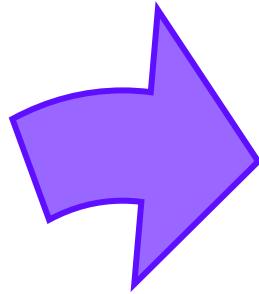


RHSC

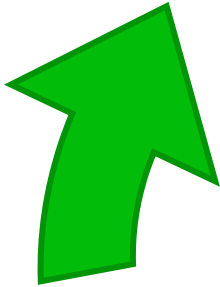
Student Responsibility Posts 2015

An opportunity to:

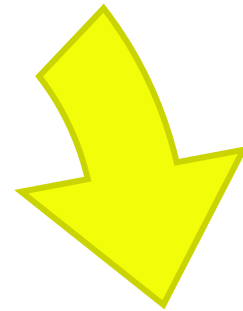
**Learn
new skills**



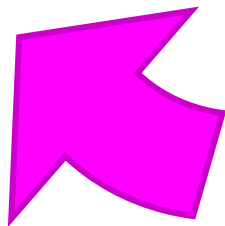
**Develop
existing
skills**



**Include
these skills
in your
personal
statement**



**Gain
experience**



**Contribute
to the life
of the
school**



Student Responsibility Posts

What can you gain from these posts?

An opportunity to:

- Demonstrate your skills, qualities, enthusiasm and energy
- Learn new skills
- Undertake responsibility
- Gain experience which you can include in your record of achievement / personal statement

You will be given:

- Appropriate training
- Appropriate supervision
- Certificates at the end of the year

What do you need to do now?

- Read this booklet carefully.
- Use the application form at the start of the booklet to apply for any post you are interested in or to continue in your current post.
- Return your application to Mrs. Fuller in Pastoral 1 as soon as possible and no later than Monday 5th October 2015 (by email or by printing and completing).
- A member of staff will contact you.

Application Form

**Return to Mrs. Fuller (by email or print out and complete)
as soon as possible and no later than Monday 5th
October 2015**

Name.....

Tutor Group.....

Post applied for/continue in

Explain why you wish to apply for this post or wish to continue:

Describe any skills or qualities you can bring to the post:

**Describe any previous experience gained at Primary School, RHSC or
outside of school which will help you to undertake/continue in this post:**

Use this space to add any additional information:

Signature.....

Student Responsibility Post Title

Technology Workshop Assistant

Applicants are invited from Year 9

Responsibilities:

- **Cleaning down and maintaining machinery**
- **Sorting wood stock**
- **Checking materials**
- **Preparing materials for classes**

Personal characteristics required:

- **Responsible and trustworthy**
- **An understanding of safety**
- **An understanding of materials**

Reporting to:

- **Mr Leeder**
- **Mr Crick**

Days / Times required :

Wednesday lunchtimes

Student Responsibility Post Title

Food Technology Assistant

Applicants are invited from years 8, 9, 10 and 11

Responsibilities:

- **To prepare & weigh out ingredients**
- **Help tidy classrooms after morning practicals**
- **Demonstration preparation**
- **To organise and tidy displays**

Personal characteristics required:

- **Responsible and trustworthy**
- **An interest in Food Technology**
- **Well organised**
- **Reliable**

Reporting to;

**Mrs Gibbs
Mrs Dent**

Full training to be given.

Tea & biscuits offered to hardworking students!

Days / Times required

2 lunchtimes /week to be arranged

Student Responsibility Post Title

R.E. Display Manager

Applicants are invited from years 7 and 8

Responsibilities:

- **Manage both HU1 and HU5 wall displays – keep tidy**
- **Choose work to go onto walls**
- **Change displays at least once each half term**
- **Keep word walls up-to-date**

Personal characteristics required:

- **Creative**
- **IT Skills – for display titles**
- **Trustworthy**

Reporting to:

- **Miss Reid**

Days / Times required:

**One lunchtime per week
Also to help with Open Evenings**

Student Responsibility Post Title

Caretaker's Assistant

Applicants are invited from years 7 - 11

Responsibilities:

