

**JOB IDENTITY: Senior Student Leadership POST TITLE: School Captain**

**SECTION: Education, Learning & Leisure** **REPORTS TO: Depute Head Teacher**

**LOCATION: Fraserburgh Academy**

**JOB PURPOSE AND WAY OF WORKING**

- To lead and manage a team of senior students within the school

- To progress the Authority’s and school’s aims and values as set out in the school vision

- To promote school culture and ethos

**MAJOR TASKS**

- S6 Management: To manage and quality assure all committees, duties and annual S6 activity with clear communication and organisation

- Personnel Management: To manage prefects and House Captains across the school effectively, actively promoting collegiate working, problem solving and professional reflection on the work completed.

- Resource Management: To manage the S6 resources and finances in an effective and efficient

manner and in accord with the school’s policies.

- Administration: Maintain clear diaries and calendars of events communicating effectively with Senior Teaching staff and the Whole School.

- Cultural Leadership: Lead the student corpus in the cultural activity of the school; gather the perspective of all students and acting as a student voice; represent the entire student cohort at public events; set the student agenda for the development of the school for the coming academic year.

**REPORTING RELATIONSHIPS**

Depute Head Teacher

School Captain

School Captain

House Captain

House Captain

House Captain

Prefects

House Captain

House Captain

House Captain

School Vice-Captain

School Vice-Captain

**DUTIES TYPICALLY INCLUDE:**

- S6 Management:

* Setup and quality assure S6 Committees with chairs, secretaries and committed members
* Organise and monitor the Prefect body in their duties, delegating appropriately to Vice-Captains
* Coordinate teams of S6/S5 students for school events such as Parents Evenings, Curriculum nights, S1 Inductions and so on.
* Communicate with S6 through a range of methods

- Personnel Management:

* To manage prefects and set examples of Prefect behaviour.
* Regularly meet with and line manage House Captains, offering support and challenge with their leadership roles
* Promote collegiate working, problem solving and professional reflection on the work completed by the Pupil Leadership Team to ensure the Culture and Ethos of the school has sustained improvement

- Resource Management:

* To oversee the maintenance and accommodation of the S6 Social Area
* To effectively plan ahead for S6 events and lead the coordination of fund raising and resourcing to maximise the impact of S6 events.
* To liaise with school administration staff and Deputes to ensure all monies are logged, handled and accounted for in a professional and diligent manner.

- Administration:

* Establish and maintain a Pupil Leadership Team diary and calendar
* Communicate effectively and in a variety of methods including on-and off-line media.
* Share minutes and meeting dates with DHT

- Cultural Leadership:

* Lead the coordination of student cultural and sporting activities
* Engage with all year groups and identify leaders in younger years
* Through a range of means gather the perspective of all students on the work and cultural life of the school
* Speak on behalf of the entire student body in strategic planning meetings
* Represent the student body at public events
* Lead the development of a pupil agenda for improving the school for the coming academic year

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 school captain is a partnership between the top two candidates. The balance of duties are to be negotiated between this pairing following successful appointment.



School Captain - APPLICATION

Name:

Class:

Email Address:

Please outline how your **experiences** in school make you a suitable candidate **(please make direct reference to the Job Description):**

Please outline what actions you would take to improve the work of the school and the experience of all learners at Fraserburgh Academy **(please make direct reference to the Job Description):**



Reference

This year part of the application process  for the School/Vice Captain is for you to submit by Email to Mrs Bruce:- Elizabeth.bruce@sds.co.uk the name and contact details of 1 refereree by **Friday 5th July 2019**.    **NB**  References can be obtained from e.g. Teaching/Non Teaching Staff in school, College Tutors, employers if you have part time work/volunteer etc.  References cannot be given by any family members.  If you have any queries re the above please email Mrs Bruce.

Name:

Occupation:

Email address:

NOTE: Prefect Form Must Be Submitted

Date of Submission:

NOTE: Invite to interview will be by email

PTG Signature: