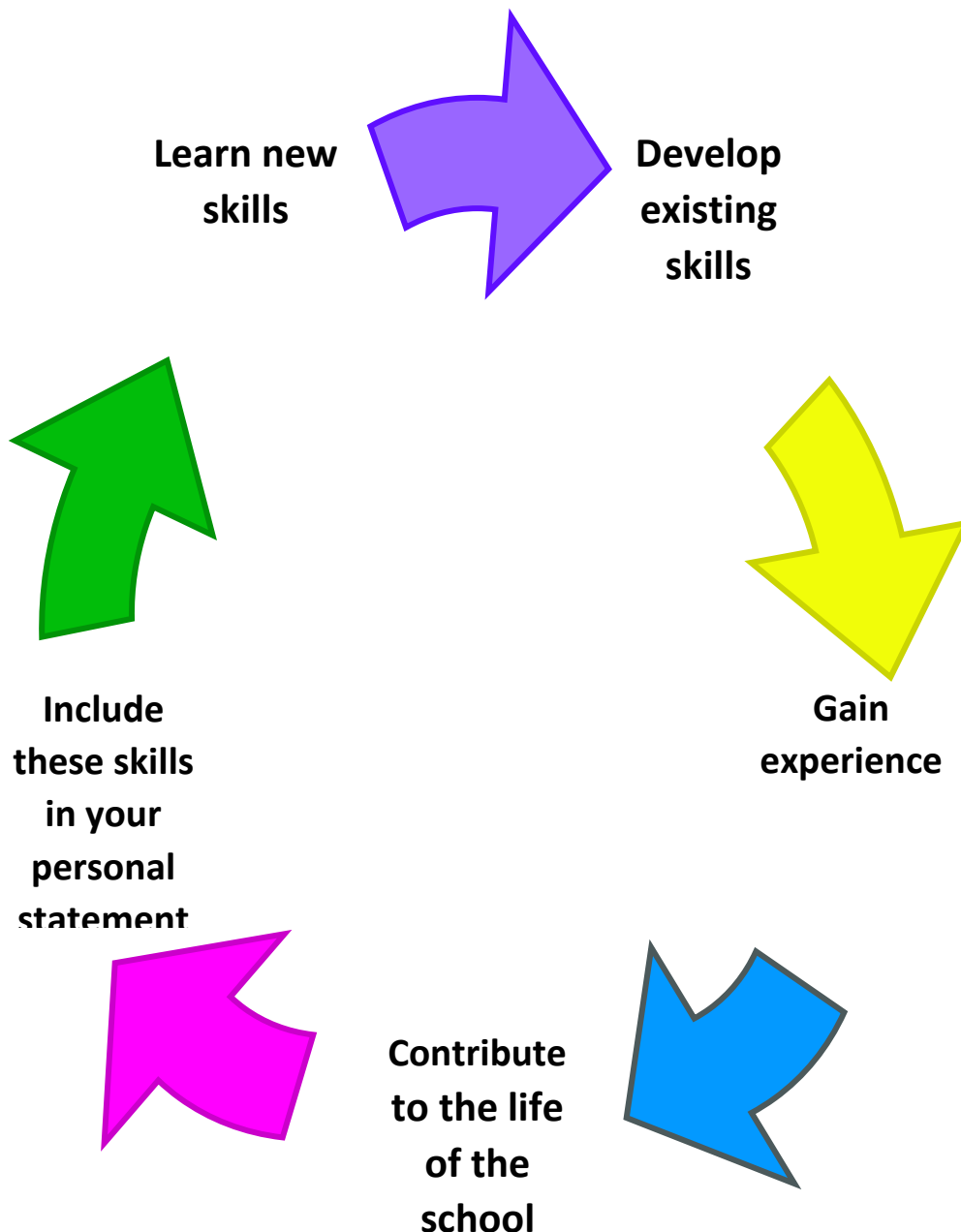


RHSC

Student Responsibility Posts 2017

An opportunity to:



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. Return your application to Mrs. Fuller in Pastoral 1 as soon as possible and no later than Friday 13th October 2017 (by email — lfuller@reephamhigh.com or by printing and completing).
- A member of staff will contact you.

Application Form

Return to Mrs. Fuller (by email – lfuller@reephamhigh.com or print out and complete) as soon as possible and no later than Friday 13th October 2017

Name.....

Tutor Group.....

Post applied for/continue in

Explain why you wish to apply for this post:

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
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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 Wilson 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:

- **Madame Teillet**

Days / Times required:

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

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

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 Prefects

Applicants are invited from Year 9

RHSC recognises the importance of providing effective careers education, information, advice and guidance to enable pupils to achieve their full potential and to make informed decisions of their post 16 options - further study, apprenticeships and work with training.

Mrs Osborne, Careers Guidance Adviser & Work Experience Organiser would welcome pupils to be actively involved in the school's careers information and service by being a Careers Prefect.

This would involve:

- **Assisting in ideas for careers speakers for assemblies.**
- **Helping with careers information during tutor time.**
- **Helping with Careers Events.**
- **Assisting with compiling a Careers Newsletter for tutor groups and parents.**
- **Organising and assisting with putting information on Careers Noticeboards.**
- **Helping with pupil feedback surveys on careers events.**

Personal characteristics required:

- **Good communication skills, team player, confident talking to groups.**
- **Well organised and personable**

Reporting to: Mrs Osborne, Careers Guidance Adviser & Work Exp. Organiser.

As arranged with Mrs Osborne

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 articles for pupil pages**
- **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:

- **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 in SC3**

Days / Times required: To suit students at lunchtime 12.45-12.15

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

Year 7 Transition Buddy

12 posts available

Applicants are invited from year 7

Responsibilities:

- **Assisting with Induction Day by buddying a new Year 7 tutor group**
- **Visits to primary schools to assist with transition**

Personal characteristics required:

- **Positive and enthusiastic about school**
- **Reliable**
- **Sociable**

Reporting to:

Mr Taylor

Days / Times required : To start after Christmas

One lunchtime per week by arrangement with Mr Taylor

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 & 10

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

Library Monitors

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

<p>Pupil Listener – RALF</p>

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:

<p>When trained, 1 lunchtime per week</p>
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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 Taylor
- Mr Easton

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

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

