

CROMWELL COMMUNITY COLLEGE

JOB DESCRIPTIONS

Duty Team

- To carry out duties before school and at break time
- To be firm but fair
- To be reliable
- To be smart
- To take duties seriously
- To make sure the school runs smoothly at these times
- Use your initiative

Prom Committee

- To attend meetings once a week
- To use your initiative
- To organise trips /sponsored activities / prom
- To listen and work with your year

Year Book Committee

- To attend meetings once a week
- To listen/work with your year group
- To produce the year book

Board Monitors

- To be responsible for the up keep of the year boards
- To honour board Year 11
- The year board outside finance office

House Captains

- To work as a team
- To be able to produce a team for house matches
- To check and help lower years to choose teams
- To be fair and allow pupils that want to play to have an opportunity
- To work with the PE department
- To collect awards on behalf of your house

Attached to Lower Year Groups 7/8/9

- To attend a form group once a week
- To help in that group with homework/reading etc
- To help the tutor
- To listen to the younger years
- To be a good role model

Refreshment Team

- To be available for parents evenings and other events help in the evening
- To organise the coffee and tea for the staff on these evenings
- To help at the careers convention
- To be able to work independently

Bus Duties

- To be reliable
- To be punctual
- To be fair but firm
- To ride on the bus to school and home
- Count numbers on and off the bus
- Report to staff if there is a problem on arrival at school