- **Waste removal and recycling**
- **Porterage**
- **Watering plants**
- **General assistance around the school**

Personal characteristics required:

- **Responsible and trustworthy**
- **Independent worker**
- **Use of initiative**

Reporting to:

- **Mr Adams Site Manager**
- **Mr Bailey Assistant Caretaker**

Days / Times required:

Lunchtimes by mutual agreement

Student Responsibility Post Title

**Modern Foreign Languages Departmental Assistant
X2**

Applicants are invited from years 8, 9 and 10

Responsibilities:

- **Updating classroom and corridor displays**
- **Researching TES for articles relevant to MFL**
- **Non-confidential filing**
- **Assisting with organisation of exchanges and the CEW trip to Normandy**

Personal characteristics required:

- **Reliable**
- **Responsible**
- **Discreet**
- **Interested in languages**

Reporting to:

- **Miss Fox**

Days / Times required:

**1 lunch time per week to be decided with the successful applicant(s)
12.30 pm**

Student Responsibility Post Title

History / Geography Research Assistants

Applicants are invited ideally from year 8 but will consider years 7 or 9

Responsibilities:

- **Research articles on history or geography in the news**
- **Update and maintain display areas in the Humanities block**

Personal characteristics required:

- **Literate**
- **Imaginative – visual display skills**
- **An interest in history and/or geography**

Reporting to:

- **Mr Willer**
- **Miss Cunliffe**

Days / Times required:

Lunchtimes
Days and times to be mutually agreed

Student Responsibility Post Title

**Textile Technology Haberdashery Supervisor
2 posts**

Applicants are invited from years 7 and 8 (years 9 and 10 also welcome)

Responsibilities:

- **General organisation and tidying of textile resources**
- **Maintain displays in classroom**
- **Keep equipment trolleys up-to-date with equipment**
- **Clear and tidy sink area**
- **Winding bobbins and checking our sewing machines**

Personal characteristics required:

- **Well organised**
- **Can work with own initiative**
- **Friendly and cheerful**

Reporting to:

- **Miss Whitaker**

Days / Times required:

As arranged with Miss Whitaker

Student Responsibility Post Title

Careers Library Prefects

Applicants are invited from Year 9

Responsibilities:

- **Design and organisation of the Connexions Information Point (Careers Library)**
- **Promotion and supporting the use of the CIP (Careers Library)**
- **Ensuring information is up-to-date**
- **Evaluating CIP use and making changes and improvements**

Personal characteristics required:

- **Team working and communication skills**
- **Interested in jobs, careers, health, housing, money, relationships, rights and activities to do in free time**
- **Well organised and personable**

Reporting to:

- **Miss Reid/ Ms Lubbock/ Mrs Osborne**

Days / Times required :

As arranged with staff

Student Responsibility Post Title

**Mathematics Assistant
2 posts**

Applicants are invited from years 7, 8 and 9
(Pupils can work together if they wish)

Responsibilities:

- **Maintain displays in classrooms**
- **Research TES for maths articles and search for useful maths websites**
- **Help to develop resources for use in the maths department**
- **Computer maintenance – checking and reporting faults**

Personal characteristics required:

- **Well organised**
- **Can work on own initiative**
- **Friendly and cheerful**
- **ICT skills**

Reporting to:

- **Miss Crick**
- **Miss Jolly**

Days / Times required :

**As arranged with Miss Crick / Miss Jolly
One lunchtime per week and to help with Open Evening**

Good working environment – tea / coffee and biscuits supplied

Student Responsibility Post Title

Reporter / Journalist

Applicants are invited from years 7 , 8 and 9

Responsibilities:

- **Covering school events for the RHSC Review**
- **Writing news articles**
- **Interviewing staff / students / guests**
- **Planning which events to cover**
- **Assisting with distribution of RHSC Review**

Personal characteristics required:

- **Reliable**
- **Enthusiastic**
- **Good communication skills – both written and verbal**

Reporting to:

- **Ms Lubbock**

Days / Times required :

All school events!

