

Twyford Church of England High School



Twyford
C of E
High School

Year 12 Community Service 2022-23

Community Service is about developing yourself & others

In the Twyford Sixth Form we expect you to undertake at least **2 hours of community service** per week.

Community service is about *you as a member of society* and developing your character. It is about giving something back to the school or local community and it develops your soft employability skills. It is an opportunity to move a little outside your comfort zone – for example, to develop your leadership or public speaking skills, or your ability to interact with those younger or older than you – to stretch yourself, but not so much that you won't be able to fulfil your commitment. It needs to be a commitment that you can sustain for the required time period, and ***it is better to pick one or two activities and do them really well than to spread yourself too thinly***: these opportunities involve taking responsibility and developing relationships, and that takes time and regular commitment. Activities include becoming a house captain or form mentor, working as a subject mentor, or assisting with other extracurricular activities at Twyford or outreach work in the local community.

What do we expect from you?

We expect all sixth formers to participate fully in the extracurricular life of the school. We expect all Y12 students to complete **community service** over the year for a minimum of **two hours of each week**.

The vast majority of students will be studying 3 A-levels meaning that you have two hours available per day.

All students should pick just one or two community service activities and commit to doing them really well.

Top employability skills developed through community service

- Verbal and written communication
- Teamwork
- Problem solving skills
- Initiative
- Planning, organising and time management
- Drive/Self-motivation
- Familiarity with technology

Personal statement

Any volunteering related to your chosen university course is worth mentioning in your personal statement for UCAS.

How do you go about getting involved?

Read through the opportunities presented in this booklet carefully. Over the summer, consider which opportunities you are interested in.

Things to consider.

Which ones will fit in best with your chosen subjects?

What will fit well with your outside commitments?

Will any allow you to keep up interests which your A level choices have made you stop academically?

On the first day back in September, you will be formally signing up to your Community Service at the Community Service Fair.

Please bring in your Community Service booklets on your first day of school in September with your completed answers.

Write down four community service activities you are interested in participating in:

1.

2.

3.

4.

Year 12 Community Service – Art/ Graphics

Description of role	<p><u>Classroom Assistant:</u> You will attend Art GCSE lessons in the lower school and help as directed by the teacher. This may involve sitting with one particular student and working closely with them, or helping with the class by circulating and giving students assistance where it is needed.</p> <p>We tend to place you with students who find Art more difficult, as that is where the most support is needed. This is a great opportunity for you to offer some real support where it is needed.</p>
Employability skills developed	Patience, communication, timekeeping, organisation, teamwork, management
How often	You can sign up for one or two hours per week and will be allocated a regular slot to attend for each class you have signed up for. The slot you are given will be chosen to match free periods within your timetable.
Responsible to	Miss Conway / Ms Poon
Example of student who did this last year	A student that helped tutor in Art applied for Art Foundation Degree at University and was able to write in the personal statement A student that helped tutor in ART applied for a Teaching degree and was able to write it in the personal statement

Year 12 Community Service – Business

Description of role	<p><u>Business news and TV programme Curator</u></p> <ul style="list-style-type: none"> • Pay attention to the news • Cultivate collections of recent news stories by topic • Work with Mrs Roberts to lead on updating fortnightly, a current affairs/ business news noticeboard • Publicise business TV programmes and documentaries on the noticeboard
Employability skills developed	<ul style="list-style-type: none"> • Working within a small team • Leading discussions with large groups • Working with guidelines • Taking initiative • Meeting deadlines • Research and Selection
How often	Roughly one hour per fortnight
Responsible to	Mrs Roberts
Example of student who did this last year	Harvey Sangster

Year 12 Community Service – Business

Description of role	<u>Business Ambassadors</u> <ul style="list-style-type: none"> • Team of 3-6 students • Represent the subject at Open Evening and Sixth Form Open Evening • Meet with Year 11 and Year 9 students interested in studying the subject to help them determine if the subject is a good fit for them
Employability skills developed	<ul style="list-style-type: none"> • Taking initiative • Confidently speaking with unfamiliar adults (and peers) • Thinking on your feet
How often	Two open evenings in the autumn term, plus meeting with Year 9/ 11 students on an ad hoc basis (largely in November and June/July)
Responsible to	Mrs Roberts
Example of student who did this last year	Saadodin Sharaf Bronwyn Ellis

