

# MACKIE ACADEMY

## PEER SUPPORT CAPTAIN JOB DESCRIPTION



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

Responsible for: Peer Support in Home College and in whole school projects

Peer Support reflects any activities where pupils support one another in their academic studies and/or social development to attain and achieve their best.

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

This is a role for pupils 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 Peer Support Captain.

### **Key objectives**

- Provide a cohesive and coherent vision for the peer support agenda in the house and whole school.
- Administer, develop and advertise the work of Peer Support in their house.
- Be an effective member of the Peer Support Group that reports to the Senior Leadership Team, representing the views of the whole school, 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 peer support developments for your house and the whole school.
- Be effective ambassadors for Mackie Academy internally and externally in programmes that develop peer support.
- Work effectively with tutors and house to develop the role of pupils in peer support practices and programmes.
- Develop a programme and referral system of peer support that impacts positively within the house system and across the school; this includes a peer support system within the library at lunchtimes to support vulnerable pupils.
- Networking and collaborative working with staff and pupils both in Mackie Academy and the local community.
- Work closely with all faculties to develop peer support 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 Peer Support Captain position**

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

1. Complete an application form available electronically on the school website. Email your completed electronic form, stating clearly it is a Peer Support Captain application, to Mackie.Office@aberdeenshire.gov.uk by 9am on Monday, 15<sup>th</sup> June 2015.
2. All applications will be considered by the relevant PT Guidance (Pupil Support), PT Support for Learning and Senior Leadership Team link member and a final decision will be made prior to the end of the Summer Term.

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