**ROLE DESCRIPTION**

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| **HOUSE CAPTAIN** |

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| 1. **KEY RESPONSIBILITIES:**
* **Ensure your House does their best in all House activities, providing encouragement, advice and support**
* **Take House Meetings with the House Leader (once possible)**
* **With the other House Captains, select and run a House competition for each term**
* **Organise House matches each term in conjunction with PE staff**
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| 1. **SKILLS REQUIRED**
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The following skills are required for this position:

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| **Communication**  | You will be an excellent verbal communicator, able to enthuse others.You will need to write occasional pieces for the newsletter or create posters publicising events You will also need to promote events during assembly. |
| **Team work**  | Running an event requires a team of people. You will need to understand your own and others’ strengths and work together to get the job done.There will be a team of House Captains and Deputy House Captains who will work together in this role. |
| **Leadership** | You will need to gain the respect of other pupils. You will be able to draw together lots of different opinions and make sure a decision is made that is fair to everyone. |
| **Planning and organising**  | You will need to plan ahead for whole school events and offer your help beforehand. You will need to delegate tasks to other people and give them information in good time.  |

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| 1. **PERSON SUMMARY**
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You should be a positive thinker and be able to communicate your positivity to a large group of people

You should be confident speaking in front of a large group

You should have ideas to help your House succeed and be able to persuade others to work towards this goal

NB: You may not apply for both a House Captaincy and a Sports Captaincy

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| 1. **ORGANISATIONAL RELATIONSHIPS**
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Reports to: Katy Cave/Sally Kay

To apply for this role send a letter of application, detailing why you would be suitable and what you would hope to achieve in the position to:

email: katy.cave@boothamschool.com

Closing date for applications is 8am Monday 21st September.

Interviews will take place in the week commencing 21st September