Year 12 Community Service – Business

Description of role	<u>Classroom Assistant- Y10/11 Business lessons</u> This may involve sitting with one particular student and working closely with them, or helping with the class by circulating and giving students assistance where it is needed
Employability skills developed	<ul style="list-style-type: none"> • Coaching and Mentoring • Teamwork • Listening and offering tailored guidance and support • Managing difficult conversations.
How often	At least one hour a week plus possible ad-hoc support arranged on a 1:1 basis
Responsible to	Mrs Roberts and Mr MacDonald-Brown
Example of student who did this last year	Pawel Aleksandrowicz Hannah Ahmed

Y12 Community service - Chaplaincy

Description of role	<u>Leaders of the Muslim Prayer group</u> Muslim students meet to pray every lunchtime. Muslim students who are committed to their faith and the spiritual and pastoral care of other Muslim students are asked to support younger students in the discipline of prayer and to deliver an address as part of prayers on a Friday . We are looking for a group of students to take on this role, maintaining a pastoral relationship with the Chaplain. The commitment would be an on-going one to the care and nurture of other students.
Employability skills developed	Verbal & written communication, team work, planning & organising, flexibility, time management, leadership, confidence, creativity
How often	Once a week
Responsible to	Mr Douglas
Example of student who did this last year	A Year 12 student was in this role last year and is now the School's student inter-faith lead.

Y12 Community service - Chaplaincy

Description of role	<u>Ealing Soup Kitchen</u> Student are given the opportunity to volunteer at a local Church, serving refreshments to vulnerable members of the public
Employability skills developed	Team work, planning & organising, flexibility, time management, leadership, confidence, creativity
How often	Weekly
Responsible to	Mr Douglas
Example of student who did this last year	A dedicated student regularly completed double shifts last year of 12pm-5pm.

Y12 Community service - Chaplaincy

Description of role	<u>Junior TFG</u> Students will support an external youth worker with the delivery of the Junior TFG programme to students in year 7-9. Roles and responsibilities range from leading on small group tasks, giving talks to the whole group and helping students to complete research activities.
Employability skills developed	Team work, planning & organising, flexibility, time management, leadership, confidence, creativity
How often	Once a week
Responsible to	Mr Douglas
Example of student who did this last year	N/A

Y12 Community service - Chaplaincy

Description of role	<u>TFG Film Club</u> Students will support Father David with the delivery of the TFG film club for students in year 7-9. Roles and responsibilities range from leading on small group discussions, choosing the film and sharing your thoughts on a particular film with the whole group.
Employability skills developed	Team work, planning & organising, flexibility, time management, leadership, confidence, creativity
How often	Once a week
Responsible to	Mr Douglas
Example of student who did this last year	The current Student Head of Chaplaincy carried out this role last year

Year 12 Community service - Computing

<p>Description of role:</p> <p>Title: Classroom Assistant</p>	<p>You will be required to attend KS3 and KS4 Computing lessons and undertake tasks in the lesson as directed by the teacher. This might include:</p> <ul style="list-style-type: none"> • Giving one to one support to a student. • Distributing class materials • Working closely with a group of students as they undertake tasks in lesson. • Circulating and assisting the class in general <p>From previous experience, some students normally struggle with writing algorithms and computer programs, and therefore you might be placed with a group of student to provide this kind of support.</p> <p>You will be paired with a class that is studying the programming language that you have studied in the past.</p>
Employability skills developed	Communication skills, programming skills, algorithmic thinking, problem solving skills, Patience, timekeeping, teamwork, management.
How often	You will be required to attend a lesson for one or two hours per week. The lessons will be allocated during your free sessions, and the appropriate KS3 or KS4 class.
Responsible to	Head of Computing
Example of student who did this last year	A student who helped in KS3 lesson last year, has applied to study Computer Science at a Russel Group university and was able to write about the skills that he gained as a result of helping in the Computer Science lessons.

