

# Twyford Church of England High School



Twyford  
C of E  
High School

## Year 12 House Captains Leadership Booklet 2019

"I have come that you might have life & have it to the full"

*John 10 v10*

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*John 10 v10*



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## Twyford C of E High School

### House Captain Job Description

#### Job Roles and Responsibilities

- Prepare, lead and deliver three House Assemblies - one in each term.
- Co-ordinate alongside your Enterprise Captain your House Enterprise Day.
- Support and lead, or effectively delegate leadership, of the House's entry in all House events.
- Support, lead and recruit participants from all year groups for House events.
- Provide support and enthusiasm at Interform Sports.
- Generate enthusiasm and engage all students' in House competitions and events including Sports Day.
- Regularly attend School Council with Head Boy / Girl.
- Meet regularly with Staff Heads of House.
- Complete Café Duty Responsibilities as directed by Year 13 Senior Student Leadership Team.

#### Personal Requirements / Attributes

- **A positive & purposeful attitude**
  - ✓ Creative
  - ✓ A problem solver
  - ✓ A good decision maker
- **Commitment to improve**
  - ✓ Resilient
  - ✓ Humble
  - ✓ Able to accept & learn from mistakes
- **Outward Looking**
  - ✓ Work well in a team
  - ✓ Good Communicator
  - ✓ Self-Confident

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**John 10 v10**



## House Captain Application Form

**Deadline:** To be handed today in the Café, returned to reception or emailed to [6thform@twyford.ealing.sch.uk](mailto:6thform@twyford.ealing.sch.uk) by Friday 5<sup>th</sup> July by 3.30pm

**Name:**

**House:**

1. When have you shown responsibility or leadership? (could be in school or outside)
2. How would you effectively develop the House's link with their chosen charity?
3. Why do you think a House System is important to have at Twyford?
4. How would you ensure that all House events appeal to the diverse range of students at Twyford?
5. How would you ensure all students were engaged during a house assembly?

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## **Twyford C of E High School**

### **Form Mentor Job Description**

Being a Form Mentor is a fantastic opportunity at Twyford. It is a perfect development for your leadership skills and will provide a platform for any application to Senior Student positions. You will have a direct impact on all the students in the school and will enable them to truly achieve the school motto – **living life to the full**.

### **Job Roles and Responsibilities**

- Attend lower school tutor group once a week on prescribed day
- Work with the lower school tutor to carry out all required duties (1:1 mentoring, diary signing and Progress Review tracker).
- Be a positive role model for younger students – punctuality, attitude, organisation
- Provide support and enthusiasm at House events

### **Personal Requirements / Attributes**

- **A positive & purposeful attitude**
  - ✓ Creative
  - ✓ A problem solver
  - ✓ A good decision maker
- **Commitment to improve**
  - ✓ Resilient
  - ✓ Humble
  - ✓ Able to accept & learn from mistakes
- **Outward Looking**
  - ✓ Work well in a team
  - ✓ Good Communicator
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## Form Mentor Application Form

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Please complete the questions below.

1. Give 2 reasons why you wish to become a Form Mentor:

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2. What do you think you would enjoy most about being a Form Mentor?

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3. Is there anything you think you might find difficult?

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What do you hope to achieve for yourself if you become a Form Mentor?

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What do you think other pupils will learn from you?

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Name:

Form:

Signature:

Date:

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## Twyford C of E High School

### House Chaplaincy Captain Job Description

#### Job Roles and Responsibilities

- Be responsible for tutor time reflections for your form (not leading them all yourself, but model how they should be led and support other students to lead them)
- Attend chaplaincy training when this is provided
- Attend Chaplaincy council meetings
- Know what the extra-curricular chaplaincy offer is, be a source of information about it and attend one of the activities regularly yourself
- Help with practical tasks in assemblies and communions, such as distributing hand-outs
- Take part in leading prayers and readings in assemblies and communions

#### Personal Requirements / Attributes

- **A positive & purposeful attitude**
  - ✓ Creative
  - ✓ A problem solver
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**Name:**

**House:**

1. When have you shown responsibility or leadership? (could be in a place of worship, school or outside of school)
2. How have you been involved in worship and other activities at your place of worship or at your last school or Twyford?
3. How do you intend on using your faith to enhance the life of your House and year group?
4. What do you think is the biggest challenge in helping students to be active in their faith at Twyford?
5. How could the House System enrich the religious life of Twyford?



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## Twyford C of E High School

### House Creative Arts Captain Job Description

#### Job Roles and Responsibilities

- Support rehearsals, performances and both Creative and Performing Arts events – including the KS3 Christmas production in December, Twyford Performing Arts Festival (February) and the School Musical Production (July). These can include Front of House, costume / make-up, directing, set, promotion materials, taking photographs etc
- Actively promote Drama, Dance, Photography, Art and Graphics involvement in House Assemblies particularly from lower years
- Actively promote wider learning in Drama, Dance, Photography, Art through the pastoral programme, HOY assemblies and end of term assemblies
- Regularly update notice boards with Drama, Photography, Art and Graphics news
- Report any Creative Arts news in the Wider Learning Bulletin and Twyfordian
- Meet regularly with Staff Heads of House in order to ensure Creative Arts is represented in assemblies
- Rewarding and distribution of Drama and Creative Arts badges

#### Personal Requirements / Attributes

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**House:**

1. When have you shown responsibility or leadership? (could be school or outside)
2. How have you been involved in Drama and / or Creative Arts at your last school or Twyford?
3. What three things could you do to further engage students in Drama, Performance and Creative Arts extra-curricular activities and events at Twyford?
4. What do you think is the biggest challenge in organising a Performing or Creative Arts Production (School production or an Art exhibition for example)?
5. How would you ensure Drama and Creative Arts participation and achievements are shared in Assemblies and the Wider Learning Bulletin?