Student Responsibility Post Title

Sports Journalist

Applicants are invited from years 7 , 8 and 9

Responsibilities:

- **Covering school sports events for the RHSC Review**
- **Writing news articles on team sports**
- **Writing news articles on personal achievements of individuals**
- **Interviewing staff / students / guests**
- **PE department news articles**

Personal characteristics required:

- **Good English skills**
- **Good communication skills including interviewing**

Reporting to:

- **Ms Lubbock**
- **Mrs Lake**

Days / Times required:

By arrangement with Mrs Lake

Student Responsibility Post Title

ICT Prefects

Applicants are invited from years 10 and 11

Responsibilities:

- **Supervise IT1 and IT2 during break times and lunchtimes from 1pm.**
- **Assist students using the facilities in the rooms**
- **Ensure rooms are left tidy**
- **Report any incidents or damage**

Personal characteristics required:

- **Reliable**
- **Keen on IT**
- **Friendly and helpful**

Reporting to:

- **Miss Holt**
- **Mr Villarde**

Days / Times required:

**Monday – Friday
Break and lunchtimes on a rota system**

Student Responsibility Post Title

Greenhouse Assistant

Applicants are invited from years 7 , 8 and 9

Responsibilities:

- **Watering plants**
- **Weeding where necessary**
- **Ventilation**
- **Planting and potting on**
- **Keeping the greenhouse clean and tidy**

Personal characteristics required:

- **Likes plants / gardening**
- **Reliable and responsible**
- **Takes initiative**

Reporting to:

- **Miss Ogden**

Days / Times required:

By arrangement with Miss Ogden

Student Responsibility Post Title

Science Department Assistant

Applicants are invited from years 7 , 8 and 9

Responsibilities:

- **Keeping display boards tidy and up-to-date**
- **Filling up bird feeders**
- **Other tasks to help the department on a weekly basis**

Personal characteristics required:

- **Polite**
- **Organised**
- **Creative**

Reporting to:

- **Mrs Hookway**
- **Other science staff**

Days / Times required: Wednesday 12.30 – 1pm

One lunchtime per week

Student Responsibility Post Title

**E- Buddy
12 posts available**

Applicants are invited from year 7

Responsibilities:

- Sending a weekly e-message to Year 6 pupils detailing your week at Reepham High School
- Responding to e-messages received from Year 6 pupils
- Researching answers to queries posed by Year 6 pupils about life at the High School
- Assisting with Induction Day by buddying a new Year 7 tutor group
- Visits to primary schools to assist with training on the e-buddy website

Personal characteristics required:

- ICT skills
- Positive and enthusiastic about school
- Reliable

Reporting to:

- Mrs Barley

Days / Times required : To start after Christmas

One lunchtime per week by arrangement with Mrs Barley

Student Responsibility Post Title

Visitor's Guide

Applicants are invited from Year 9

Responsibilities:

- **Taking guests or visitors to the school on a guided tour of Reepham High School & College.**
- **Answering any questions posed by the guests and referring questions as appropriate to a member of staff.**
- **Introducing guests to staff**
- **Friendly and welcoming to prospective new pupils**

Personal characteristics required:

- **Well presented**
- **Positive and enthusiastic about school**
- **Good communication skills**

Reporting to:

- **Mrs Fuller**

Days / Times required:

By arrangement with Mrs Fuller

Student Responsibility Post Title

**Assistants to Key Stage Leaders and Head of Year at Parents/Open
Evenings
X6**

Applicants are invited from Year 9.

