

**CAVENDISH  
SCHOOL**



**Creating the Future**

**A Specialist School for  
the Arts**



**arts colleges**

**ROLES AND  
RESPONSIBILITIES  
FOR YEAR 11  
2010-2011**

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# Roles and Responsibilities

Now is the time for you to think about how you want to be involved in the life of the school in your final year. It is your opportunity to work with staff and students in a different way, to take on some extra responsibility and really become actively involved in the running of the school. Read the booklet before deciding which role appeals to you.

**The Student Management Team** is made up of representatives from each year. There is one place available for a year 11 representative. The roles of Student Council Representative on the Pupil Management Team are filled first as these positions form the central structure of the Pupil Management Team.

## Applications for the Role on the Student Management Team

To stand for this role you must apply, in writing, outlining your vision of the role. **You must hand your application to Mr Sibley before the deadline date of 9am on 10<sup>th</sup> March 2010.** Details of what should be in the letter appear later in this booklet.

## Hustings

This is when each candidate has an opportunity to put their thoughts to the other students in the school; seeking the support of their peers when voting takes place.

## Voting

This takes place immediately after the hustings. All members of the school and all staff have a vote. Candidates should vote for themselves.

When the votes have been counted the most successful candidates will be called for an interview with Mr Fitzpatrick and the current Student Management Team.

The final appointments for these positions will be based on all parts of this process.

## Application for Other Positions of Responsibility

If you are interested in one of the other positions you can apply for it after the Student Management Team have been appointed. These positions include Subject Captains and Year Council Members. It is important to realise that **ALL** positions of responsibility will require you to attend and support whole school events. You should give your letter of application to the member of staff named in the booklet. **The deadline for your letter is Monday 22 March 2010.** There will be no hustings for these positions but you will be interviewed and be prepared to explain why you think you are a good candidate.

## Contracts

Anyone appointed to any of the positions advertised will be expected to sign a contract agreeing to uphold the school values and school dress code. These must be completed after you have been offered the post.

## Year 11 Sweatshirts

These are available from Hope & Company in Grove Road and should be ordered by **30 April 2010**. You do not need to wait to see if you are appointed to a position of responsibility before ordering your sweatshirt. The school will organise any extra embroidery needed to show your appointments and the sweatshirts will be delivered to school so they are ready for you to wear when you take over from the present year 11.

## Letters of Application

A good letter of application should contain the following information:

- Your understanding of the role and your vision of how you could see the role being developed. This is not a wish list! Do not make promises which cannot be maintained. Simply state how you would approach the role.
- A description of the experience and skills you have which would make you a good person for the role. Think about everything you do in school and out of school. Are you organised? Do you have responsibilities which show your leadership skills? Have you shown a commitment to a particular project which would illustrate your ability to see things through? To solve problems? To work as a team member? Make sure you give specific examples as evidence.
- Make sure you explain your unique selling point. What would make you the perfect choice for the role? What do you bring to it that others might not?

Keep the letter to a maximum of one side of A4. Be precise with your language - don't waffle! Finally, presentation and spelling are important. Hand written letters say a lot about a candidate, and are sometimes preferable to a word processed letter; but we have to be able to read it!

# THE ROLE OF STUDENT MANAGEMENT TEAM

This is an important position as the holder is a member of the Student Management Team and reports to the Director of Arts, The Headteacher and the School Governors on any matters raised by the student body that are discussed at School Council meetings.

## **Responsibilities will include:**

- Promoting school standards by example
- Contributing to the organisation and success of school events
- Leading and managing all pupils with special responsibilities
- Supporting and representing all pupils
- Chairing School and Year Council meetings
- Liaising with Learning Coordinators and Year Councils
- Meeting with the appointed staff member to organise Council Meetings
- Publishing Agendas for meetings
- Ensuring minutes of meetings are circulated to all tutor groups
- Supporting year group representatives
- Talking to year groups in Assembly
- Reporting to Governors at the Pastoral Sub Committee Meeting
- Raising the profile of School Council
- Leading a working party

Further information about this post can be obtained from the current Team or Mr Sibley

**Letter of application to Mr Sibley by 9am on 10 March 2010**

## Year 11

### Contract for a Position of Responsibility

By taking on a position of responsibility I agree to support the school and set an example by:

- Fulfilling all aspects of the job description
- Meeting with the member of staff concerned on a regular basis
- Attending meetings on a regular basis
- Following the school uniform guidelines printed in the student planner
- Upholding the values of the school

I accept that failure to meet these standards may result in me losing my responsibility.

