

# DHSB Leadership Opportunities

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## **1. Senior Prefect team**

The role of School Prefect has existed for decades and is an integral part of the school structure. All KS5 students may apply and will be selected on merit and a willingness to contribute positively to the school community. We expect Senior prefects to be leadership figures in the school and wider community in every respect, setting a clear example to the students and being active ambassadors

### **Merits of this role**

The role of Prefect can be diverse and challenging. The more energy you put into the role, the more excitement and opportunity you will see as a result. As part of a team working together at various school events and on a daily basis, you will build long-lasting friendships and memorable experiences will be forged throughout this next year. The duties that form the basis of a Prefect's contribution are wide-ranging and through these, you will be able to evidence areas where you have demonstrated the transferrable skills so prized by employers. Being a Prefect is about more than this, however. You have put yourself forward as a student of exemplary leadership, behaviour and attitude.

### **Key skills**

Essential skills; Reliable, trustworthy, good face to face and digital communicator, good time-keeper, hard-working, generous nature, self-disciplined, flexible and a great attitude. All prefects will also receive assertiveness and leadership training from Mr Mitchell upon commencement of the role.

### **Expectations of you**

At all times you should endeavour to present yourself as a model student, whose helpfulness and positive demeanour actively contribute to an atmosphere of positivity and care. Prefects have a duty of care to every student in the school. As a prefect you will often be asked for support during the school day as well as for a limited number of calendared events after school or at weekends. You will not be expected to attend all of these however as the duties will be shared amongst the team.

It is important that you balance your willingness to volunteer with your academic studies and therefore it is asked that when you volunteer for an event in school time, ensure that you have either a study period or have sought explicit permission from your teacher to miss the lesson. Your appointment as a prefect will be made on the assumption that you will be able to perform successfully in your exams as well as accomplishing all the duties and responsibilities that the role entails. If at any time you feel that your academic work is suffering, you must let either the Proctor, School Captain or a member of the Sixth Form team know. We can be flexible, so can allow you some time off duties in order to catch up with your work. If you feel that you won't be able to return to Prefect duties, you are welcome to leave the team.

## **Specific Duties**

The duties carried out each day by the Senior prefect team, are of prime importance for the Senior team alongside some extra duties and official school functions. Generally-after school events will be run by the Junior Prefect team, however, there will be occasions where we would like you to step in to assist if possible. Consequently, these duties must be carried out to the best of your ability. This role is ideal for students who live far away or have part time jobs after school hours as the role clearly gives the opportunity to demonstrate commitment, leadership and responsibility within the school day.

In order for us to provide a safer environment for our students during break 2 /lunchtime, students from each year group are designated a particular area for their use at lunch time and this space will alter as the year progresses.

As a prefect you will have a weekly duty time and place. Some prefects may have more than one duty and will be rewarded for taking this extra responsibility and additional commitment of time. Your duty is about monitoring and being a presence in the blocks rather than directing students or intervention.

## **Timings**

Break duties are from 11.10am to 11.35am

Break 2 / Lunchtime duties are from 13.35pm to 14.20pm.

If you have any suggestions to improve these duties then please speak to one of the School Captainty Team or Mr Mitchell.

## **Events**

Though after school events will largely now be run by the Junior Prefects, you will be expected to attend a limited number of extra-curricular events. Whether it be a parent tea party, theatrical production, school concert, staff training day, or 11+ examinations, some Senior Prefect assistance will be required.

As a responsibility of every Prefect, it is expected of you to volunteer for these events. The School Captain will coordinate the Prefect demand for after school events. The primary aim is to ensure the smooth running of the school function. Sometimes, you may be working in the background and at other times you will be very much on public display. For this reason, you will need to be adaptable to any situation that presents itself. Remember also that each role is of equal importance and that your given task may vary as the event progresses.

It is expected that you shall willingly undertake the task that you're given, and you must listen carefully to the instructions given to you by the Captain / Vice Captain in charge. Many Prefects find themselves surprised at how offering their time and effort can be so rewarding.

## **How and When to apply**

You will be invited to apply for the role of Prefect at the start of Year 12 during the Induction day.

