

STUDY ONE APPLICATION AND **JOB DESCRIPTIONS**

Please look at all the job descriptions carefully and apply as follows:

1. In writing to Mrs Henderson, outline your suitability for a Study One position and the qualities that you can bring to the job.

You do not have to apply for a specific position within Study One, i.e. Deputy Head Girl, but you can mention your preferred position in your letter of application.



**THE DEADLINE FOR THE
APPLICATION IS
MONDAY 1st MARCH**

STUDY ONE

The team of 9 girls chosen to act as Westonbirt School prefects for 1 year – April to March (Year 12 – 13).

Role of Members of Study One

1. Serve Westonbirt School by always:-
 - Setting an example by their own:-
 - Behaviour
 - Courtesy
 - Appearance
 - Reliability
 - Helpfulness

and

 - Be professional, diplomatic, confidential, objective and approachable.
 - To be a mentor to all year groups by visiting Houses regularly at break, lunch and tea – talking to girls and listening to problems.

2. To be prepared to give the time and commitment that this important job entails whilst also keeping her work up to date.
3. Support the other Study One members and work together as a team; meeting on a weekly basis.
4. Work alongside all those involved in the smooth running of the school.
5. Support both staff and pupils practically and emotionally.
6. Be available as an usher at school events such as Speech Day, Carol Service, Open Day, concerts, and social events.
7. Meet as a team with the Head, Deputy and Sixth Form Housemistress once a week.
8. On a weekly basis oversee Church, Notices, Hymn Practice and Vespers – keeping girls quiet and monitoring behaviour.
9. Organise Friday Evening Activities and Sunday Activities as required.
10. Each carry out her own specific role as detailed.

Daily

<u>MONDAY</u>	Church	Arrive by 8.20am and be on duty position before girls enter the church. Ensure silence is kept. If in Great Hall chairs must be put out and put away.
<u>TUESDAY</u>	Vespers	Ensure that the girls are quiet as they gather. Some members of Study One should be positioned on the stairs.
<u>WEDNESDAY</u>	Church	As Monday
<u>THURSDAY</u>	Notices at 1.30pm	Arrive in Great Hall by 1.20pm in order to set out chairs. As soon as girls arrive, insist on silence. As soon as the Head leaves Notices keep the school quiet as they are dismissed. Arrange for chairs to be put back.
	Vespers	Ensure that the girls are quiet as they gather. Some members of Study One should be positioned on the stairs.
<u>FRIDAY</u>	Church	As Monday/Wednesday
	Study One Tea	With Head and Deputy Head
<u>SATURDAY</u>	Hymn Practice	Arrive by 8.20am and set out chairs. Keep the school quiet as they arrive and until the Director of Music takes charge. Remove chairs at end. Head of Sixth Form House to take Sixth Form register.
<u>SUNDAY</u>	Church	2 members of Study One are on duty (As above)

Study One will have lunch with the Head every Monday

HEAD GIRL

Job Description

The Head Girl should be seen as the main role model in the school, leading by example in work, behaviour and dress.

General

1. To lead and support the Study One team
2. To support the Head and act as mediator between the Head and the girls.
3. To listen to staff and girls and to act accordingly.
4. To be an ambassador for the school, giving the best impression of Westonbirt to all visitors and to maintain high standards inside and outside school.
5. To endeavour to always be:-

- ❖ Mature
- ❖ Diplomatic
- ❖ Professional
- ❖ Objective
- ❖ Confidential
- ❖ Well Presented
- ❖ Well Organised

6. To lead the Study One team in high profile events at school e.g. Speech Day, Carol Service, Open Days, Concerts, social events.

Specific

1. Lead weekly meetings of Study One, organising events, Student Council Meetings. Make sure that the team communicates and functions well together.
2. Meet with Head on a daily basis to discuss problems as they arise, plan events and give feedback on Student Council and Study One Meetings.
3. Make a speech of thanks in response to the guest speaker on Speech Day and to other visiting speakers and at Notices.
4. Organise Student Council Meetings.

Daily

MONDAY

See Head at 8.10am
Church

TUESDAY

Meeting (with Deputy Head Girl) at 8.10am
Vespers

WEDNESDAY

Head's Day off
Church

THURSDAY

Meeting (with Deputy Head Girl) at 8.10am
Notices
Vespers

FRIDAY

See Head at 8.10am
Church
Study One tea with Head & Deputy Head in
Head's Drawing Room

SATURDAY

See Head at 8.10am
Hymn Practice

SUNDAY

Church

DEPUTY HEAD GIRL

The Deputy Head Girl is expected to support the Head Girl at all times and to stand in for her at any time when she may be unavailable. She should be a role model in terms of work, behaviour and dress.

