

Applications for the posts should be made to Mrs Edwards using the application form at the end of this booklet.

Slide a printed copy under Mrs Edwards's office door (opposite room 3), or with your Head of House.

Application Forms to be received by Monday 12th November 2018



Student Leadership Roles

2018-19

Leadership Role	Year Group(s) invited to apply	Staff member attached to the role
Artist in Residence	Year 8-11	Mrs Witts
Arts Ambassador	Year 7-11	Mrs Hakeney
Bus Prefect	Year 11	Ms Piercy
Directorate Leader	Year 7-11	Mr Ash
House Captain / Vice Captain	Year 10	Heads of House
House Senate	Year 7-11	Heads of House
House Sports Captain	Year 10	Heads of House
Vice House Sports Captain for: Year 7, Year 8, Year 9	Year 7, Year 8, Year 9	Heads of House
Learning Buddy	Years 8-10	Mrs Fitzgerald
Lunchtime supervisors	Year 11	Ms Wood
Music Leader	Year 7-10	Miss Hakeney
Peer Mentor	Year 8 and 9	Mrs Monkman
Prefects	Year 10-11	Mrs Edwards
Reader Leader	Year 9&10	Mrs Gowland
Recording Team	Year 9&10	Miss Hakeney
Recycling Champion	Year 7-11	Ms Wood
Rock Challenge	Year 9-11	Mrs Witts
Sports Ambassador	Year 7-10	Miss Griffiths
Sports Leader	Year 10	Miss Griffiths
Siren Drama Company Designer/ Marketing Assistant	Year 9-11	Mrs Witts
Siren Drama Company Member - Performer	Year 7-11	Mrs Witts
Student Interviewer	Year 8-10	Mrs H Edwards
Student Voice Team	Year 7-11	Mrs Edwards
Student Translator	Year 7-10	Mr Trzebiatowski
Student Trainer	Pupils who have previously held a post in the last year	The member of staff associated with the role
Tour Guide	Year 7-9	Mrs V Callaghan
Year Ambassadors	Year 7-10	Pastoral Mentors

Training will be provided for all roles

Student Voice Job Descriptions

Arts Ambassador

Person Specification	Job Description
<p>Suitable candidates will be... Passionate about artistic subjects or interests Be organised and reliable Friendly, approachable, patient A good listener, but also good at asking questions To be a good communicator Able to make friends easily and put people at ease Eager to raise the profile of the CPA department, the amazing artistic students and the value of the arts in general at NSG As happy to mentor others in the arts.</p>	<p>Suitable candidates will have the opportunity to... To be an advocate, ambassador and champion of the arts and of the specialist arts subject To communicate and conduct rehearsals and warm ups To share times and schedules for rehearsals To organise and manage resources for projects, such as props, instruments, art materials To coordinate tidying and clearing away of spaces after sessions To liaise with school premises team, finance, student services and SLT in the arrangement and promotion of performances. To lend support in their specialist subject to younger or less confident artists</p>

Artist in Residence – several roles available:

Musician/ composer; Artist; Dancer/ Choreographer; Actor/ director; playwright; stand up comedian; magician; set designer; costume, hair and makeup designer

Person Specification	Job Description
<p>Suitable candidates will be... Able to commit to some lunchtime and after school workshops, events and meetings. Occasional Saturdays Genuinely interested and able in one or more artistic subjects or interests Friendly, approachable, patient A good listener, but also good at asking questions Able to make friends easily and put people at ease Eager to raise the profile of their skill and the value of the arts in general at NSG As happy to be mentored in the arts as mentor others in the arts.</p>	<p>Suitable candidates will have the opportunity to... Earn Bronze, Silver and Gold Lapel badges to show their status as an Artist in Residence Help plan, run, market and audition for events and shows. Teach their skills to younger or less experienced students Run workshops for students, teachers and the wider community Take part in exclusive Artist in Residence workshops, training courses and visits to the theatre, ballet and musical events Be mentored by industry professionals Contribute to a termly arts magazine for NSG students Be nominated for a Siren Arts Award Trophy Apply for Arts Award</p>