If you have an aspiration to be a House Captain or Vice House Captain you must put yourself forward for the Prefect position in the first instance.

Your application will be initiated by your sign up to attend one of the two Saturday 11+ events in September. The current school captain will send out a link to the google form in the first week (completion of which signifies an expression of interest in the role). The current school Captain will provide further details about the application process on the second Friday in September during the E time session in the theatre.

## **2 House Official Team - House Captains and Vice Captains**

link to [Application form](#)

link to [Reference form](#)

### **House Captains**

Each House will recruit two House Captains annually who will oversee the organisation of the House Team (including Vice House Captains and Form Representatives). The House Captains will work closely with the Head of House, Deputy Head of House, Assistant Headteacher (Community) and the School Captain to ensure duties are carried out in school and for special events. They will be a role model for the entire House, playing a crucial role in developing the House ethos and seeking to drive opportunities for all members of the House. Further details of this are listed below.

### **Vice House Captains**

Each House will recruit four Vice House Captains annually. The Vice House Captains will primarily support the House Captains in their role. They will be considered to be senior prefects and as such will be expected to be a model school citizen. They will support the House Captains to ensure the House has sporting and other teams entered into House based competitions encouraging participation and enjoyment, they will liaise with tutor groups to ensure the views of their house are communicated via the work of Devonport Voice and they will drive fundraising and charitable events within the House.

### **Merits of this role**

As a Senior House official you will receive significant Leadership training from Mr Mitchell upon commencement of the role. Amongst several leadership skills this will incorporate public speaking skills and positive assertive behaviours. The Captaincy Team ought to act as role models to the whole Prefect Team. Their uniform and conduct must be exemplary and beyond reproach.

You will gain new skills and confidence and will get real self-satisfaction from the work you do and the role that you play in developing the school ethos within your House. The role of the House and Vice House Captain can be diverse and challenging. The more energy you put into it, the more excitement and opportunity you will see as a result.

### **Key skills**

Essential; Self-starter, punctual, reliable, trustworthy, good face to face and digital communicator, hard-working, flexible and a great attitude. Do not be put off this role if you feel you are currently lacking in confidence. This will develop as you receive your training and establish yourself within the role.

### **Expectations of you**

As part of your role you will be expected to undertake a variety of roles within the House, some of which will be co-ordinated by members of staff and others by the School Captain. You will also be expected to attend your duties and meetings regularly (on time), details of which are below.

### **How and When to apply**

**The application and interview process will be introduced in September (First week of term).**

Appointments to be made by the end of the first half term. The application process will include:

- An application form
- A suitable reference from your Year 11 tutor (or if not available or you are new to DHSB: you're your form tutor or provide a copy of a previous school report)
- An interview (which may include a presentation or short assembly).

**Please note:** to apply for a House Official role (Captain or Vice-Captain) you should be a Senior Prefect in the first instance and will be expected to carry out the role and responsibilities of a prefect throughout your term in post, in addition to House Official responsibilities.