Year 12 Community service - Computing

<p>Description of role:</p> <p>Title: Programming Tutor</p>	<p>You will be required to tutor KS3 pupils in Python V3 and with Programming concepts. There will be three students per tutor in the sessions run once a week during lunchtimes/afterschool over the year. The specific topics pupils struggle with are:</p> <ul style="list-style-type: none"> • Pseudocode • Python Syntax • Programming concepts e.g variables, If statements.
Employability skills developed	Communication skills, programming skills, algorithmic thinking, problem solving skills, Patience, timekeeping, teamwork, management.
How often	You will be required to once a week for 45 minutes.
Responsible to	Head of Computing
Example of student who did this last year	This is the first time that we are running this club.

Year 12 Community Service - Drama

Description of role	Supporting year 10 and 11 students in lunch time and afterschool, rehearsals for the Component 1 Devised performance exam or Component 2 Performance of a play.
Employability skills developed	Supporting young people, organisational skills, working to deadlines, leadership, directing skills, subject knowledge in Drama, Theatre & Performance
How often	1 lunch time rehearsal and one afterschool October – February
Responsible to	Mr Clarke
Example of student who did this last year	A student last year was able to write about how he supported younger students in preparation for their GCSE Drama exam which helped to develop his organisation, time management and leadership skills.

Year 12 Community Service - Drama

Description of role	Supporting in KS3 Drama lessons. Working with small groups to support them with their group work and communication skills and developing their practical ideas.
Employability skills developed	Supporting young people, organisational skills, working to deadlines, leadership, directing skills, subject knowledge in Drama, Theatre & Performance
How often	1 hour per week (September – May)
Responsible to	Mr Clarke
Example of student who did this last year	A student last year was able to write in her University application (to study drama) about how she been involved in directing younger students in drama work and supported them with their group work & communication skills

Year 12 Community Service - Drama

Description of role	Supporting in KS4 Drama lessons. Working with performance groups to help and support them with the Component 1 Devised performance exam or Component 2 Performance of a play.
Employability skills developed	Supporting young people, organisational skills, working to deadlines, leadership, directing skills, subject knowledge in Drama, Theatre & Performance
How often	1 hour per week September – April
Responsible to	Mr Clarke
Example of student who did this last year	A student last year was able to write about how he supported younger students in preparation for their GCSE Drama exam which helped to develop his organisation, time management and leadership skills.

Year 12 Community Service - Drama

Description of role	Supporting us with our KS3 Christmas Production. We need support with roles such as Assistant Director, costume, stage design, make-up, props, designing promotion materials and programmes.
Employability skills developed	Supporting young people, organisational skills, working to deadlines, leadership, directing skills, subject knowledge in Drama, Theatre & Performance
How often	2 lunch time and 2 afterschool rehearsals September – December
Responsible to	Mr Clarke
Example of student who did this last year	A student last year was able to discuss in a job interview how she was confident in leading and directing projects through her experiences in being assistant director in our KS3 Christmas show.

Year 12 Community Service - Drama

Description of role	Supporting us with Our Tywford Performing Festival. Leading and directing students in Drama, Dance and Music performances. We need support with roles such as directing, costume, stage design, make-up, props, advertising, making programmes
Employability skills developed	Supporting young people, organisational skills, working to deadlines, leadership, directing skills, subject knowledge in Drama, Theatre & Performance
How often	2 lunch time and 2 afterschool rehearsals from January to March.
Responsible to	Mr Clarke
Example of student who did this last year	A student last year was able to write in his student leadership application how he had mentored small groups of performers in developing and rehearsing their performance in the Performing Arts festival.

Year 12 Community Service - Drama

Description of role	Supporting us with our School Production. Leading and directing students in Drama, Dance, Music or backstage. We need support with roles such as directing, choreography, music, costume, stage design, hair and make-up, props, advertising, making programmes, photography, organising front of house.
Employability skills developed	Supporting young people, organisational skills, working to deadlines, leadership, directing skills, subject knowledge in Drama, Theatre & Performance
How often	2 lunch time and 2 afterschool rehearsals from January to March.
Responsible to	Mr Clarke
Example of student who did this last year	A student last year was able to write in her UCAS application how she was confident in leading and directing projects through her experiences of leading the costume and make-up aspects of our school production.

