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| **MACKIE ACADEMY** |
| **JUNIOR HOUSE CAPTAIN JOB DESCRIPTION** |



Reporting to: House Captains for your house

Responsible for: Leadership of Pupil Voice in S1-S3 in your house,

 Supporting House Captains as appropriate,

 Monitoring duties (Prelim and SQA exam leave)

Junior House Captains represent the top level of pupil leadership in the Broad General Education at Mackie Academy and play an important part in the life of our school community; particularly in respect of leading the Junior pupil body both within school and at events out with in the local community and further afield. Mackie Academy will appoint two Junior House Captains for each House.

This is a role for students in S3 who want to take on a responsibility in leadership, teamwork and communication that will prepare them for the demands of the Senior Phase.

**Key objectives**

* To ensure that the views of pupils in S1-S3 are clearly represented in focus groups
* Provide clear communication, through focus groups and tutor groups, to ensure that S1-S3 pupils receive all relevant information
* Ensure that S1-S3 pupils feel included and valued at Mackie Academy
* Meet with your House Captains on a regular basis to discuss key issues and updates
* Support the role of House captains as appropriate in school activities and in the absence of House Captains.

**Desired qualities**

* A confident individual who can easily communicate with their peers and adults
* Punctual and well organised
* Approachable
* Role model for peers, staff and the local community
* Enthusiastic
* Ability to lead and motivate others

**Applying for a Junior House Captain position.**

The process consists of two stages. Not all applicants will reach the 2nd stage.

1. Complete an application form available electronically on the school website. Email your completed electronic form, stating clearly it is a Junior House Captain application, to Mackie.Office@aberdeenshire.gov.uk by 9am on Friday 7th June 2019.
2. Pupils selected from the first stage will have a short interview with their House Captains to determine the successful candidates.