### Key Aspects of the Role

<b>Guidance meeting with Mr Tay Huq</b> (start of each half term - ( tbc though normally during whole school assembly time )	One per half term	Purpose of meeting: Review and guidance (sharing best practice). All Captains / Vice Captains. <ul style="list-style-type: none"> <li>Assemblies</li> <li>Charity leadership</li> <li>House support</li> </ul>
<b>Weekly planning meeting with HoH / DHoH</b>	One lunchtime per week (day to be agreed in advance of the duty rota being developed for prefects)	For this meeting there will be a regular agenda shared by google drive with clear outcomes for Captains to action. Agenda to include: <ul style="list-style-type: none"> <li>Updates to House noticeboard</li> <li>House achievements</li> <li>Assembly focus</li> <li>Sporting events (rep guidance)</li> <li>Charity events (rep guidance and shared on Group event calendar spreadsheet)</li> <li>House support for Year 7-11 tutors. (behaviour / community awards / student mentoring) .</li> </ul>
<b>House Assembly</b> (plan and lead - to include ALL Captains and Vice Captains)	One per half term	<ul style="list-style-type: none"> <li>Focus to be decided in discussion with HoH 2weeks in advance</li> <li>Planning meeting with DHoH / HoH week before assembly.</li> </ul>
<b>Support for Form Tutors</b> (Each captain/vice-captain to be attached to one form group in the House)	Lead one tutor activity per week agreed in discussion with the form tutor. e.g. Newswatch quiz / Thought of the week discussion.	<ul style="list-style-type: none"> <li>Lead activity.</li> <li>Pass on key information.</li> <li>Discuss house issues with the form tutor</li> <li>Offer support to the tutor.</li> <li>Assist with selection of reps</li> <li>Support reps with their duties e.g. team selection.</li> </ul>
<b>Lead Charity Activities</b>	One per half term / house	<ul style="list-style-type: none"> <li>Develop / promote and lead one charity activity per half term with each tutor group in the house (mapped out across the year from Oct-July in advance)</li> <li>Each House will do this in rotation therefore one charity activity per week from October half term onwards.</li> </ul>

### House Voice embedded through the Role of House Captain / Vice Captain

DHSB's school council is run through the individual houses. The House Voice system represents the views of all the students in the school. Each form has a House Voice representative – these can be identified by the colour coded badges. Elections take place each year in October to nominate new form reps (except Year 7 who decide when they arrive in September). We liaise directly with Mr Roberts and the other members of the senior leadership team to turn your ideas into reality. We are responsible for fundraising events, mufti days, annual summer fete, subject ambassadors, 'grill the deputy head' events, improving your school community and numerous other projects. The House and vice House Captains (Year 12) each oversee their house, holding regular meetings to gather suggestions and organise projects. All houses meet formally with me once every six weeks. The House Voice system is overseen by Mr Berryman who works alongside the Heads of Houses.

### Merits of this role

Developing Life Skills such as speaking and listening skills, teamwork, emotional literacy, problem-solving, moral reasoning skills, self-esteem and self-confidence, a dynamic foundation for learning about citizenship.

Pupils are routinely involved in new staff appointments (by means of panel interviews) and tours of the school during the interview process. Decisions regarding the fundraising for external charities and money to spend in school to benefit the pupils will be made in discussion with their House Captaincy team and Head of House. A high profile is essential to meeting these objectives.

### Key Skills

Active listening and a willingness to communicate and liaise with both students & members of staff. IT and google competency (emails, inbox, responding appropriately and effectively, google docs and calendar), Awareness of good citizenship, respect and tolerance of others, model British values.

## **3 ■ Peer Mentors - Building the school community**

### **Merits of the role**

Peer mentoring enables pupils to support vulnerable classmates hence promoting an inclusive and caring community where all pupils feel valued and safe.

### **Key Skills**

- Help people with a problem to solve it themselves
- Be an active listener and listen without taking sides
- Understand when to refer on to a member of staff
- Be able to encourage others
- Facilitate positive relationships and well-being.

### **Expectations of you**

- Organisation of Year 10 & 11 rotas for common room areas
- Be willing to support at open evening, year 6 familiarisation day and open morning
- Be willing to supervise the Year 7 common room once a week
- Be willing to volunteer to sit on an interview panel for new staff
- Ongoing support for new Yr7 during their first year
- Attend and sometimes lead a weekly meeting in C07 with Mr Martin and Mrs Moreton.

### **How and when to apply**

Near the start of the term, contact Mrs Moreton or Mr Martin to express your interest. Adverts may be given out in assemblies.

## **4 ■ Digital Leaders**

At DHSB Digital Leaders are students who are adept at using technology and are willing to share their knowledge and skills with others. Through working with staff, peers and school leaders, Digital Leaders are able to help shape how technology is used in and outside of the classroom. Being a Digital Leader is a great way to develop leadership skills, confidence and team work.

### **Specific Duties**

- At least one session in the Learning Commons at break or lunch for IT support
- Help in creation of Digital Resources
- Possibility of leading peer assembly

### **How and when to apply**

Contact Mrs Buckler ([claire.buckler@dhsb.org](mailto:claire.buckler@dhsb.org)) or pop in to see her in the Learning Commons.

