

Role Descriptions – Pastoral

Form Captain

The Form Captain is a prestigious role and students are often selected in discussion with the form group.

They person chosen will be:

- Sensible
- Responsible
- Willing
- Have excellent attendance and punctuality
- Have excellent standards of behaviour
- Meets the school uniform standards.

They are responsible for:

- Reporting to their year group office every morning at 8:45am
- Passing on any messages to their form group
- Leading by example; demonstrating attendance, punctuality, uniform and behaviour

Form Vice-Captain

The Form Vice-Captain is a prestigious role and students are often selected in discussion with the form group.

They person chosen will be:

- Sensible
- Responsible
- Willing
- Have excellent attendance and punctuality
- Have excellent standards of behaviour
- Meets the school uniform standards.

They are responsible for:

- Reporting to their year group office every morning at 8:45am – in the absence of the Form Captain
- Passing on any messages to their form group
- Leading by example; demonstrating attendance, punctuality, uniform and behaviour

Events Coordinator

The Events Coordinator is a role which involves leadership skills and students are often selected in discussion with the form group.

They person chosen will be:

- Sensible
- Responsible
- Willing
- Have excellent attendance and punctuality
- Have excellent standards of behaviour
- Meets the school uniform standards.

They are responsible for:

- Leading their form plans for fundraising during the school year
- Leading the form planning for Sports Day
- Standing in for their form Captain and Vice-Captain if both are absent.

Noticeboard Monitor

The noticeboard monitor is responsible for the form noticeboard. They will:

- Organize the display at the start of, and throughout, the year
- keep notices and posters up to date; replacing the half term focus, updating the attendance poster, ensuring the latest version of extra-curricular activities is displayed amongst other year group specific notices.
- ensure that the correct week A/B is displayed on a Monday morning.
- Ensure the board is kept in a good and tidy condition all year.

HOY Assistant

The Head of Year Assistant is a well-regarded role. This individual is responsible for supporting their Head of Year with tasks during registration, often involved in delivering important messages to form groups.

The student chosen for this will be:

- Sensible
- Helpful
- Willing
- Have excellent attendance and punctuality

They will:

- Be responsible for helping the Head of Year and Assistant Head of Year with important tasks and messages
- Report to HoY/AHoY each morning with the Captains

Senior Team

Being a member of the Senior Team is a very prestigious role and students must express their interest to their HOY to be selected.

The students chosen for this will be:

- Sensible
- Helpful
- Willing
- Have excellent attendance and punctuality

They will:

- Meet with the Head of Year regularly
- Assist the planning of significant events during the school year
- Deliver an assembly on an important topic to younger year groups