Community Service - Economics

Description of role	<u>Economics news curators</u> <ul style="list-style-type: none"> • Team of 3-6 students • Pay attention to the news • Cultivate collections of recent news stories by topic • Work with the team and/or teacher to produce lesson resources based on real world news • Work with the team to lead a bi-weekly current affairs/ economics news discussion group
Employability skills developed	<ul style="list-style-type: none"> • Working with a small team • Leading discussions with large groups • Working with abstract guidelines • Taking initiative • Meeting deadlines
How often	Roughly one hour per week with independent research time of approx. 1 additional hour Plus, 1 additional hour per month for the economics society
Responsible to	Mrs Mathew
Example of student who did this last year	A student who is interested in current affairs, enjoys reading widely, exploring a variety of opinions and perspectives.

Community Service - Economics

Description of role	<u>Economics ambassadors</u> <ul style="list-style-type: none"> • Team of 3-6 students • Represent Economics at Open Evenings and Sixth Form Open Evening • Economics displays <p>i.e. Meet with Year 11 students interested in studying the subject to help them determine if Economics is a good fit for them</p>
Employability skills developed	<ul style="list-style-type: none"> • Taking initiative • Confidently speaking with unfamiliar adults (and peers) • Thinking on your feet
How often	Two Open Evenings in the Autumn term, plus meeting with Year 11 students on an ad hoc basis (largely in November and June/July)
Responsible to	Mrs Mathew
Example of student who did this last year	An engaged and cheerful student who enjoys working in teams with good communication skills

Year 12 Community Service - Literacy

Description of role	<u>1:1 Reading Mentors:</u> You will attend the library in morning registration with the lower school and help as directed by the teacher. This will often involve sitting with one particular student and reading with them for 30 minutes, offering encouragement and guidance with decoding and comprehension. You may also be asked to assist with the administration of the intervention. This is a great opportunity for you to offer some real support where it is needed.
Employability skills developed	Patience, communication, timekeeping, organisation, teamwork, management
How often	You can sign up for one hour per week and will be allocated a regular slot to attend and an individual student to work with.
Responsible to	Ms Randall/Ms Morrish-Griffin
Example of student who did this last year	Students that help in 1:1 reading apply for a variety of degrees at University and are able to use this in their personal statement.

Year 12 Community Service - English

Description of role	<u>Classroom Assistant:</u> You will attend English lessons in the lower school and help as directed by the teacher. This may involve sitting with one particular student and working closely with them, or helping with the class by circulating and giving students assistance where it is needed. We tend to place you with students who find English more difficult, as that is where the most support is needed. This is a great opportunity for you to offer some real support where it is needed
Employability skills developed	Patience, communication, timekeeping, organisation, teamwork, management
How often	You can sign up for one or two hours per week and will be allocated a regular slot to attend for each class you have signed up for. The slot you are given will be chosen to match free periods within your timetable.
Responsible to	Ms Randall
Example of student who did this last year	A student that helped tutor in English applied for an English degree at University and was able to write in the personal statement their involvement in English lessons and it's benefits etc.

Year 12 community service - Year 8 Study Club Assistant

Description of role	<ul style="list-style-type: none"> • Help Year 8 students with the completion of lesson prep and revision for quarterly assessments • Mentor Year 8 students in organisational and time-management skills • Be a positive role model for Year 8 students and pass on your academic experience – discussing wider learning participation, academic progress and career aspirations
Employability skills developed	Patience, teaching experience, communication skills, organisation
How often	Once per week for one hour after school
Responsible to	Miss McKendry
Example of student who did this last year	N/A

Year 12 Community Service – Year 7-11 Learning & Inclusion Homework Club

Description of role	<ul style="list-style-type: none"> • Help our more vulnerable students from years 7-11 who have an Educational Health Care Plan, with the completion of lesson prep and revision techniques. • Working with students who require additional help especially Year 7 students transitioning to a main stream school. • Be a positive role model for Year 7-11 students and pass on your academic experience
Employability skills developed	Patience, teaching experience, communication skills, organisation and team work.
How often	One hour after school. This is available Monday to Thursday from 3.20 – 4.20 pm, in D Block, The ARC, SEN Department
Responsible to	Mrs Coates
Example of student who did this last year	We had a range of year 12 students who offered support and guidance in all subject areas, offering a variety of skills and subject knowledge who were highly valued. This will be looked upon favourably in applications for student leadership positions and in UCAS applications.