If this happens I will bear the cost of purchasing a new jumper without the position embroidered on it.

Student signature.....

Position.....

Member of Staff.....

# THE ROLE OF THE ARTS CAPTAINS

The Arts Team is looking to appoint a number of students as Arts Captains, working across the disciplines, aiding the smooth running of the Art, Dance, Drama, Media, Music and Performing Arts departments, particularly with respect to the extra-curricular programme of activities. They will be expected to take a full and active role in the planning and organising of the work of the departments.

Students will be expected to help develop an Arts College identity as part of the Arts College Specialist status; working as part of the Arts Council to promote and evaluate the work of the Faculty.

Students will be expected to lead by examples at all times.

Duties will include:

- Working with staff to organise & set up rehearsals, workshops, performances, exhibitions, displays and concerts; liaising with SLT and SMT
- Maintaining the studios and rooms as a working environment.
- Helping to keep resources in order
- Supervising the communication and display of department information in the school.
- Being actively involved and promoting encouragement in Arts activities.
- Taking a lead role in activities and events across the Faculty
- Maintaining registers of attendance for out of hours learning activities.
- Supporting whole school events as part of the front of house team

**Letter of Application stating which department you wish to work for should be given to Mr Sibley by 9am on 22 March 2010**

# THE ROLE OF THE HUMANITIES CAPTAINS

(RE, History, Geography, Citizenship are the  
areas covered)

Opportunity for a minimum of 4 people.

- Responsibilities include helping at IEL club/Open Evening/KS 4 Fair.
- Assisting staff with display in the Humanities classrooms and Humanities areas.
- Helping to set up and maintain Humanities subjects' web pages and Yr 10 web pages.
- Keeping minutes and setting Agendas
- To enhance *your* experience you can keep a Portfolio of the activities you are involved in /introduce throughout your year as Humanities Captains.
- Represent the Department as part of the School Curriculum Council

Letter of application to Miss Coupe by 22 March 2010

# THE ROLE OF THE ENGLISH CAPTAINS

(2 posts)

To assist the English team with administrative and other tasks, which may include any of the following. The nature of the role will be shaped by the interests and abilities of the successful candidates.

- Mounting and displaying work.
- Care of stock (tidying the stock cupboard, stamping books, keeping records).
- Assisting with public performances and/or parents' evenings.
- Helping to edit anthologies of pupils' work.
- Preparing reports of department activities for 'Grapevine'.
- Establishing and maintaining the department page on the Intranet.
- Helping with the organisation and running of the paired reading scheme.
- Prefect in the languages area.
- Represent the Faculty as part of the School Curriculum Council

Letter of application to Mrs Hallows by 22 March 2010

# THE ROLE OF THE MODERN LANGUAGES CAPTAINS

- Help at Open Evening
- Make and maintain room and corridor displays
- Assist with exchanges/trips - admin
- Show visitors around the school
- Hold conversation classes/clubs for younger pupils
- Add to your Progress File (Record of Achievement)
- Help raise the profile of languages at Cavendish School
- Represent the Faculty as part of the School Curriculum Council

WHAT ELSE COULD YOU DO FOR THE LANGUAGES DEPARTMENT?

Letter of application to Mr Thompson by 22 March 2010

# THE ROLE OF THE TECHNOLOGY CAPTAINS

The Technology team are looking to appoint students as Technology captains, working across the disciplines, Resistance Materials, Graphics, Food, Child Development and Textiles.

They will be responsible for aiding the smooth running of the Technology department. They will be expected to take a full and active role in planning and organising of the work of the different subjects within the department.

Each student will be assigned specific duties within a department alongside a whole team responsibility.

Students will be expected to lead by example at all times.

## **SPECIFIC DUTIES**

Working with staff to organise workshops, events and homework clubs.

Displaying work, posters and information around the school.

Help to mount and exhibit student's work throughout the year.

Encourage and be actively involved in all technology areas.

Attend meetings as part of the team.

