**School Captain/ Vice Captain**

**Roles and responsibilities**

School Captains should be aware that they represent the school at all times and should therefore behave in a manner which presents the best aspects of the school and is in keeping with the Core Values of ambition, inclusion, integrity and respect. This includes wearing school uniform during the school day and on all occasions when representing the school. School Captains are also expected to exhibit leadership within the school and exemplify the standard of conduct expected of students.

Duties:

* School Captains are expected to organise, chair and minute the School Council meetings.
* School Captains will be expected to undertake Prefect duties, organise Prefect Rotas and assist in monitoring and supporting Prefects. School Captains should exemplify the standard of conduct expected of all Prefects.
* School Captains are expected to assist with the preparation for, and running of, school events such as parents’ evenings, the Careers Evening, the Graduation Ceremony, the Awards Ceremony, etc.
* School Captains may be asked to assist senior staff in showing prospective parents/carers and pupils around the school. They may also be asked to assist school staff with the induction of new students.
* School Captains are expected to meet with the S6 Year Head on a regular basis to plan for upcoming events, assemblies, etc
* School Captains are expected to attend a number of Parent Council meetings during the session. Dates of required attendance will be confirmed by the Head Teacher/S6 Year Head.
* School Captains may be asked to take on further duties to support school staff/ events as required during the session and/or liaise with Ambassadors in performing these roles on their behalf.

School Captains are supported to undertake their roles and responsibilities by the Senior Leadership Team and their Principal Teacher of Guidance.