



**JOB IDENTITY:** Senior Student Leadership  
**SECTION:** Education, Learning & Leisure  
**LOCATION:** Fraserburgh Academy

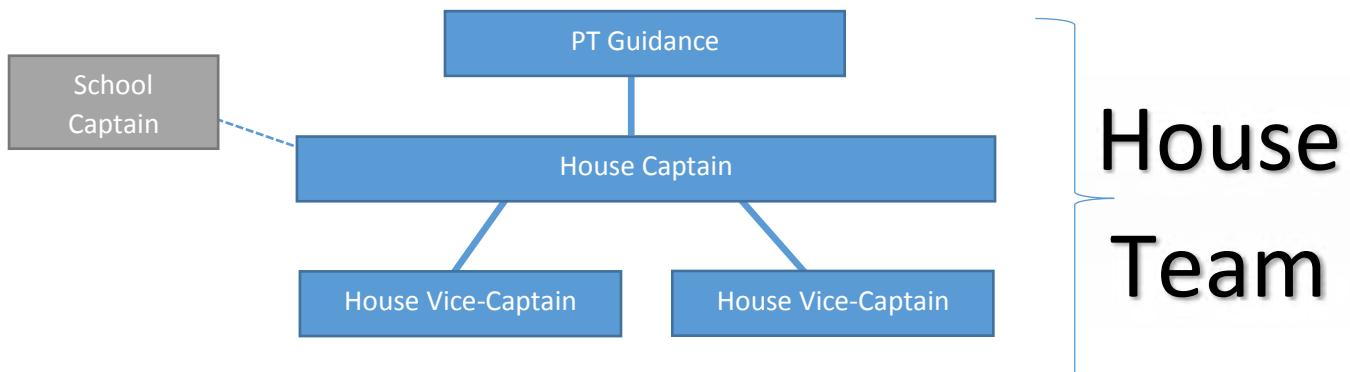
**POST TITLE:** House Captain  
**REPORTS TO:** PT Guidance

**JOB PURPOSE AND WAY OF WORKING**

- To lead and manage the cultural activity of the House
- To be a role model and support all pupils of this House
- To promote school culture and ethos

**MAJOR TASKS**

- S6 Contribution: To take leadership roles in committees, and encourage others in undertaking duties and annual S6 activity with clear communication and organisation
- Collegiate working: To work effectively as part of the leadership team in problem solving and professional reflection on the work completed.
- Administration: Maintain clear diaries and calendars of events communicating effectively with PT Guidance and the House.
- Cultural Leadership: Lead the House in its cultural activity; gather the perspective of all students and acting as a voice representing this House; represent the House at public events; contribute to the student agenda for the development of the school for the coming academic year.

**REPORTING RELATIONSHIPS**

## **DUTIES TYPICALLY INCLUDE:**

### **- S6 Contribution:**

- Join and take leadership roles in S6 Committees as a chair, secretary or committed member
- Coordinate teams of House members for school events such as Sports Day, House Events Competitions, S1 Inductions and so on.
- Communicate with House through a range of methods including Online

### **- Collegiate working:**

- To meet with Pupil Leadership Team and agree action points with effective execution
- Regularly meet with and line manage House team, offering support and challenge with their work in galvanising the House cultural activity
- Work collegially in problem solving and professional reflection on the work completed by the House team to ensure the Culture and Ethos of the House has sustained improvement

### **- Administration:**

- Establish and maintain a House diary and calendar
- Communicate effectively and in a variety of methods including on-and off-line media, House posters, House depts. inside of school etc.
- Share minutes and meeting dates with PT Guidance
- Make regular visits to registration classes to promote the House, and to undertake set tasks.

### **- Cultural Leadership:**

- Lead the coordination of House cultural and sporting activities
- Engage with all year groups and identify leaders in younger years of the House
- Through a range of means gather the perspective of the House on its work and cultural life
- Speak on behalf of the House in strategic planning meetings
- Represent the House at public events including Assemblies
- Set an outstanding model for other students of this House in academic as well as cultural work in the school, including attendance, uniform, behaviour and commitment.

The purpose of a Job Description is to indicate the general level of duties and responsibilities, not to form an exhaustive list of detailed activities.

The role of house captain is that of leading a House Team under the supervision of the PT Guidance. The balance of duties is to be negotiated between House Captain and House Vice-Captains.