Represent the Faculty as part of the School Curriculum Council

Letter of application to Mr Matthews by 22 March 2010

# THE ROLE OF THE ICT CAPTAINS

The ICT department is seeking to appoint two captains to help with the smooth running of the department and to assist other curriculum areas to make the most of ICT.

## Responsibilities

- Assisting in the monitoring of ICT facilities at lunchtime and after school.
- Ensuring that displays in ICT rooms are relevant and up to date.
- Assisting at open evening and KS4 fair.
- Helping other pupils make effective use of ICT.
- To be available to help all subject areas make more effective use of ICT.
- Represent the Faculty as part of the School Curriculum Council

## Person specification

- Able to organise themselves and their work.
- Good ability with ICT.
- Good problem solving skills.
- Able to communicate effectively with staff and pupils.
- Patient.

Letter of application to Miss Kemmish by 22 March 2010

# THE ROLE OF THE MATHS CAPTAINS

## Responsibilities

- To assist with the classroom displays within the Maths department.
- To assist with revision classes and homework clubs.
- To buddy younger students with difficulties in Maths.
- To assist with setting up evenings such as the Key stage 4 Fair
- Represent the Faculty as part of the School Curriculum Council
- To assist with production of Maths pages in Grapevine

## Person specification

- Able to organise themselves and their work.
- Good ability with Maths.
- Good problem solving skills.
- Able to communicate effectively with staff and pupils.
- Enthusiastic.

Letter of application to Ms Kindon by 22 March 2010

# THE ROLE OF THE SCIENCE CAPTAINS

## Duties may include

- Working with the science team to organise and support KS3 clinics and clubs
- Provide help at open evening
- Help with preparations for the KS4 Fair
- Maintain display work in the science area
- Help raise the profile of science within school and support new initiatives
- Represent the Faculty as part of the School Curriculum Council
- Support after school Science clubs as appropriate
- Prepare articles for Grapevine

## Further information from Mr Ruck

Letter of application to Mr Ruck by 22 March 2010

# THE ROLE OF THE SPORTS CAPTAINS

Boys PE Captains (2 posts)  
Girls PE Captains (2 posts)  
PE Team (8 boys and 8 girls)

Pupils will have the opportunity to assist the PE staff as part of the Cavendish PE programme. They will have the opportunity to gain a wide range of leadership skills, coaching skills and develop personal qualities, particularly in a sporting environment, that will help them develop confidence and self-esteem for future involvement in PE and sport.

## **Aims and Objectives**

We are looking for pupils who are very keen and enthusiastic in PE. The candidates must be prepared to commit themselves to extra-curricular activities and become an intricate part of Cavendish PE life.

There will be opportunities for pupils to practice and improve their coaching and their leadership skills. They will organise main school events such as Inter-House, the Junior Sports Festivals and Sports Day as well as assist with administration, running teams and communicating events to the school. If you enjoy PE and the things connected to it, then this is the post for you.

The following areas are covered in the Sports Team

- Helping to run school teams
- Assisting with major school events
- Organisational skills
- Communication skills
- Promoting health and fitness within the school
- Officiating
- Administration
- Represent the Faculty as part of the School Curriculum Council
- Help out on Parents' Evening

Letter of application to Mr Barrow by 22 March 2010

# THE ROLE OF THE YEARBOOK CO-ORDINATOR

Year Book Team Member Reporting to the teacher in charge of the Yearbook

1. Meet with the teacher in charge of the Yearbook to be 'trained' in Yearbook production.
2. Chair regular Yearbook team meetings
3. Negotiate responsibilities within the team.
4. Plan the book, including front cover design, contents and style of the Yearbook.
5. With the team, seek sponsorship for pages to reduce the cover price of the Yearbook
6. Ensure that deadlines are set for the collection and collation of materials for each page. This will include obtaining photos and statements from tutor group members and other pupils.
7. Meet the deadlines for the production of proofs of each page.
8. Liaise with the teacher in charge of the Yearbook at each stage of production and arrange meetings/deadlines/proof reading with them.
9. Hand over CD version of the completed Yearbook to the printers on the final deadline day.
10. Take responsibility for the distribution of the Yearbooks after delivery.
11. Represent the team as part of the School Curriculum Council

Letter of application to Mrs Barry by 22 March 2010

NB The majority of meetings will be in lunchtime and after school. Careful management of the process and strict adherence to deadlines will minimise the amount of time required.