Y12 Community Service - Geography

Description of role	<p>EcoTeam EcoTeam was set up last year by a group of year 12s (now in year 13) who believe Twyford could and should be more sustainable.</p> <p>The sixth form EcoTeam both runs projects to improve the school environment and co-ordinates the lower school members of EcoTeam in their efforts to make changes for the better.</p> <p>It is up to member of EcoTeam to suggest changes they'd like to see and then organise to make them happen. Last year's projects included promoting the use of Ecosia in place of Google as a more sustainable search engine, planting flowers and shrubs to improve the quality of the school site and challenging the school to recycle more plastic.</p>
Employability skills developed	Team work, planning & organising, flexibility, time management, leadership, confidence, creativity
How often	Meetings once a fortnight and activities in between.
Responsible to	Ms Appleby
Example of student who did this last year	Students in EcoTeam last year went on to become student Head of Environment Sustainability and deputies. Other student members also found that it was a great way to meet other students on different courses and that they took great satisfaction from seeing the real and important improvements they were able to make to the school.

Year 12 Community service – History

Description of role	Classroom Assistant: You will attend History lessons in the lower school and help as directed by the teacher. This may involve sitting with one particular student and working closely with them, or helping with the class by circulating and giving students assistance where it is needed. We tend to place you in lower sets where students find History more difficult (in relation to understanding historical concepts, literacy, etc), as that is where the most support is needed. This is a great opportunity for you to offer some real support where it is needed.
Employability skills developed	Patience, communication, timekeeping, organisation, teamwork, management
How often	To be agreed with classroom teachers – normal expectation is 1 period per fortnight
Responsible to	Miss Lewis
Example of student who did this last year	A Year 12 student this year supported students with GCSE History booster sessions. Having completed the same qualification the year before, achieving an A grade, he was well placed to offer support to students who were finding aspects of the content and exam structure difficult. She has now used this to help her write her personal statement and also as evidence given to her Tutor for their reference.

Year 12 Community service – History

Description of role	Lunchtime Club Helper The History Department is looking for enthusiastic sixth formers to support in our two lunchtime clubs which are all about having fun with History. You will help run the activities and can suggest your own ideas and contributions. Horrible Histories – KS3 History Club Period 4a This club is for year 7 and 8 students. Using the popular book/tv series as inspiration this club brings historical events to life through drama and art. History Film Club – KS4 Period 4b This club is for GCSE History students and shows films which add a new perspective to the topics students are studying. Students can pick which films they would like to watch. Previous choices include Selma and Suffragette.
Employability skills developed	Patience, communication, timekeeping, organisation, teamwork, management
How often	Each week – time to be confirmed
Responsible to	Miss Smith
Example of student who did this last year	This is the first time Year 12 students have been offered this opportunity.

Year 12 Community service – History

Description of role	KS5 Literacy for History Helper: This is an 'office' based, administrative role. You will be given KS5 History text books and be asked to identify and collate word lists for the KS5 History Literacy booklet. This is a great opportunity for you not only to be able to contribute to the History Department, but also improve your own vocabulary.
Employability skills developed	An eye for detail. Please note – you do not have to have an amazing vocabulary already - You may be better able to spot difficult words if you don't!
How often	To be agreed with Mrs Easton – normal expectation is 1 period per fortnight
Responsible to	Mrs Easton
Example of student who did this last year	This is a new role, but is certainly something that can be included on your Personal Statement or in a teacher reference.

Year 12 Community Service – Careers Information, Advice and Guidance

Description of role	Ideally looking for a range of students who are confident at talking with students in the lower school about their own experiences of high school and sharing information about their journey into 6 th Form. <ul style="list-style-type: none"> • Support Careers Events in Schools in variety of ways including: Creating posters, talking to Tutor Groups, speaking in Assembly & helping with the careers fair • Share own advice and guidance to students via: Assemblies, Tutor Times and talking on camera Support three Year Groups: <ul style="list-style-type: none"> • Year 9 – Advice on Options to take at GCSE • Year 10 – Support with CV writing • Year 11 – Mentor students who will be going on to college
Employability skills developed	Gain confidence in public speaking, learn how to present to large audiences, develop your communication skills – verbal and written. Students will be able to support some students with their post-16 applications by mentoring 1:1 or small groups
How often	Meet twice per half term – opportunity to gain several hours over the year. This role doesn't have a huge impact on your time
Responsible to	Miss Adams
Example of student who did this last year	A student who did this last year was able to discuss in University interview how she developed her communication skills by sharing her own experiences.