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## Twyford C of E High School

### House Enterprise Captain Job Description

#### Job Roles and Responsibilities

- Be part of a team that to prepare, lead and deliver three House Assemblies - one in each term
- Discuss House Enterprise Day ideas with year 7-11 Enterprise reps
- Feedback House Enterprise Day information to students in your House
- Lead and organise the House Enterprise Day
- Take part in the delivery of whole school charity events
- Meet regularly with Staff Heads of House

#### Personal Requirements / Attributes

- **A positive & purposeful attitude**
  - ✓ Creative
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**House:**

1. When have you shown responsibility or leadership? (could be school or outside)
2. How would you effectively develop the House's link with their chosen charity?
3. Give one idea for an Enterprise Day or event.
4. How would you ensure all students in your House take part in your Enterprise day or event?
5. Why do you think charitable work and Enterprise Days are important at Twyford?

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## Twyford C of E High School

### House MFL Captain Job Description

#### Job Roles and Responsibilities

- Actively promote involvement in MFL extra-curricular activities, particularly in lower years.
- Help prepare, lead and deliver three House Assemblies, one in each term
- Prepare and co-ordinate an article/s for the Wider Learning Bulletin
- **Regularly lead extracurricular events** at lunchtime and after school to encourage participation in the lower school.
- Lead on ideas for new events/clubs/initiatives to promote MFL across the school
- Regularly attend meetings with the Head MFL students
- Meet regularly with Staff Heads of House

#### Personal Requirements / Attributes

- **A positive & purposeful attitude**
  - ✓ Creative
  - ✓ A problem solver
  - ✓ A good decision maker
- **Commitment to improve**
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**House:**

1. When have you shown responsibility or leadership? (could be school or outside)
2. How have you been involved in MFL at your last school or Twyford?
3. How do you intend on using MFL to enhance the competitive spirit in your House?
4. How will you engage students in the house who do not share your passion for MFL?
5. How will you ensure high levels of attendance at MFL extra-curricular events?

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## Twyford C of E High School

### House Music Captain Job Description

#### Job Roles and Responsibilities

- Lead in preparation, rehearsals and delivery of House Music Competition.
- Actively promote musical involvement in House Assemblies and House Music Competition, particularly from lower years.
- Help prepare, lead and deliver three House Assemblies - one in each term.
- Prepare and co-ordinate an article for the Wider Learning Bulletin with other Music reps in KS3 and 4.
- Regularly attend meetings with Head Boy / Girl of Music
- Meet regularly with Staff Heads of House.

#### Personal Requirements / Attributes

- **A positive & purposeful attitude**
  - ✓ Creative
  - ✓ A problem solver
  - ✓ A good decision maker
- **Commitment to improve**
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**House:**

1. When have you shown responsibility or leadership? (could be school or outside)
2. How have you been involved musically at your last school or Twyford?
3. How do you intend on using Music to enhance your House spirit?
4. What do you think is the biggest challenge in arranging an interform music piece (students from different year groups and abilities)?
5. Each House must have a House Anthem. What would you choose as yours and why?



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## Twyford C of E High School

### House Sport Captain Job Description

#### Job Roles and Responsibilities

- Actively promote involvement in Sport Interforms
- Organise the Interform Team with the sports rep in each year group
- Attend Sports Council meetings
- Help prepare, lead and deliver three House Assemblies, one in each term.
- Prepare and co-ordinate an article for the wider learning bulletin with other Sports reps in KS3 and 4.
- **Attend Sport Interforms on Fridays** after school to encourage and support lower school.
- Ensure participation is high in the Sixth form for all Sixth Form interform events
- Regularly attend meetings with the Head of Boys/Girls Sports
- Meet regularly with Staff Heads of House.

#### Personal Requirements / Attributes

- **A positive & purposeful attitude**
  - ✓ Creative
  - ✓ A problem solver
  - ✓ A good decision maker
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**Name:**

**House:**

1. When have you shown responsibility or leadership? (could be school or outside)
2. How have you been involved within Sports at your current school or Twyford?
3. How do you intend on using Sport to enhance the competitive spirit in your House?
4. How will you engage students who aren't regularly involved in sport to take part in interform events?

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## Twyford C of E High School

### House STEM Captain Job Description

#### Job Roles and Responsibilities

- Actively promote involvement in STEM extra-curricular activities, particularly in lower years.
- Help prepare, lead and deliver three House Assemblies, one in each term
- Prepare and co-ordinate an article/s for the Wider Learning Bulletin
- **Regularly lead extracurricular events** at lunchtime and after school to encourage participation in the lower school.
- Lead on ideas for new events/clubs/initiatives to promote STEM across the school
- Regularly attend meetings with the Head STEM students
- Meet regularly with Staff Heads of House

#### Personal Requirements / Attributes

- **A positive & purposeful attitude**
  - ✓ Creative
  - ✓ A problem solver
  - ✓ A good decision maker
- **Commitment to improve**
  - ✓ Resilient
  - ✓ Humble
  - ✓ Able to accept & learn from mistakes
- **Outward Looking**
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**Name:**

**House:**

6. When have you shown responsibility or leadership? (could be school or outside)

7. How have you been involved in STEM at your last school or Twyford?

8. How do you intend on using STEM to engage students lower down the school in Science, Computing and Maths?

9. How will you engage students in the Year 12 who do not share your passion for STEM?

10. How will you ensure high levels of attendance at STEM extra-curricular events?