Bus Prefect

Person Specification	Job Description
<p>Suitable candidates will be...</p> <p>Good attenders who use the school bus to travel to school</p> <p>Eager to make travelling to school on school buses a pleasant experience where passengers feel safe and secure</p> <p>Reliable and responsible</p> <p>Patient and able to communicate well</p> <p>Able to get on well with others</p>	<p>Suitable candidates will have the opportunity to...</p> <p>Travel on the school bus and speak with other passengers about their journey.</p> <p>Communicate with the bus driver over minor issues.</p> <p>Communicate with school staff if an issue arises.</p> <p>Directly impact on the safety and security of Students travelling to school.</p>

Directorate Leader

Person Specification	Job Description
<p>Suitable candidates will be...</p> <p>A passion for a subject in the area they will be supporting in</p> <p>Confident in meeting and greeting parents</p> <p>Polite and able to present the school at parents evening events</p> <p>Personable and able support staff and other students in the directorate</p> <p>Able to use their own initiative when supporting staff before or after school</p>	<p>Suitable candidates will have the opportunity to...</p> <p>Support directorate in the parents' evening process</p> <p>Answer questions and if you are not sure of the answer use your initiative to find out</p> <p>Support staff in the directorate – produce displays, set up classrooms on parents evenings.</p> <p>Support other students if they are struggling with their homework.</p> <p>Keep areas clean and tidy in the directorate and check on them throughout the week</p> <p>Support in the running of the PiXL Apps and display the leader board on a weekly basis.</p> <p>Help to the directorates run inter house competitions</p>

House Captain / Vice Captain

Person Specification	Job Description
<p>Suitable candidates will be...</p> <p>Able to coordinate House Challenges Able to motivate and encourage a sense of House Spirit Introduce and Announce House Results in House Assemblies Contribute ideas to wider school issues Be a role model and have excellent record of behaviour, attendance, punctuality and school dress. Work with and talk to younger students Be able to build good working relationships with staff. Keen to make a difference and make a lasting impression on the school.</p>	<p>Suitable candidates will have the opportunity to...</p> <p>Find out and represent the views of other students in their House Lead the House Senate Raise awareness on House issues Deliver presentations to students and staff in the House Take part in decision making Develop reasoned argument Work in a team Work successfully with the House / Vice Captain Promote the House</p>

House Senate

Person Specification	Job Description
<p>Suitable candidates will be...</p> <p>Responsible and reliable Keen to promote the House ethos Good at debate, decision making and finding solutions Fair: able to represent others views Good listener and communicator Willing to give up own time Able to get on well with others Independent as well as a good team player Empathetic to other's needs</p>	<p>Suitable candidates will have the opportunity to...</p> <p>Find out and represent the views of other students Research and lead projects Raise awareness on important issues Deliver presentations to students/ staff and parents Take part in decision making Develop reasoned argument Work in a team Promote the House</p>

House Sports Captain / Vice Sports Captain

Person Specification	Job Description
<p>Suitable candidates will be...</p> <p>Able to coordinate House Sport Competitions</p> <p>Able to motivate and encourage a sense of House Spirit</p> <p>Introduce and Announce House Results in House Assemblies</p> <p>Be a role model and have excellent record of behaviour, attendance, punctuality and school dress.</p> <p>Work with and talk to younger students</p> <p>Be able to build good working relationships with staff.</p> <p>Keen to make a difference and make a lasting impression on the school.</p> <p>Able to encourage the best players to take part and play for their house</p>	<p>Suitable candidates will have the opportunity to...</p> <p>Raise awareness on House Sport competitions</p> <p>Deliver presentations about Sport to students and staff in the House</p> <p>Take part in decision making</p> <p>Work in a team</p> <p>Work successfully with the House Sports / Vice Sports Captain</p> <p>Promote the House</p>

