



Person Specification and Job Description for Head Boy / Head Girl and deputies 2017 / 2018

Purpose: You will jointly chair the School Council and lead the Sixth Form Council. You will make sure that student voice is represented in key decisions and developments within the school.

| <u>Personal Qualities</u> | <u>Job Description</u> |
|--|---|
| <p><i>Suitable candidates must be....</i></p> <ul style="list-style-type: none"> • Responsible and reliable. • Organised. • Able to work to deadlines. • Able to manage other people and oversee all other positions of responsibility. • Empathetic to others' needs • A good listener and communicator. • Willing to give up their own time for meetings, publicity and planning. • Independent as well as a good team player. • Be confident to speak as necessary at school events. • Interested in shaping the future of the school. | <p><i>Suitable candidates will have the opportunity to.....</i></p> <ul style="list-style-type: none"> • To greet important visitors to the school. • Lead the Sixth Form Council and jointly chair the school council • Find out about and represent the views of other students. • Deliver presentations to students, staff, governors and parents if needed • Lead the elite learner programme • Be internal and external ambassadors for the school and act as role models for all students • To attend a governors meeting and report on how student voice has had an impact on school planning • Able to meet weekly with Mrs Owen • Prepared to attend parents meeting, open evenings, celebration of achievement and other events as required • Organise the Sixth Form Prom • Make a difference! |



Person Specification and Job Description for Leaders of the Anti- Bullying Committee (2 posts) 2017/18

| Personal Qualities | Job Description |
|--|---|
| <p>Suitable candidates must be</p> <ul style="list-style-type: none">• Responsible and reliable• Organised• Able to recruit and manage other people, in order to staff the lunchtime drop in club• Empathetic to others' needs• A good listener and communicator• Approachable• Friendly• Willing to give up their own time for lunchtime activities• Able to attend and speak as necessary at school events | <ul style="list-style-type: none">• Support and help all students in the school- particularly Year 7 and 8 pupils• Raise awareness on important issues• Be an excellent role model and organise the "bully box"• Organise a lunchtime club as a drop in for year 7 and 8 students• Attend the sixth Form Council meetings• Act as a mentor for vulnerable pupils if required• Be responsible for pupil voice with reference to anti bullying strategies / concerns• Make a difference! |



Person Specification and Job Description for KS 3 Mentors 2017/18

| Personal Qualities | Job Description |
|---|---|
| <p>Suitable candidates must be ...</p> <ul style="list-style-type: none">• Responsible and reliable• Organised• Able to provide form tutor support to KS3 – specifically reading support• Empathetic to others needs• A good listener and communicator• Willing to give up their own time for lunchtime activities | <p>Suitable candidates will have the opportunity to...</p> <ul style="list-style-type: none">• Support and help all students in the school – particularly year KS3 students• Act as a “buddy” when needed.• Be willing to listen to pupils read or support literacy, numeracy projects in tutor time• Attend KS3 assemblies• Visit KS3 tutor groups during registration• Meet with Mr Evans monthly• Make a difference! |



Person Specification and Job Description for Charities Coordinator 2017/2018

| <u>Personal Qualities</u> | <u>Job Description</u> |
|--|--|
| <ul style="list-style-type: none">• Responsible and reliable• Organised• Able to work to deadlines• Able to manage other people and oversee all other positions of responsibility• Empathetic to others' needs• A good listener and communicator• Willing to give up their own time for meetings and planning.• Independent as well as a good team player | <ul style="list-style-type: none">• To oversee and coordinate all fundraising activities throughout the school• To suggest appropriate activities and events in consultation with staff and pupils.• To attend the Sixth Form Council Meetings to report on charity events• Organise events to subsidise the Sixth Form Prom• Make a difference! |