# 5 ■ Subject Ambassadors

Students can be elected or nominated as Subject Ambassadors for an area of learning that they feel strongly about. In this role, they work with subject departments to develop subject enrichment. They communicate regularly, usually with the Head of Department but sometimes key stage leaders, to explore ways to further enthuse and excite and support students across the school community and across all key stages. Subject ambassadors bring fresh ideas and listen to student perspectives. They can be fairly autonomous in how they choose to develop the role, though are usually willing to be guided by subject leaders. Subject Ambassadors have run after school and lunchtime guest speaker sessions, written blog posts and articles for the DHSB today magazine, advised on schemes of learning, helped remove barriers to learning, presented to the Leadership Team, worked with primary schools, mentored younger students, run subject specific twitter feeds, designed and maintained Google websites and classrooms, run revision sessions, help organised trips abroad, organised book groups, run debates, assisted with curriculum enrichment and challenge days, developed displays and helped in the process to appoint new members of staff. Subject Ambassadors hold their posts for one year, at the end of which, they can choose whether to continue or to change to a different subject.

## Merits of this role

As well as developing teamwork, team leading, presentation and for some public speaking skills, becoming an ambassador will enable you to develop skills and gain experience that will not only look good on your UCAS form and CV, it will also impress employers

## Key Skills

You will be able to demonstrate and provide evidence of good communication skills, a wider interest in your subject, creative talents, diplomacy and empathy, an ability to implement decisions and interact with different age groups as well as professionals beyond the school community. If mentoring, have respect for a young person and want to support them to achieve further, whilst being a positive role model actively engaged in the pursuit of success and excellence through a 'growth mindset' approach.

## What is expected of you

Student Ambassadors will be willing and motivated to represent the subject. A Student Ambassador should:

- Make a noticeable impact on raising the prominence/profile of the subject area in the school
- Make a positive contribution to the student experience of the subject
- Value individual differences to fully realise their own potential and learn from others
- Update Mrs Moreton termly via this [Gatsby link](#), on any activities that can be related to careers for your subject
- Be well presented and smart
- Be confident in speaking to a variety of audiences
- Be committed
- Act as an excellent role model to their peers and others
- Be keen to develop excellent oral communication skills and body language
- Have the ability to work independently as well as within a team
- Be keen to develop excellent interpersonal and networking skills
- Have a professional and reliable manner
- Demonstrate a passion for their subject
- Be patient and demonstrate active listening skills and empathy whilst/ if mentoring other students
- Be familiar with the Growth Mindset approach to academic and personal development.

## How and when to apply

Contact the Head of Department in the first instance towards the end of the first half term. This role is usually offered to Sixth Form students but in exceptional circumstances, can be granted to younger students who have a particular skills base. There is no limit on how many subject ambassadors a department plans to have but only those showing good commitment to the role will be encouraged to continue. If you are specifically willing to support students individually, the Head of department may invite you to complete an Academic [Mentoring application form](#) and you should see Miss Kerswell to receive training before this particular aspect of the work commences.

# 6 ■ Get Ahead Champions

Get Ahead is open from 3:45 pm to 4:30 pm on Mondays, Tuesdays, Wednesdays and Thursdays in the Learning Commons. This area will be available for students to use the space and resources to complete homework or to catch up on work that is incomplete or missed. This includes the use of ICT facilities and all of the books in this area. The area will be staffed, and support will be available for all students who may require additional provision in completing tasks or finding resources.

## **Merits**

Champions will gain new skills and confidence and will get real self-satisfaction for the work they do in helping other students. They will develop good leadership skills and be seen as role models for younger students.

## **Expectations**

- To commit to one evening per week
- To be helpful and enthusiastic
- To be reliable.

## **Essential key skills**

Reliable, trustworthy, good listening and communication skills, patience, using initiative, leadership, tolerance, encouraging, good time-keeper, a great attitude.

At all times you should endeavour to present yourself as a model pupil, whose helpfulness and positive demeanour actively contribute to an atmosphere of positivity and helpfulness.

