



## **House Captains – Job Description**

The following summarises the main tasks of the Captains, however we hope that the incumbents will take a lead and develop their roles and deliver progress and success in areas about which they are passionate, for the benefit of the students, their House and the School.

- Act as role models to all students within the School, living true to the School's ethos and promoting its aims through academic, pastoral and enrichment activities and attending school activities and assemblies, showing good example through manners, awareness of others' needs and dress codes
- Show initiative and leadership in whole school issues like service, sustainability and environmental impacts; seek solutions not complaints
- Working closely with the member of staff who is the Head of House, take responsibility for the preparation and organisation of House meetings, banquets, lunches and teas
- Help to 'kick start' any events or initiatives that anyone wants to organise; this may mean finding the right people to help them or organising things yourself
- Ensure that House activities are inclusive and help to promote integration of the year groups and of new and international students
- Provide reports of House events and successes to the Head of House
- Maintain the House Boards and notices and provide regular website up-dates to the Marketing Department
- With the Head of House, write reports for the Dulwich Voice (at least once a month and 'The Year book' (yearly)
- Provide support for the Head Student, helping them to get support from members of your House for duties and other responsibilities in School
- Meet with the Head of House weekly at an agreed time
- Meet with the Head of College, Deputy Head, Head Student and other students in positions of Senior School leaders once every three weeks
- Draw up lists and rotas where necessary to ensure the smooth running of activities and events for the House and, in liaison with the Head Student, for the whole school
- Attend school functions and performances where necessary, supporting your House in House events and ensuring that students representing the House always have supporters; the Captain should sit with House members at these events
- Give presentations to the House from time to time and, where called upon, votes of thanks or speeches at other important events
- Be aware of school events, issues and students in all year groups, as individuals