Responsibilities:

- **Act as school guides as & when required.**
- **To assist in the provision of refreshments to teaching staff at Parents Evenings.**
 - **To maintain a register of parents attending Parents Evening.**
 - **To act as a receptionist on Open/Parents Evenings answering any queries.**

Personal characteristics required:

- **Smart Appearance**
- **Polite**
- **Good communicator**
- **Must be able to attend school in the evenings**
- **Must have transport home after the event**

Reporting to:

- **Heads of Key Stage**
- **Head of Year 7**

Days / Times require

As and when required

Assistant Library Monitors/ Prefects

Applicants are invited from all years

Responsibilities:

- **Help put books away**
- **Keep the library tidy**
- **Assist other library users**
- **Help with library displays**

Personal characteristics required:

- **Reliability**
- **Friendliness**
- **Good organisational skills**

Reporting to:

- **Ms Lubbock**
- **Mr Rose**

Days / Times required:

Some breaks and lunchtimes

Student Responsibility Post Title

Pupil Listener – ALF

Applicants are invited from Year 9

Please ensure you apply as soon as possible

Responsibilities:

- **To support younger students in the school**
- **To be on duty one lunchtime per week**
- **To act as a Buddy within a designated tutor group in Year 7**
- **To act as a Buddy (possibly) for an individual student with particular needs from other year groups**
- **To maintain the stock of posters and leaflets in the ALF room**

Personal characteristics required:

- **Good listener**
- **Caring nature**
- **Responsible**
- **Able to work independently**

Reporting to:

- **Miss Reid**

Days / Times required:

When trained, 1 lunchtime per week

**Training – one lunchtime per week arranged to suit the majority
Also 1 -2 after school training sessions off site with outside agencies**

Student Responsibility Post Title

Boys PE Technician

Applicants are invited from years 7, 8 and 9

Responsibilities:

- **Upkeep of sports equipment**
- **Football and rugby kit manager**
- **Manage PE lost property**

Benefits:

- **A unique insight to the running of PE lessons and fixtures**
- **Spend even more time with your favourite teachers!**

Personal characteristics required:

- **Reliable**
- **Keen on sports**

Reporting to:

- **Mr Gibbs**
- **Mr Edgar**

Days / Times required :

To be arranged

Student Responsibility Post Title

English Assistant

Applications are invited from years 7, 8 and 9

Responsibilities:

- **Keep display boards tidy**
- **Help produce new displays**
- **Help with organisation for competitions and projects**
- **Help to manage resources**
- **Help to keep English Department tidy**

Personal characteristics required

- **Honest and reliable**
- **Good English skills**
- **Uses initiative**
- **Well organised**

Reporting to:

- **Miss Coney**

Days / Times required:

Tuesday or Thursday lunchtimes

Student Responsibility Post Title

**Literacy Assistants
2 Posts**

Applicants are invited from all years

Responsibilities

- **Help with display materials.**
- **Assisting Miss Fuller & Miss Self with the organising and maintaining of IN1.**
- **Any other general duties as required.**

Personal characteristics required

- **Reliable**
- **Good organisational skills.**
- **An interest in Literacy would be an advantage.**

Reporting to:

- **Miss Fuller & Miss Self**

Days / Times required :

1 lunchtime per fortnight to be mutually agreed

Student Responsibility Post Title

Drama Production Assistants

Applicants are invited from year 8-10

Responsibilities

- **Managing props and costumes in drama department (2 posts)**
- **Managing books in drama department (1 post)**
- **Managing stage lighting/sound (2 posts)**

Personal characteristics required

- **Personable**
- **Well organised**
- **Energetic**

Reporting to:

- **Mrs Chambers**
- **Mr Frankland**

Days / Times required: Students applying to manage the stage lighting and sound will be required to help at productions in the evening. Therefore they need to be able to arrange transport to and from these events.

**Day/Time to be arranged (once per week)
Once/week – day/time to be arranged**

Student Responsibility Post Title

Art Assistant x3

Applicants are invited from years 7, 8 and 9

Responsibilities -

- Tidy art room
- Assist the Art department as required
- Cutting paper
- Sorting work

Personal characteristics required

- Well organised
- Reliable
- Neat and tidy

Reporting to:

- Mr Hadden
- Ms Lee
- Ms McColville

Days / Times required :

**1 x Monday lunch
1x Tuesday lunch
1x Wednesday lunch**