## **Specific duties**

- Assisting the two members of staff in the initial setup of the evening, making drinks, distributing drinks and biscuits
- Helping with clearing up at the end of the session
- Helping students with homework and assisting in helping students create good organisational habits.

## **How and when to apply**

An expression of interest and a brief statement of your suitability should be sent to Mr Manley ([shaun.manley@dhsb.org](mailto:shaun.manley@dhsb.org)).

# 7 ■ Project Partnership teams

Throughout the year, DHSB works with a variety of groups in the local community. This can be in a variety of ways and for varying lengths of time and commitment. These partnerships offer students the opportunity to gain a variety of useful skills and experiences including many of the following: wider experience of other workplaces, insight into sociological and demographic aspects of urban living, opportunities to demonstrate creativity and entrepreneurship, mentoring skills alongside the opportunity to demonstrate responsibility and trust through acting as ambassadors for DHSB. In the past Partnership projects included Tutoring Maths to Year 11 students from a local school, Improving Reading with local primary schools, Outreach work with the UTC and Social Activism on Period Poverty for Plymouth.

## **Merits**

Team members will gain new skills and confidence and will get a real sense of self-satisfaction for the work they do in helping other students. They will develop good leadership skills and be seen as role models for younger students. This may be a suitable experience to attain the Service or Volunteering section of a DoE award.

## **Expectations**

- To volunteer and participate in at least one partnership project.
- To be helpful and enthusiastic.
- To be reliable and trustworthy and a willingness to be the best a person can be.

## **Essential key skills**

Reliable, trustworthy, good listening and communication skills, patience, initiative, leadership, tolerance, encouraging, good time-keeper, a great attitude and to be able to communicate professionally.

At all times you should endeavour to present yourself as a model student, whose helpfulness and positive demeanour actively contribute to an atmosphere of positivity and helpfulness which will inspire the younger students you are engaged with.

## **Specific duties**

Assisting staff linked to the particular project areas.

## **How and when**

Sign up when advertisements come out on the year 12 Google classroom and complete the Work Related Learning / Work Experience section of Unifrog to log details of your experience.



## 8 ■ Eco schools Reps

Eco-Schools is a global initiative. You will join millions of young people from 67 countries in creating change for the benefit of future generations! Working towards a Green Flag can help your school environment whilst boosting your CV or UCAS application form. [This Seven Steps Skills document](#) shows some of the skills you will develop when working towards the Green Flag award.

### Merits

Team members will gain new skills and confidence and will get a real self-satisfaction for the work they do in helping other students. You will develop good leadership skills and become empowered to drive change and improve environmental awareness through the simple **Seven-Step framework** in order to raise environmental awareness, improve the school environment and achieve the international Eco-Schools Green Flag award.

### Expectations

- Attend an Eco-Committee meeting at least once every half-term
- Share responsibility with staff for running meetings and keeping a record of meetings
- Lead a group of younger students as the project grows
- Run an up to date Eco-Board on which minutes of meetings are displayed (can be a virtual board)
- Take responsibility for updating parents, governors or the senior leadership team on progress of the Eco committee.

### Essential key skills

Eco-Coordinators, in their role as facilitator, are well placed to nurture some key skills and values. Those involving: teamwork, leadership, listening, respect, facilitation, debating, empathy, co-operation.

### Specific duties

Assisting Mr Roberts in our work to secure changes in our school community that improve environmental awareness.

### How and when to apply (*please keep checking on Google classroom for updates*)

An expression of interest and a brief statement of your suitability should be sent to *(tbc)*.

## 9 ■ Devonport Voice

### Devonport Voice Student Leaders

We are looking for Year 12 students to take up a leadership role to be involved in Devonport Voice. This is where the voice representatives for each form group meet once a half term with Mr Roberts. The purpose of the group is:

- To play an integral role in improving all areas of the school
- To provide a formal representation of all student voice at DHSB

**If interested in being part of this please contact [Headteacher@dhsb.org](mailto:Headteacher@dhsb.org) by Friday 30th September.**