



# Digital Leaders Terms of Reference

**Purpose of the group:**

Being a Digital Leader helps pupils develop confidence and leadership skills. Digital Leaders provide support to teachers and other pupils throughout the school. The group is mentored by a member of staff.

Action	When	Person(s) responsible
One pupil from each class from Year 1 to Year 6 form the Digital Leaders group.	Elected during Pupil Voice group election fortnight	Digital Leaders staff lead to ensure allocations are made All staff to ensure elections take place
Meetings are held fortnightly and minutes/actions are recorded in the minutes document saved on Google Drive.	Fortnightly	Digital Leaders staff lead
Ground rules are established at the start of each meeting.	Fortnightly	Digital Leaders staff lead and Chair/ Vice Chair
Digital Leaders report back to their class after each meeting.	Fortnightly	Class teachers to ensure a brief pupil voice group feedback session takes place in their class fortnightly
Digital Leaders to lead an assembly every term around the work they have been doing	Termly	All Digital Leaders and Digital Lead staff lead
Digital Leaders members are on display on a board in the hall	Following appointment process	Digital Lead staff lead
Digital Leaders wear their badge.	Daily	Digital Leaders
Digital Leaders will role-model appropriate digital behaviour at all times.	Daily	Digital Leaders
Digital Leaders ensure that technology is appropriately tidied away and charged as required.	Daily	Digital Leaders
Represent the school and work with external agencies where appropriate.	When appropriate	Digital Leaders & Campus Digital Leaders staff leads