Year 12 Community Service – Wellbeing Ambassador (Inclusion Department)

Description of role	<p>Student wellbeing* (<i>*the state of being comfortable, happy or healthy</i>) is important for lots of reasons:</p> <ul style="list-style-type: none"> ✓ It helps increase a young person's life chances and opportunities ✓ Helps you to flourish in your academic/ educational journey ✓ Provides you with the skills and confidence to manage your own- and others- mental health. <p>Wellbeing Ambassadors will help to promote mental health awareness amongst the student community at Twyford.</p> <p>Wellbeing Ambassadors' four main duties within the school community will be to:</p> <ol style="list-style-type: none"> 1. Increase mental health awareness within the Twyford community by planning activities for students in different year groups/ key stages. 2. Reduce stigma related to mental health problems and disorders by conducting campaigns within the school community. 3. Encourage a supportive and informative school culture related to mental health problems. 4. Keep the Wellbeing Noticeboard in the café and the COPIA Wellbeing page populated with information and wellbeing tips, as well as where to go for advice and further support.
Employability skills developed	Communication skills, problem solving skills, interpersonal skills, leadership skills, creative skills, listening and teamwork (amongst many others).
How often	<p>Half- termly briefings with the team of the ambassadors and staff lead, as well as helping to coordinate/ run and promote wellbeing initiatives during the year, most likely in the approach to Quarterly assessment weeks.</p> <p>An approximate time commitment of 1-2 hours a month, maybe more in the approach to a QA week.</p>
Responsible to	Mrs Roberts
Example of students who did this last year	Lily Flewitt Rowan Mackenzie-Hardy

Year 12 Community Service – Maths

Description of role	<p><u>Classroom Assistant:</u></p> <p>You will attend maths lessons in the lower school and help as directed by the teacher. This may involve sitting with one particular student and working closely with them, or helping with the class by circulating and giving students assistance where it is needed.</p> <p>We tend to place you with students who find maths more difficult, as that is where the most support is needed. This is a great opportunity for you to offer some real support where it is needed.</p>
Employability skills developed	Patience, communication, timekeeping, organisation, teamwork, management
How often	You can sign up for one or two hours per week and will be allocated a regular slot to attend for each class you have signed up for (during your free periods).
Responsible to	Mrs Arthur
Example of student who did this last year	A student that helped tutor in maths applied for a maths degree at university and was able to write in the personal statement their involvement in maths lessons and its benefits etc.

Year 12 Community Service – Maths

Description of role	<u>1-1 Tutor:</u> You will be assigned a student in year 7 or 8 and support them 1-1 with their maths. This will usually mean selecting a lunchtime slot and working with your student in a maths classroom on areas of their maths course which they are finding difficult.
Employability skills developed	Patience, communication, timekeeping, organisation, teamwork, management
How often	Once per week
Responsible to	Mrs Arthur and Mrs Alphonsus
Example of student who did this last year	New this year but would be a great way of developing your mathematical communication skills and would be a positive addition to a personal statement.

Year 12 Community Service – Maths

Description of role	<u>Support in Maths KS3 workshop:</u> Supporting in a maths workshop for our strongest maths students in year 7. This is a two hour workshop and you may have to miss a lesson – you would be expected to catch up on missed work.
Employability skills developed	Patience, communication, timekeeping, organisation, teamwork, management
How often	Once in the year
Responsible to	Mrs Arthur and Dr Doherty
Example of student who did this last year	New this year but would be a great way of developing your mathematical communication skills and would be a positive addition to a personal statement.