Learning Buddy

Person Specification	Job Description
<p>Able to work with their peers, majority being younger students.</p> <p>Encourage and motivate others throughout times of challenge in subject areas.</p> <p>Be a role model and have excellent record of behaviour, attendance, punctuality and school dress.</p> <p>Remain patient and calm throughout the support.</p> <p>Listen and communicate clearly keeping the focus on the learning.</p> <p>Assist in helping other find the best ways to learn without giving them the answers.</p> <p>Be able to build good relationships on a small group basis.</p> <p>Be willing to give up lunch times to provide this support service.</p> <p>Will show an interest in how people learn.</p> <p>Be prepared to undertake training.</p>	<p>Learning Buddies will be asked to work with younger students to support their learning in primarily English or Maths, but also in other subject areas.</p> <p>They are to share with them knowledge, understanding and experience about becoming an Expert Learner.</p> <p>They will work in a classroom/social space during lunchtime, under the supervision of a member of staff, and will be expected to collect their buddy at the start of the session.</p>

Lunchtime Supervisor

Person Specification	Job Description
<p>Suitable candidates will be...</p> <p>Good attenders Eager to make lunchtimes a pleasant experience so that Students feel safe and secure Reliable and responsible Patient and able to communicate well Able to get on well with others</p>	<p>Suitable candidates will have the opportunity to...</p> <p>Sit in lunchtime areas get to know the students who use lunchtime social spaces To help solve low level issues Communicate with the lunchtime duty staff and cleaners Directly impact on the safety and security of students at lunchtime Listen to the views of pupils and give them to House Senate Representatives so they are discussed and actioned by Student Voice</p>

Music leaders (Year 7-10)

Person Specification	Job Description
<p>Suitable candidates will be...</p> <p>A good role model for other students. Enthusiastic about all kinds of music. Available at lunch and break times. Keen to make a difference Supportive and patient. A confident performer. Patient and caring. Able to use your own initiative.</p>	<p>Suitable candidates will have the opportunity to...</p> <p>Raise awareness of musical activities happening in school. Deliver presentations, help others and perform at regular events. Create and take part in lunchtime musical activities sharing your skills. Take part in decision making Work in a team Promote music in NSG</p>

Peer Mentor

Person Specification	Job Description
Suitable candidates will be... Organised Reliable and responsible Good listeners Patient Able to explain things clearly Able to work out what questions to ask Able to offer positive and constructive feedback Willing to develop knowledge and understanding of chosen subjects/s Keen to develop research skills	Suitable candidates will have the opportunity to... Meet regularly with another student/s to offer support with school work Help supported student/s to organise a study programme Help develop supported student/s confidence in their subject/s and study skills Directly impact on the academic development of a fellow student

Prefect

Person Specification	Job Description
Suitable candidates will be... Positive Creative Reliable Supportive of others Good at time management Organised Good at problem solving Able to show initiative Able to communicate clearly	Suitable candidates will have the opportunity to... Lead a project or team in NSG e.g. fund raising, promoting a campaign, organising a performing arts/ sport/ charity event Devise a proposal / plan Present proposed vision clearly and persuasively to the senior leadership team Work with others to realise the project

Reader Leader

Person Specification	Job Description
<p>Suitable candidates will be...</p> <ul style="list-style-type: none"> Reliable Be a keen reader Good at asking questions Able to make mentees feel supported and safe Able to use information to make a fair assessment Thoughtful in providing clear feedback supported by reasons Able to make brief notes in a reading log 	<p>Suitable candidates will have the opportunity to...</p> <ul style="list-style-type: none"> Understand how people read and how to support readers who are not confident Work with Mrs Gowland and Mrs McManus to agree suitable prompt questions when reading Discuss the criteria – what is expected of the reader in the sessions Meet mentees and introduce yourself Conduct a regular reading session (weekly) with your mentee Provide written and oral feedback to Mrs McManus about your mentees progress Suggest ways in which mentees can improve their reading at home

Recording Team - NSG Recording label (Year 9/10)