Person Specification and Job Description for Literacy Co-ordinator 2017/18

(2 roles)

| <u>Personal Qualities</u> | <u>Job Description</u> |
|---|--|
| <ul style="list-style-type: none">• Have a passion for reading• Have at least a C grade in GCSE English• Responsible and reliable• Organised• Able to work to deadlines• Able to manage other people and oversee all other positions of responsibility• Empathetic to others' needs• A good listener and communicator• Willing to give up their own time for meetings and planning• Independent as well as a good team player• Knowledge of current affairs• Good oracy skills | <ul style="list-style-type: none">• Liaise with the literacy co-ordinator / Head of English• Organise a lunchtime reading for pleasure club with year 8• Support the English department with the organisation of world book day or any other activities• Be a driving force for the literacy focus for the school• Support pupils to improve literacy skills• Promote the Learning Resource Centre• Co-ordinate word wasp• Make a difference! |



Person Specification and Job Description for Numeracy Co-ordinator 2017/18

| <u>Personal Qualities</u> | <u>Job Description</u> |
|--|---|
| <ul style="list-style-type: none">• Responsible and reliable.• Organised.• Able to work to deadlines.• Able to manage other people and oversee all other positions of responsibility.• Empathetic to others' needs• A good listener and communicator.• Willing to give up their own time for meetings and planning.• Independent as well as a good team player. | <ul style="list-style-type: none">• Must have at least a C in GCSE Mathematics• Liaise with the numeracy co-ordinator.• Organise a lunchtime numeracy club.• Support the Maths department with any Maths events.• Be a driving force for the numeracy focus for the school.• Support pupils to improve numeracy in lessons.• Be available to support the time tables rock during registration.• Make a difference! |



Person Specification and Job Description for Elite Learner Co-ordinator
2017/2018

| <u>Personal Qualities</u> | <u>Job Description</u> |
|---|--|
| <ul style="list-style-type: none">• Have excellent GCSE results• Responsible and reliable.• Organised• Able to work to deadlines.• Able to manage other people and oversee all other positions of responsibility• Empathetic to others' needs• A good listener and communicator• Willing to give up their own time for meetings and planning• Independent as well as a good team player | <ul style="list-style-type: none">• Liaise with Mr Davies• Chair meetings with the elite learner group• With the support of Mr Davies organise events for the Elite Learner group.• Be a driving force for the peer mentoring• Act as a mentor for the elite learners• Make a difference! |



Person Specification and Job Description for Sports Ambassador 2017/18

| <u>Personal Qualities</u> | <u>Job Description</u> |
|---|---|
| <ul style="list-style-type: none">• Responsible and reliable• Organised• Able to work to deadlines• Able to manage other people and oversee all other positions of responsibility• Empathetic to others' needs• A good listener and communicator• Willing to give up their own time for meetings and planning• Independent as well as a good team player | <ul style="list-style-type: none">• Liaise with PE Staff to organise clubs / activities / sports day.• Increase participation in extra curricular clubs• Promote the Olympic, Paralympic and Commonwealth values in school• Promote / lead pupil voice in PE• Chair the school sports council meetings• Be a good role model• Support the 5 x 60 program• Make a difference! |



Person Specification and Job Description for Digital Literacy Co-ordinator 2017-2018

| <u>Personal Qualities</u> | <u>Job Description</u> |
|--|---|
| <ul style="list-style-type: none">• Have a passion for ICT and computers in general• Have an interest in computer programming• Keen to learn new skills• Must be organised• Must be able to manage people and oversee all other positions of responsibility• Empathetic to others' needs• Must be a good listener and communicator• Willing to give up their own time for meetings and planning• Independent as well as a good team player | <ul style="list-style-type: none">• Have at least a grade B in GCSE ICT• Liaise with the Digital Literacy Co-ordinator/Head of ICT• Organise a programming club for KS3 pupils• Be proficient in using both Scratch and Kodu programming environments• Be a driving force for the digital literacy focus for the school• Support pupils in lessons to develop digital literacy skills• Organise sixth form ICT students to support in KS3 ICT lessons• Support teaching staff with their digital literacy needs• Make a difference! |