university leadership and committees.

- Shall serve as a member of the SA Board as a Director of the Corporate Trustee of the Students' Association, together with your fellow Executive Officers.
- Shall ensure the Association is ethical, financially sustainable, and environmentally friendly.
- Shall share the responsibility of communicating with the student membership, keeping all our members informed about the work of the Executive Officer team as well as the Union's services for its members.
- Shall work collaboratively with the staff team within the Students' Association to further the mission and goals of the organisation.
- Shall fulfil their role as outlined in the role description and to support wherever necessary other student officers in the fulfilment of their roles.
- Shall act as an ambassador for the St Andrews student community.
- Shall lead on the implementation of Union policies, Laws, Standing Orders, relevant to their role.

## Memberships

The table below outlines some of the meetings this role is expected to attend as part of their representational duties. Other meetings are confirmed annually in July/August in collaboration with the University.

University Court	Member	4 meetings per year, plus 2 day away day annually
Senate	Member	4 meetings per year
Planning and Resources Committee	Member	4 meetings per year
Education Strategic Management Group	Member	Once per month

## Details of the job

Position: Sabbatical Officer Trustee

Start Date: 7 July 2025

Hours of work: Full-time, working 35 hours per week Monday - Friday. Some unsociable hours including weekend work may be required at times

Contract: Fixed term contract starting 7 July 2025. End date July 2026 TBC (with option to stand for one further year)



**Job shadowing:** Before taking up office there will be opportunities to shadow the current officer team and gain further understanding of how the Students' Association operates through voluntary training

**Induction:** Full induction and training is given for the post across the summer period

**Salary:** 3.14 of the University pay scales. Currently £25,448