Person Specification	Job Description
<p>Suitable candidates will be...</p> <ul style="list-style-type: none"> Keen to learn how to record and mix down music. Good with technology Available at lunch and break times to use the recording studio. Patient and caring especially when recording younger students. Able to use your own initiative. 	<p>Suitable candidates will have the opportunity to...</p> <ul style="list-style-type: none"> Record a variety of singers, bands and groups. Learn how to record and mix professional records using Pro Tools. Coach others in the safe use of the recording studio. Promote the musical talent of students by creating recordings. Create a name and logo for the new NSG recording label. Market, book and schedule recording sessions for students. Raise money for charity

Publicity Leader

Person Specification	Job Description
<p>Suitable candidates will be...</p> <p>Creative Able to organise time and resources efficiently Able to meet deadlines Able to communicate aims, ideas and needs coherently and persuasively Able to respond well to constructive criticism Committed to producing media coverage of a high standard</p>	<p>Suitable candidates will have the opportunity to...</p> <p>Improve print / radio journalism skills Receive training in radio and media software Reinforce the ethos, values and positive reputation of NSG through radio/ print broadcast of issues / events Work as part of a team to plan, edit and present relevant media coverage Manage a budget</p>

Recycling Champion

Person Specification	Job Description
<p>Passionate about environmental issues and sustainability.</p> <p>Good leadership skills and ability to work as part of a team.</p> <p>Open, friendly and articulate.</p> <p>Happy to lead by example and not afraid to get 'hands dirty'.</p> <p>Commitment to campaigning on various environmental issues within school.</p> <p>Keen to engage pupils and staff in understanding the importance of sustainability in school and beyond.</p>	<p>Develop and act on a plan to increase responsible recycling and reusing of disposable materials on the school site.</p> <p>Monitor energy usage in school and introduce measures to reduce it.</p> <p>Develop and act on a plan to increase/protect biodiversity on the school site.</p> <p>Develop ideas to increase awareness of environmental issues within school.</p> <p>Engage pupils and staff through actively participating in various projects.</p> <p>Support recycling of materials over lunchtimes</p>

Rock Challenge

Person Specification	Job Description
<p>Suitable candidates will be...</p> <p>Committed to a healthy lifestyle, free of drugs, alcohol and tobacco, (as per the strict rules of the Rock Challenge Agreement.) Proud to be creative and eager to promote the arts and the work of the NSG Rock Challenge crew wherever the opportunity presents Reliable, resilient, patient Committed to attending regular rehearsals, including some Saturdays, evenings and lunchtimes Able to maintain focus and concentration Willing to improve their own physical fitness through Dance and Drama Punctual and respectful of others A student with good attendance and behaviour; or be willing to improve these areas.</p>	<p>Suitable candidates will have the opportunity to...</p> <p>Perform on a professional stage. Receive industry standard coaching, choreography and direction Observe professional performance venue staff at work Work as a team and accomplish as a team Represent NSG in national competitions Coach younger, less experienced performers/ crew members Develop friendships Be an ambassador for the school and the Arts Community at NSG Be nominated for a Siren Arts Award Trophy Apply for Arts Award</p>

Sports Ambassador

Person Specification	Job Description
<p>Suitable candidates will be...</p> <p>Ability to influence and inspire other young people Excellent communication skills Ability to take responsibility Ability to be a good role model Organised, with good time management skills A talented performer and/or a committed leader and volunteer A positive role model within the school</p>	<p>Suitable candidates will have the opportunity to...</p> <p>Use the inspiration of the Olympic and Paralympic Games to increase participation in sport and leadership, and promote healthy active lifestyles amongst other young people. Help to the PE Department run inter house competitions Attend a sports committee alongside a school senate to discuss sporting opportunities in school Meet with your schools other ambassadors and the PE Department for half termly meetings be an advocate for sport by promoting sporting opportunities within your year group Support the PE department Support or set up lunchtime clubs Establish and maintain a notice board for sport and Young Ambassadors in your school</p>

