

# Leadership Officer

## Role Description

## Role Purpose

The Leadership Officer champions the voices, experiences, and professional needs of NEU members in leadership roles (including Heads, Deputies, Assistants, Senior Leaders, and colleagues on leadership pay scales). The role ensures leadership perspectives are consistently represented within district decision-making and wider union activity.

## Key Responsibilities

### 1. Leadership Representation & Advocacy

- Act as the district's lead representative for leadership members, ensuring their views are reflected in District Executive discussions, campaigns, and policy positions.
- Highlight local issues affecting leaders — including workload, staffing pressures, safeguarding responsibilities, inspection demands, and governance expectations — to inform district strategy.
- Promote NEU national guidance relating to leadership practice, wellbeing, professional autonomy, and sector policy.
- Work proactively to ensure leaders' voices are included in responses to consultations, employer engagement, and local authority/MAT discussions.

### 2. Communication & Engagement

- Maintain regular communication with leadership members through newsletters, updates, meetings, and district events.
- Facilitate opportunities for leaders to share concerns, raise themes, and contribute expertise.
- Encourage participation by leaders in NEU campaigns, ballots, and professional networks.
- Support the development of leadership forums or local leadership networks where possible.

### 3. Recruitment, Organising & Member Involvement

- Engage with leaders in schools and colleges to promote NEU membership.
- Encourage leadership colleagues to take active roles within the union, including as workplace reps, district activists, or contributors to local initiatives.
- Work with the District Secretary and organising teams to increase visibility of leadership issues across the district.

### 4. Training, CPD & Professional Dialogue

- Identify themes relevant to leadership members and promote suitable NEU CPD, wellbeing sessions, and policy briefings.
- Encourage leaders to participate in union-run training on employment frameworks, managing change, and creating supportive workplaces.
- Develop opportunities for peer-learning and professional exchange among leaders.

## **5. District-Level Contribution**

- Attend District Executive meetings and provide regular reports on leadership matters.
- Contribute to district planning, campaigns, and strategic priorities, ensuring decisions are informed by leadership insight.
- Represent the district at regional or national meetings where leadership-focused input is required.

## **6. Collaboration & Relationship Building**

- Build constructive relationships with local authorities, MATs, and relevant external bodies to ensure leadership issues are understood and addressed.
- Work collaboratively with other District Officers, workplace reps, and the Regional Office to ensure leadership perspectives are integrated across all union activity.

## **Skills & Attributes**

- Strong understanding of the challenges, pressures, and responsibilities associated with school and college leadership.
- Ability to listen, synthesise views, and represent members with clarity and fairness.
- Excellent communication skills, both written and verbal.
- Familiarity with NEU guidance, the leadership pay framework, inspection systems, and the wider educational landscape.
- Commitment to collective organisation, professional respect, and inclusive leadership practice.

## **Time Commitment**

- Attendance at District Executive meetings.
- Regular engagement with leadership members through communication and district activity.
- Participation in NEU training, briefings, and relevant regional/national networking events.