

# Secondary School Officer

## Role Description

## Role Purpose

The Secondary School Officer leads Dorset NEU's work relating to secondary education, ensuring that the voices, experiences and concerns of members working in secondary and middle-school settings are represented within the district. The role supports secondary educators, highlights issues impacting the sector, and contributes to Dorset NEU's organising, campaigning and policy work.

## Key Responsibilities

### 1. Representation of Secondary Sector Issues

- Act as Dorset NEU's lead representative for members working in secondary and middle schools.
- Ensure secondary perspectives inform Dorset NEU discussions, priorities and campaigns.
- Highlight issues such as workload, behaviour pressures, curriculum demands, accountability systems, staffing shortages, timetabling pressures, and SEND complexity at secondary level.

### 2. Engagement With Secondary Members

- Maintain contact with secondary workplace reps and members to understand local concerns.
- Share NEU guidance relating to secondary teaching, curriculum changes, workload reduction, behaviour policy, safeguarding and SEND.
- Promote high-quality, inclusive and well-resourced secondary education across Dorset.

### 3. Supporting Reps & Workplace Activity

- Support reps to raise and address school-level issues, including staffing levels, workload, subject pressures, wellbeing and departmental concerns.
- Encourage participation in NEU secondary-focused CPD, training and organising activity.
- Share strategies and materials to strengthen strong union organisation in secondary settings.

### 4. Campaigning & Advocacy

- Work with the Campaigns Officer to ensure secondary-related issues are reflected in local campaigns.
- Advocate for fair funding, manageable timetables, improved behaviour systems and workload-reduction measures.
- Challenge policies or practices that create excessive pressure or narrow the secondary curriculum.

## 5. Monitoring & Reporting

- Track local challenges affecting secondary schools, such as staffing crises, recruitment/retention issues, subject shortages, behaviour trends and curriculum pressures.
- Provide regular Secondary School updates at Dorset NEU meetings.
- Feed Dorset insights into regional and national NEU secondary networks.

## 6. Collaboration

- Work closely with the District Secretary, SEND Officer, Post-16 Officer, Organising Officer, Equality Officer, Support Staff Officer and other Dorset NEU officers.
- Liaise with the Regional Office and national NEU secondary-phase teams.
- Build links with local secondary networks, leadership groups and community partners where appropriate.

## Skills & Attributes

- Strong understanding of secondary education, subject-specific pressures, and policy (or willingness to develop this).
- Effective communication and relationship-building skills.
- Ability to represent secondary members' concerns clearly and constructively.
- Organisational skills to support networks, CPD and ongoing activity.
- Commitment to NEU values of fairness, inclusion and high-quality secondary education.

## Time Commitment

- Attendance at Dorset NEU meetings.
- Regular engagement with secondary staff, reps and sector networks.
- Participation in NEU secondary-focused CPD or briefings where possible.