Year 12 Community Service - MFL

Subject	MFL (French / Spanish / German)
Description of role	<p><u>Classroom assistant:</u></p> <ul style="list-style-type: none"> • Supporting KS3 and 4 classes with speaking work (general conversation). Students should discuss which activities they should prepare with the teachers. This may also involve coaching year 7 students for the spelling bee (French/Spanish) <p><u>Clubs –assisting teachers and MFL reps with:</u></p> <ul style="list-style-type: none"> • Lunchtime Film club (y7-8) (French, Spanish, German) • Lunchtime Games club (y7-8): help supervise / co-run competitive team games and board games on key words in French/German /Spanish • Lunchtime Anime club (y9): help supervise screenings of anime, pick appropriate anime for students (in Japanese with subtitles) • Lunchtime Linguistics Olympiads club (y11, 12, 13): help prepare students for the national UKLO competition, solving riddles in a range of languages • Suggest and co-run new clubs depending on your interests <p><u>Displays / special events / competitions:</u></p> <ul style="list-style-type: none"> • Promoting MFL during Open Evenings • Co-run special events (European Day of Languages, Christmas cards workshops, Day of the Dead...) • Updating MFL noticeboards and classroom displays with trip photos, famous places/artists, revision tips... • Co-running and promoting competitions (Spelling bee, translation bee...) • Looking for authentic materials (Photos, songs, videos, Twitter and Instagram pages to follow...)
Employability skills developed	Communication, Planning (speaking tasks) & ICT skills, team work & organisation
How often	Weekly
Responsible to	Ms César, teacher of MFL
Example of student who did this last year	In the past, year 12 students who supported KS3 classes with their speaking skills became Head/Deputies of MFL

Year 12 Community Service - Music

Description of role	Lead student for music wider-learning groups <ul style="list-style-type: none"> Assist with an established School ensemble, taking registers, mentoring students, providing support to the ensemble leader.
Employability skills developed	Organisational skills, leadership skills, communication skills
How often	Weekly for 10 weeks approx. per term, 30-60 mins depending upon ensemble
Responsible to	Mrs McGonigal
Example of student who did this last year	Students taking A-level Music or A-level Music Technology would be well-suited to this role, and students taking these courses are asked to take at least one community service role in the Music Department.

Year 12 Community Service - Music

Description of role	Lead student for Specialist Musician <ul style="list-style-type: none"> Assist with Specialist Musician Advanced Musical Skills class. Mentoring students in skills such as music theory, sight-singing, harmony, composition. Knowledge of up to Grade 5 theory is needed for this role.
Employability skills developed	Organisational skills, teaching skills, communication skills
How often	Weekly for 10 weeks approx. per term, 45 mins
Responsible to	Mrs McGonigal
Example of student who did this last year	Students taking A-level Music or A-level Music Technology would be well-suited to this role, and students taking these courses are asked to take at least one community service role in the Music Department.

Year 12 Community Service - Music

Description of role	Classroom Teacher Helper: Supporting KS3 classes. Year 7: helping students in keyboard classes. Year 8: helping students in guitar classes. You should be sufficiently experienced on one or more of these instruments to be able to support a beginner learner.
Employability skills developed	Teaching, working with young people, music performance skills.
How often	30 minutes a week.
Responsible to	Mrs Swadkin, Head of Music
Example of student who did this last year	Students taking A-level Music or A-level Music Technology would be well-suited to this role, and students taking these courses are asked to take at least one community service role in the Music Department. Students who chose this route were able to make convincing applications to the role of Head of Music at Twyford, a position of responsibility which will stand them in great stead in future university applications.

Year 12 Community Service – Music Technology

Description of role	Running and assisting with Music Technology Club
Employability skills developed	Teaching, working with young people, music technology skills.
How often	30 minutes a week.
Responsible to	Mr Ahira - Head of Music Technology
Example of student who did this last year	A Year 12 student who assisted us has gained more confidence and knowledge, taking on a student leadership role in Year 13.

Year 12 Community Service - Photography

Description of role	Technician and Events Photographer Organisation of darkroom and studio Photography events in school diary
Employability skills developed	communication, timekeeping, organisation, teamwork, management
How often	Events happen throughout the year Technician once a week one/ two hour
Responsible to	Miss Conway/ Mr Robinson
Example of student who did this last year	Students who have done this role have put it in their personal statement when apply for a Photography degree, Art Foundation, Graphics degree.

Year 12 Community Service – Physical Education

Description of role	Sports Coach : Lead sessions for students in our Key Stage 3 sports teams. The full list of teams that need coaching will be available in September but it will cover a wide variety of sports. There is also a need for assistance within PE lessons in p5/6 on a Monday –Thursday afternoon in the various sports and at Trampolining club during a lunchtime
Employability skills developed	Confidence, delegation, organisation, responsibility, planning, leadership
How often	1 hour per week minimum for at least one session.
Responsible to	PE Department
Example of student who did this last year	This year, a student had responsibility for a junior netball team and would often take students to tournaments and assist in umpiring and coaching junior school students in fixtures and at after school training.

