

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

Your Applications should be handed in to the box in student services by

Application Forms to be received by Monday 1st November 2021



Student Leadership Roles

2021-22

Leadership Role	Year Group(s) invited to apply	Staff member attached to the role
Newland Resident Artist	Y7-11	Miss Johnstone
Bus Prefect	Year 10	Ms Piercy
Directorate Leader	Year 7-11 9 and 10 Science	Directors of Learning
House Captain / Vice Captain	Year 10	Heads of House
House Senate	Year 7-10	Heads of House
House Sports Captain	Year 10	Heads of House
Vice House Sports Captain for: Year 7, Year 8, Year 9, Year 10	Year 7, Year 8, Year 9, Year 10	Heads of House
Peer Mentor	Year 8 and 9	Mrs Iveson
Personal Development: Attendance/Rewards/Behaviour Monitor	Y7-11	Period 4 Teacher
Personal Development: Planner Monitor	Y7-11	Period 4 Teacher
Personal Development: Tutor Folder Monitor	Y7-11	Period 4 Teacher
Prefects	Year 10-11	Mr Ash
Eco Champion	Year 7-11	Mrs Taylor/Mr Ash
Sports Ambassador / Leader	Year 10	Miss Griffiths
Student Interviewer	Year 8-10	Mrs H Edwards (in the main office)
Student Translators	Year 7-10	Mrs Pavey
Tour Guide	Year 7-9	Miss Callaghan
Year Ambassadors	Year 7-10	Pastoral Mentors
Librarian Assistants	Year 7-11	Mrs Gowland/ Mrs Orłowska
Peer Tutor	Year 9-10	Mrs Rushby and Mr Hankinson
Music Leader and recording team	Year 7-11	Miss Hakeney

Training will be provided for all roles

Student Voice Job Descriptions

Newland Resident Artist

Person Specification	Job Description
<p>Suitable candidates will be...</p> <p>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...</p> <p>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>

Bus Prefect

Person Specification	Job Description
<p>Suitable candidates will be...</p> <p>Good attenders who use the school bus to travel to school Eager to make travelling to school on school buses a pleasant experience where passengers 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>Travel on the school bus and speak with other passengers about their journey. Communicate with the bus driver over minor issues. Communicate with school staff if an issue arises. 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 Confident in meeting and greeting parents Polite and able to present the school at parents evening events Personable and able support staff and other students in the directorate 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 Answer questions and if you are not sure of the answer use your initiative to find out Support staff in the directorate – produce displays, set up classrooms on parent's evenings. Support other students if they are struggling with their homework. Keep areas clean and tidy in the directorate and check on them throughout the week Support in the running of the PiXL Apps and display the leader board on a weekly basis. 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 Able to motivate and encourage a sense of House Spirit Introduce and Announce House Results in House Assemblies 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. 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 Deliver presentations about Sport to students and staff in the House Take part in decision making Work in a team Work successfully with the House Sports / Vice Sports Captain Promote the House</p>

Peer Mentor

Person Specification	Job Description
<p>Suitable candidates will be...</p> <ul style="list-style-type: none"> 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 	<p>Suitable candidates will have the opportunity to...</p> <ul style="list-style-type: none"> 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

Personal Development Monitors

Person Specification	Job Description
<p>Suitable candidates will be...</p> <ul style="list-style-type: none"> Reliable Good attenders Good at completing a task within a set time. Good at speaking with other pupils on a one to one basis Able to keep records Able to use data in a confidential manner Able to communicate information in a respectful way. Thoughtful in responding to queries Able to keep information tidy and to make sure it is always given back to the Personal Development teacher to be kept in a safe place. 	<p>Suitable candidates will have the opportunity to...</p> <ul style="list-style-type: none"> Understand the mentoring process Discuss the elements of the job with the Personal development teacher on a weekly basis Suggest improvements to the processes experienced within Personal Development

Prefect

Person Specification	Job Description
<p>Suitable candidates will be...</p> <ul style="list-style-type: none"> Positive Creative Reliable Supportive of others Good at time management Organised Good at problem solving Able to show initiative Able to communicate clearly 	<p>Suitable candidates will have the opportunity to...</p> <ul style="list-style-type: none"> 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

Librarian Assistant

Person Specification	Job Description
<p>Suitable candidates will be...</p> <p>Friendly, approachable and polite with excellent communication skills . Trustworthy and discreet . 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 work as a team. Willing to take instruction and keen to learn new skills</p>	<p>Suitable candidates will have the opportunity to...</p> <p>Learn the basics of Library Assistant work. Help with issuing and returning books. Shelve returned items and keep the library tidy. Process library stock as directed by the Librarian. Assist with promotional displays. Understand how people read and how to support readers who are not confident. Promote reading for pleasure by helping students choose books. Learn about the Dewey Classification system and help others access information through use of non-fiction books. Assist pupils using the ICT facilities and printers.</p>

Eco Champion

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

Sports Ambassador / Leader

Person Specification	Job Description
<p>Suitable candidates will be...</p> <ul style="list-style-type: none"> 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 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>Suitable candidates will have the opportunity to...</p> <ul style="list-style-type: none"> 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 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 with 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.

Student Interviewer

Person Specification	Job Description
<p>Suitable candidates will be...</p> <ul style="list-style-type: none"> Reliable Good at asking questions Able to make candidates feel welcome Able to use information to make a fair assessment Thoughtful in providing clear feedback supported by reasons Able to keep all information 	<p>Suitable candidates will have the opportunity to...</p> <ul style="list-style-type: none"> Understand the interview process Work with an interview panel to agree interview questions Discuss the criteria – what is expected of the candidate e.g. the specification Meet candidates who have applied for posts (jobs) in NSG Conduct an interview Provide feedback with members of the interview panels

Student Translator

Person Specification	Job Description
<p>Suitable candidates will be...</p> <ul style="list-style-type: none"> 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>Suitable candidates will have the opportunity to...</p> <ul style="list-style-type: none"> 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

Tour Guide

Person Specification	Job Description
<p>Suitable candidates will be...</p> <ul style="list-style-type: none"> 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>Suitable candidates will have the opportunity to...</p> <ul style="list-style-type: none"> 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

Year Ambassador

Person Specification	Job Description
<p>Suitable candidates will be...</p> <ul style="list-style-type: none"> 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>Suitable candidates will have the opportunity to...</p> <ul style="list-style-type: none"> 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

Peer Mentor

Student Interviewer Person Specification	Job Description
<p>Suitable candidates will be...</p>	<p>Suitable candidates will have the opportunity to...</p>

Music Leader & Recording Team

Person Specification	Job Description
<p>Suitable candidates will be...</p> <ul style="list-style-type: none">A good role model for other students.Enthusiastic about all kinds of music.Available at lunch and break times.Keen to make a differenceSupportive and patient.A confident performer.Patient and caring.Able to use your own initiative.Keen to learn how to record and mix down music.Good with technologyAvailable at lunch and break times to use the recording studio.Patient and caring especially when recording younger students.	<p>Suitable candidates will have the opportunity to...</p> <ul style="list-style-type: none">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 makingWork in a teamPromote music in NSGRecord 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

Application Form 2021-22

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 1st November to the box in
Student services**