General

1. To be available to assist the Head when needed.
2. To keep Study One motivated and working as a team
3. To be the joint leader of Study One and discuss problems with the Head Girl and Sixth Form Head when necessary.
4. To listen to staff and girls and to act accordingly.
5. To be an ambassador for the school, giving the best impression of Westonbirt to all visitors and to maintain high standards inside and outside school.
6. To endeavour to always be:-

❖	Diplomatic	Confidential
❖	Professional	Well Presented
❖	Objective	Well Organised
7. Ensure that each member of Study One knows when her duties are and carries them out efficiently.
8. Discuss with the Head/Sixth Form Housemistress organisation of routine events and morale of Study One and Sixth Form in particular.

Specific

1. Arrange weekly meetings of Study One and Study One tea.
2. Organise Notices – set out chairs.
3. Arrange chairs for staff meetings
4. Organise duty rotas:
 - 4.1 Vesper Readings
 - 4.2 Church Reading
 - 4.3 Corridor Patrols at Break if required
 - 4.4 Weekend 'On Duty'
5. Organise Study One positions for Church, Vespers, Notices and Hymn practice.
6. See Senior Housemistress in advance to draw up seating plans for formal meals e.g. Christmas dinner and Summer End of Term lunch.
7. See Head every day to discuss problems as they arise, plan events and give feedback on student Council and Study One meetings.

Daily

<u>MONDAY</u>	Church
<u>TUESDAY</u>	See Head at 8.10 am – (see Ms Adler if Head is not available) (does she want Study One Tea? – let Mrs Nash know numbers). Notices – set out chairs for staff Vespers – check reader is prepared
<u>WEDNESDAY</u>	Church Head's day off
<u>THURSDAY</u>	See Head at 8.10 am Set our chairs for staff meeting. Vespers – check reader is prepared
<u>FRIDAY</u>	Meeting (with Head Girl) at 8.10am in Head's Study Church Study One Tea – pick up from top kitchen
<u>SATURDAY</u>	Hymn Practice – 10 chairs needed for House staff
<u>SUNDAY</u>	2 members of Study one should be in each weekend. Help with church duty

SIXTH FORM HEAD OF HOUSE

Set an example to the Sixth Form and the rest of the school at all times.

AIMS

- ❖ To liaise with the House staff to help maintain the standards of the Sixth Form House by communicating with the whole Sixth Form.
- ❖ To be pro-active and positive in her approach to her job.
- ❖ To show an interest in others.
- ❖ To demonstrate a healthy respect for the school and its rules.
- ❖ To be flexible, organised and committed to her position in Study One.
- ❖ To become a worthy member of the team and work responsibly with the Head and other members of staff.

Job Description

- ❖ Be available to welcome new girls into the Sixth Form in September and at other times during the year if the Housemistress/Assistant is not available and make sure they are introduced to girls and staff.
- ❖ Organise one activity a term for the whole Sixth Form with guidance from the Housemistress.
- ❖ Hold meetings with mixed groups of the Sixth Form (Year 12's + 13's together) – two a term
 - Report back to the Housemistress after each meeting.
- ❖ Take draws/give out notices when directed by the Housemistress.
- ❖ Have a weekly meeting with House staff
 - setting targets for improving the Sixth Form and to raise any specific issues relating to girls.
 - Help in conjunction with the House staff create a vision for the Sixth Form and develop an action plan for achieving this vision.

- ❖ To organise and motivate the rest of the Sixth Form with regard to the House Service
 - co-ordinate readers, ushers etc.
 - take rehearsals and meetings.
- ❖ To lead a committee of Sixth Formers in organising the Leavers' Ball in conjunction with the Housemistress.
- ❖ Be available to take a table in the Sixth Form dining room once a week.
- ❖ To organise a rota for prep to be taken in the Main School, if required.
- ❖ Adhere to the correct dress code at all times.

SIXTH FORM DEPUTY HEAD OF HOUSE

Set an example to the Sixth Form and the rest of the school at all times.

AIMS

- ❖ To liaise with the House staff to help maintain the standards of the Sixth Form House by communicating with the whole Sixth Form.
- ❖ To be pro-active and positive in her approach to her job.
- ❖ To show an interest in others.
- ❖ To demonstrate a healthy respect for the school and its rules.
- ❖ To be flexible, organised and committed to her position in Study One.
- ❖ To become a worthy member of the team and work responsibly with the Head and other members of staff.

