



# Yr 14 Leadership Teams: Job Descriptions



# Eleven Leadership Teams

- Peer Mentors
- Learning Mentors
- Pupil Self-Management Team
- Media Team
- Marketing Team
- Careers Team
- Health Education Team

- Event Support Team
- Co-Curricular Team
- Anti-bullying Team
- Environmental Team

# Peer Mentors

- Mentors work with individual registration groups supporting the pupils and teacher in a number of ways:
- Delivery of tutor group programme
- Organisation of form assemblies
- Meeting with pupils prior to registration
- Getting to know the pupils and providing support for pupils when appropriate
- Acting as a positive role model and point of contact for pupils
- **Time commitment:** regular weekly morning involvement with registration groups and help with special events relating to the year group to whom you have been assigned.



# Learning Mentors



- Mentors help support pupils in areas of their learning in which they need some guidance or may find a significant challenge:
- One- to-one coaching in literacy and numeracy skills
- Group work support in the classroom
- Helping with homework or revision classes
- Providing Learning Support to specific GCSE students in one of their A2 subjects
- Supporting the development of learning and teaching in the school
- **Time commitment:** varied according to needs, but likely regular weekly support of younger pupils either in designated study time or after school.

# Peer Self-Management Assistants

- Assistants would work closely with the teachers who are responsible for pupil self – management, in the areas of lost property, lockers and developing pupils' organisational skills:
- Supporting pupils to self-manage their personal possessions in locker areas
- Helping to manage lost property
- Speaking to pupils in tutor groups or assemblies on self-management related issues
- Working with individual pupils who need support in their personal organisation
- **Time commitment:** Regular weekly involvement supporting staff in a variety of tasks as listed.



# Media Team

The team will work to produce video and photography material for the promotion of Ballymena Academy. It is ideal for students with an interest and skill-set in the following areas:

Photography - experience and interest in taking photographs

Video - experience and interest in filming and creating videos, vlogs etc

Photo Editing - Photoshop, Lightroom or similar

Video Editing e.g. use of Final Cut Pro, Adobe Premier Pro or similar

Expect to be given projects to work on and to have an opportunity to use your creativity.

# The Marketers

- Marketers will work with current and potential school sponsors;
- Plan and manage sponsors' visits to school;
- Process and distribute kit items bought through our online shop.
- Undertake a review of the online shop's layout and update the photos used to promote items.

Time commitment: Packing day in late August/early September plus ½ period weekly (day to be set) to process sports' kit orders; Sponsorship commitment is irregular and depends on events arranged.





# Careers Champions

- Put posters up in Careers Room and Sixth Form Centre – throughout the year
- Organise pupil folders into class sets - September
- Speak to Year 10 pupils about choosing GCSE subjects – January or June
- Speak to Year 12 pupils about choosing post – GCSE options – March
- Meet and greet/ make tea at school Careers Convention and other events – February and possibly on other occasions
- Speak to any visitors to the school about CEIAG – when appropriate
- Provide feedback on Careers programme at end of year
- **Time commitment:** Irregular – as mentioned above.

# Health Education Promotion Team

- Members would form part of a team who would promote health education in school. They would be expected to help in the following ways:
- Assist in organisation of health events – vaccinations etc
- Deliver presentations in assembly on specific health related topics
- Contribute to health bulletins in correspondence with parents
- **Time commitment:** Irregular, depending on the specific events which are being organised.



# Events Team

- Members would form part of a team who would be utilised to help set up for some of the special events which are organised within the school:
- Practical tasks setting up venues for special events
- Organisation of displays and noticeboards in school
- Help with catering arrangements at events
- **Time commitment:** Irregular, depending on the specific events which are being organised.



# Co-Curricular Promotion Team



- Members would form part of a team who would promote co-curricular activities in school. They would be expected to help in the following ways:
- Help to prepare for co-curricular events in school
- Give presentations in assembly promoting different aspects of co-curricular activities
- Liaise with staff and pupils about different activities
- **Time commitment:** Irregular, depending on the specific events which are being organised.

# Anti – bullying ambassadors

- Members would form part of a team who would have a chance to support the delivery of key anti-bullying messages throughout the school.
- Team members would be able to liaise with staff to continue to develop the school's anti-bullying culture.
- **Time commitment:** Irregular, depending on the specific events which are being organised.



# Environmental team



- Members would form part of a team who would promote environmental issues in school. They would be expected to help in the following ways:
- Deliver presentations in assembly on specific environmental issues related to the school.
- Work with staff to develop the school's approaches to dealing with the environment.
- **Time commitment:** Irregular, depending on the specific events which are being organised.

# Application Process



- Application forms to be online on school website from Monday
- Select **one, two or three jobs** to apply for; indicate preference
- Complete the application form
- Return it to Mrs Simpson by **3.30pm on Monday 15<sup>th</sup> April**
- Successful applicants notified by post and on school website mid May