Sports Leader

Person Specification	Job Description
<p>Suitable candidates will be...</p> <p>A talented performer and/or a committed leader and volunteer A positive role model within the school Ability to influence and inspire other young people Ability to lead and manage other young leaders Excellent communication skills Ability to take responsibility Ability to be a good role model to young people Organised, with good time management skills Sound presentation skills</p>	<p>Suitable candidates will have the opportunity to...</p> <p>Use the inspiration of the Olympic and Paralympic Games to increase participation in sport and leadership, and promote healthy active lifestyles amongst other young people. Help organise and lead the delivery of assemblies Help to run inter house competitions Set up and help lead the Young Ambassadors run their sports committee alongside a school senate to discuss sporting opportunities in school Meet with your schools other sports leaders and the PE Department for half termly meetings Be an advocate for sport by promoting sporting opportunities within your year group and across school. Support Miss Griffiths in the sports festivals that are delivered to the local primary schools. Communicate with the primary schools about the festivals and be the point of contact on the day of the festivals to ensure a smooth running of the event.</p>

Siren Drama Company – Designer/ Marketing Assistant

Person Specification	Job Description
<p>Suitable candidates will be...</p> <p>Genuinely interested in the arts, and willing to promote the arts at NSG Reliable Proud to support the arts at NSG Confident, polite and professional when speaking to students, adults and teachers Good communicators Creative; able to interpret themes and issues through art and design Patient; a good listener Confident at Independent Learning Able to attend rehearsals Able to write and circulate Sirens Drama Company bulletins, flyers and posters.</p>	<p>Suitable candidates will have the opportunity to...</p> <p>Market and promote productions through video recordings, posters, Powerpoint presentations Attend performances, offering front of house, back stage and technical support Contribute to the design and creation of set designs, costumes designs, sound effects and lighting plans Help film and photograph performances Liaise with Heads of House to promote Siren Drama Company in assemblies Be mentored by more experienced Siren Drama Company members Be nominated for a Siren Arts Award Trophy Apply for Arts Award</p>

Siren Drama Company Member – Performer

Person Specification	Job Description
<p>Suitable candidates will be...</p> <p>Proud to be an actor, dancer or singer</p> <p>Reliable, punctual and positive</p> <p>Patient with others who are not as skilled/ experienced</p> <p>Have good attendance and behaviour, or prove they are committed to improving</p> <p>Able to attend evening and lunchtime rehearsals and some Saturdays / days in the holidays</p> <p>Able to perform in front of an audience</p> <p>Able to learn lines, dance routines or song lyrics</p> <p>Resilient – able to take on board feedback and directions and make changes</p> <p>Happy to contribute fully (full attendance and input) whatever size role they have in a production.</p>	<p>Suitable candidates will have the opportunity to...</p> <p>Perform to an audience</p> <p>Lead workshops for other students</p> <p>Perform outside of school</p> <p>Coach others in developing Drama skills</p> <p>Visit the theatre and meet with performance professionals</p> <p>Promote Drama in the school and wider community</p> <p>Give their input in the choosing of plays to perform, selection of trips and visits</p> <p>Be nominated for a Siren Arts Award Trophy</p> <p>Apply for Arts Award</p>

Student Interviewer

Student Interviewer Person Specification	Job Description
<p>Suitable candidates will be...</p> <p>Reliable</p> <p>Good at asking questions</p> <p>Able to make candidates feel welcome</p> <p>Able to use information to make a fair assessment</p> <p>Thoughtful in providing clear feedback supported by reasons</p> <p>Able to keep all information</p>	<p>Suitable candidates will have the opportunity to...</p> <p>Understand the interview process</p> <p>Work with an interview panel to agree interview questions</p> <p>Discuss the criteria – what is expected of the candidate e.g. the specification</p> <p>Meet candidates who have applied for posts (jobs) in NSG</p> <p>Conduct an interview</p> <p>Provide feedback with members of the interview panels</p>