Job Description

- ❖ To support the Head of House.
- ❖ To be available to welcome new girls into the Sixth Form in September and elsewhere during the year, especially if House staff are not about and make sure they are introduced to girls and staff.
- ❖ To be responsible for organising rotas for keeping Common Rooms tidy.
- ❖ To be responsible for organising rotas for black bags to be taken to skip twice a week and to make sure that girls carry out these duties.
- ❖ To liaise with Day girl members of the House and make them aware of events.
- ❖ Attend weekly meetings with House staff.
- ❖ To make sure that the Sixth Form House is kept tidy and that the Kitchen and Piglet are kept in reasonable order. Likewise the Common Rooms.

HEAD OF HOUSE

Job Description

The Head of House will be the central pupil in each House, helping Main School and the Sixth Form members of the House to work together.

She will aim to work closely with the House staff and the House Prefect to maintain a happy atmosphere within the House.

She will aim to get to know all the girls in the House and to make new girls feel welcome and integrate quickly and keep her Housemistress informed of any issues.

Specific

1. Meet with the Housemistress on a weekly basis – visit her in the House at least one evening a week and be prepared to take prep and put the House to bed if needed.
2. Make herself known and accessible to all members of the House.
 - ❖ Meet and welcome new Main School girls and their families on their arrival at Westonbirt
 - ❖ In the first term of post (Summer) meet girls in one Year group at a time for tea.
 - ❖ In second term (Autumn) meet new Main School girls for tea.
 - ❖ Visit the House at least one evening a week between 9.00 and 9.30pm, walk round and talk to girls.
3. Organise or delegate the organisation of inter-House events by meeting regularly with the House Prefect.
4. Take a lunch table with the House once a week or when necessary and talk to the girls and ensure good manners and behaviour at all times.
5. Attend House meetings and Drawing Rooms where your Housemistress may give you an opportunity to talk to the House.

GAMES CAPTAIN

Job Description

The Games Captain will have special responsibility towards the PE department to promote, encourage and develop all aspects of PE within the school with special responsibility for lacrosse and a summer sport.

Personal Qualities

- ❖ An excellent role model (Kit, attendance etc)
- ❖ Organised
- ❖ Punctual
- ❖ Excellent initiative
- ❖ High standard of play (ideally representative in two sports).
- ❖ Excellent communication skills and leadership ability
- ❖ Motivated and enthusiastic
- ❖ Assertive

DUTIES

Daily

Check practices for day are on notice board.

Check for any fixtures that are happening and wish Captain good luck in all sports.

Check for absences/injuries that may/will affect upcoming fixtures – advise coach of that team.

Be knowledgeable about what is happening that day, week, weekend – and do best to let people know.

Weekly

Meet with Head of PE at a pre-arranged time.

Check matches/fixtures for week.

Assist the Year 11 prefects in tidying Hades with girls who have left clothes out to be listed and given to Head of Department.

Organise fitness training sessions and put notice up on board at beginning of week.

Meet with Captains of Lower School teams at a pre-arranged time and place (weekly meeting).

Collate all match results/players of the match and type up to be put on board by Monday of following week.

Every Other Week

Read out match results in Notices on a Thursday lunchtime.

Check English Lacrosse Association Website for news and new initiatives.

Termly

Review extra curricular practices and fitness training programme.

Chair a full Captains' meeting. Produce agenda and write up minutes following it. Report back to Head of Department.

Organise helpers for House matches/tournaments etc.

Games Captain's report for school magazine (deadline end of June).

Liaise with Heads of Houses to organise, coordinate and motivate for House Games.

Above all the Head of Games should work to inspire all girls across the whole school in all sports.

BEAUFORT HEAD OF HOUSE

Job Description

The Head of House will be the central pupil in each House, helping Main School and the Sixth Form members of the House to work together.

She will aim to work closely with the House staff and House Prefect to maintain a happy atmosphere within the House.

She will aim to get to know all the girls in the House and to make new girls feel welcome and integrated quickly and keep her Housemistress informed of any issues.

Specific

1. Meet with the Housemistress on a weekly basis – visit her in the House at least one evening a week and be prepared to take prep and put the House to bed if needed.
2. Make herself known and accessible to all members of the House.
 - ❖ Attend new girl's supper in the early September before start of term.
 - ❖ Be on hand at the first day of the Autumn Term.
 - ❖ Hold a tea party with all new Y7 Day Girls in the first week.
 - ❖ Hold tea party with all the Y7 boarders in the second week.
 - ❖ Help Assistant Housemistress put the girls to bed on Wednesday nights.
 - ❖ Take Y7 to Sports Hall/Swimming Pool occasionally for activities.
 - ❖ Accompany all Y7 theatre outings.
 - ❖ To spend time with the boarders one night a week to get to know them approximately half an hour.
3. Attend House Meetings and Drawing Rooms where your Housemistress may give you an opportunity to talk to the House.
 - ❖ Meet with the other Head of Houses once a term.