

MACKIE ACADEMY

HOUSE CAPTAIN JOB DESCRIPTION



Reporting to: PT Guidance (Pupil Support) and Senior Leadership Team

Responsible for: Pupil Voice in Home College and school voice on representative bodies.

House Captains represent the top level of pupil leadership at Mackie Academy and play an important part in the life of our school community; particularly in respect of leading the pupil body both within school and at events out with in the local community and further afield. Mackie Academy will appoint two House Captains for each House. This is a role for students in S6 who want to take on significant responsibility in addition to normal prefect duties, extend their leadership skills and provide themselves with opportunities which will support their applications to work, college or university. Any pupil in S6 who has applied for prefect status may also apply for the post of House Captain.

Key objectives

- Provide a cohesive and coherent vision for the pupil voice agenda in the house and whole school.
- Administer, develop and advertise the work of the Pupil Council in their house.
- Be an effective member of the Pupil Reference Group that reports to the Senior Leadership Team, representing the views of the whole college, with measurable outcomes. Report these outcomes back to their pupil body and PT Guidance (Pupil Support) on a termly basis.
- Produce a bi-annual report (end of Christmas and Spring terms) on pupil voice developments for your house.
- Be effective ambassadors for Mackie Academy internally and externally.
- Work effectively with tutors and house to develop the role of pupils in tutor practices and programmes.
- Maintain a strong house identity, through assemblies and a pro-active support of enrichment, inter-form competitions, social events, etc.
- Ensure that pupils are able to focus upon the core business of attainment and achievement by monitoring effective use and upkeep of the academy working environment.
- Networking and collaborative working with staff and pupils both in Mackie Academy and the local community.
- Work closely with all faculties to develop pupil voice with key groups.

Leadership Qualities

- Clear and consistent vision and values
- Ability to motivate and empower others
- Positive attitude to continuous improvement
- Flexible leadership styles
- Leading by example

Personal Profile

- A track record as an effective and efficient role model in S4 and S5
- A track record of attendance above 90% in S5
- A track record of effectively leading/motivating pupils and developing team approaches
- A track record of successful management of pupil issues
- Ability to develop teams
- Ability to communicate effectively both orally and in writing
- Ability to empathise with the needs of pupils and to be firm but fair and consistent
- Strong administrative and organisational skills

Applying for a House Captain position.

The process consists of three stages. Not all applicants will reach the 2nd or 3rd stages.

1. Complete an application form available electronically on the school website. Email your completed electronic form, stating clearly it is a House Captain application, to Mackie.Office@aberdeenshire.gov.uk by 9am on Monday, 15th June 2015.
2. Pupils selected from the first stage will make a short presentation to a House Assembly, outlining their personal qualities and why they should be considered for the post, week beginning 22nd June 2015.
3. The final stage will be an interview conducted by their Principal Teacher Guidance (Pupil Support) and a member of Senior Management week beginning 29th June 2015 and all successful candidates will be informed prior to the summer holidays.

Training for all pupils successful in attaining these posts will be provided at the start of the new academic year.