Student Voice Team

Person Specification	Job Description
<p>Suitable candidates will be...</p> <p>Responsible and reliable Good at debate, decision making and finding solutions Fair: able to represent others views Good listener and communicator Willing to give up own time Able to get on well with others Independent as well as a good team player Empathetic to other's needs</p>	<p>Suitable candidates will have the opportunity to...</p> <p>Find out and represent the views of others Research and lead projects Raise awareness on important issues Deliver presentations to students/ staff / governors and parents Take part in decision making Develop reasoned argument Work in a team</p>

Student Translator

Person Specification	Job Description
<p>Suitable candidates will be...</p> <p>Interested in languages Caring Patient A good listener A good communicator Helpful towards others Kind Responsible Sensitive to other students' needs Sensitive to different cultural perceptions</p>	<p>Suitable candidates will have the opportunity to...</p> <p>Show visitors around the school Support new arrivals in clubs and other activities Use first language to help EAL students write/say – communicate their needs Explain to EAL students how our school is organized Introduce them to other students: build a bridge between English and their language Help teachers communicate with parents who might also be new to English</p>

Student Trainer

Person Specification	Job Description
<p>Suitable candidates will be...</p> <p>Experts in one or more student voice role/s Trained in at least one student voice role Confident and organised Supportive of others Willing to give up time to plan training and train others Able to respond to constructive criticism to improve practice A fluent and persuasive communicator</p>	<p>Suitable candidates will have the opportunity to...</p> <p>Work with others to plan, lead and evaluate a training session Use the skills and understanding gained through own training and experience in order to effectively train others Practice and develop teaching skills with students and staff</p>

Tour Guide

Person Specification	Job Description
<p>Suitable candidates will be...</p> <p>Positive about meeting new people Thoughtful when communicating information and views Confident about knowledge of the Academy / Federation Reliable Responsible Able to communicate clearly and politely</p>	<p>Suitable candidates will have the opportunity to...</p> <p>Meet and greet visitors to the school Plan a tour Provide information to promote the school Answer questions Reinforce the ethos, values and positive reputation of the Academy / Federation</p>

Year Ambassador

Person Specification	Job Description
<p>Suitable candidates will be...</p> <p>Confident in meeting and greeting parents Polite and able to present the school Personable and able to smile Chatty and willing to start conversations A good listener and able to answer questions Respectful to parents at all times even when they might not be happy Able to use their own initiative when directing parents to the right people</p>	<p>Suitable candidates will have the opportunity to...</p> <p>Support Pastoral Mentors in the parents' evening process In the run up to parents' evenings help put together the necessary paperwork and liaising with the Pastoral Mentor Set up the welcome desks before the parents' evening starts Meet and greet parents Distribute paperwork to parents Direct parents to the relevant areas Answer questions and if you are not sure of the answer use your initiative to find out Ensure the signing in sheets are filled out Serve refreshments Keep areas clean and tidy and check on them throughout the evening Help to supervise the crèche</p>

Applications for the posts should be made to Mrs Edwards using the application form at the end of this booklet.

Slide a printed copy under Mrs Edwards's office door (opposite room 3), or with your Head of House.

Application Forms to be received by Monday 12th November 2018

Application form follows...

Application Form 2018 – 2019

What position are you applying for? _____

Name: _____

Tutor Group: _____

Why do you want the role that you are applying for?

Which personal qualities do you have that will help you to be successful in this position?

How will you balance this role with other demands you have, for example, working for your GCSEs and your other activities outside of school?

In what ways do you think that this role contributes to school life?

What areas of school are you most interested in? (Tick up to three)

Library	()	Maths	()	Media	()
Senate	()	Charity	()	English	()
ICT	()	EPA	()	Science	()
Geography	()	MFL	()	PE	()
Music	()	History	()		
Technology	()	Art	()		

Parent Signature _____

Form Tutor Signature _____

Please hand in by the deadline of Monday 12th November to your Head of House or slide a copy under Mrs Edwards office door (opposite room 3).