Year 12 Community Service – Politics

Description of role	<u>Classroom Assistant:</u> You will attend history lessons in the lower school and help as directed by the teacher - this may involve sitting with one particular student or helping with the class by circulating and giving students assistance when it is needed. We tend to place you with students who find history difficult.
Employability skills developed	Patience, communication, timekeeping, organisation, teamwork, management.
How often	You can sign up for one or two hours per week, with a regular slot. The slot you are given will be chosen to match free periods within your timetable.
Responsible to	Mr Roberts
Example of student who did this last year	N/A

Year 12 Community Service - Psychology

Description of role	<i>Option 1</i> = As the year progresses, if you feel confident in one of the topics – it would benefit you and other students if you would offer your time to come to M4 and tutor another year 12 / small group of year 12s fortnightly on that topic. This could take place on a lunchtime. <i>Option 2</i> = Agree to help create useful psychological showpieces for the walls in the M4 classroom. This cannot simply be printed articles, as nobody will read them! However if you have come across / research an interesting study in psychology, you could create something more visual, perhaps with some pictures and the key message to be put on the wall. I can provide the sugar-paper and other resources needed.
Employability skills developed	Communication to people at different levels – peers / parents, professionalism, time management
How often	One off event / fortnightly
Responsible to	Miss Mitchell
Example of student who did this last year	A student who helped out at open evening was able to say on their personal statement, that they had been a role model for the subject to prospective students and parents, effectively communicating to them the skills required from a first-hand perspective.

Year 12 Community Service – Religious Studies

Description of role	<p><u>Classroom Assistant:</u> You will attend RE lessons in the lower school and help as directed by the teacher. This may involve sitting with one particular student and working closely with them, or helping with the class by circulating and giving students assistance where it is needed.</p> <p>We tend to place you with students who find writing more difficult, as that is where the most support is needed.</p> <p>This is a great opportunity for you to offer some real support where it is needed.</p>
Employability skills developed	Patience, communication, timekeeping, organisation, teamwork, management
How often	You can sign up for one or two hours per week and will be allocated a regular slot to attend for each class you have signed up for. <i>The slot you are given will be chosen to match free periods within your timetable.</i>
Responsible to	Miss Holloway
Example of student who did this last year	Students who helped out in RE lessons lower down the school applied for and gained student leadership positions. The rapport they had built with some of the more challenging students in the school through helping out in their lessons meant that they were more confident applying for roles which involve lots of contact with younger years. I have also included this responsibility and their proactive attitude in university references.

Year 12 Community Service - Science

Description of role	<u>STEM Interform:</u> A STEM project will be completed once a term. You will be responsible for helping design and run interform STEM activities for Y7, Y8, and Y9. This will include planning a competition, helping students as they carry it out and recording interform scores.
Employability skills developed	Patience, communication, timekeeping, organisation, teamwork, management, enthusiasm
How often	You can sign up for one interform each term
Responsible to	Mr Hepburn & the student heads of STEM
Example of student who did this last year	Y12s who supported this last year (the first year of STEM interform) are now Heads of STEM in the student leadership team

Year 12 Community Service - Science

Description of role	<u>Triple S Club:</u> This is a lunchtime drop in club for students to seek help with classwork/homework or discuss ideas in science they find interesting. Your role will involve assisting pupils in the most appropriate way; either encouraging their interest in the sciences or providing support to students seeking it
Employability skills developed	Patience, communication, timekeeping, organisation, teamwork, management
How often	You will commit to one period 4 session a fortnight, this will be offered to fit with your timetable
Responsible to	Ms Helsdon
Example of student who did this last year	A student who helped with Triple S club last year was able to talk about all the skills he obtained during his interviews. He secured places at Cambridge and Imperial to study Chemical Engineering.

Year 12 Community Service - Science

Description of role	<u>Science Clubs</u> Science clubs takes place with year 7, 8, and 9 pupils and you will attend a science club once a week. You will be responsible for helping students carry out practical experiments and explain the theory behind the experiment to them.
Employability skills developed	Patience, communication, timekeeping, organisation, teamwork, management
How often	You can sign up for one lunch time a week for a half term. Science club will take place on a lunch time.
Responsible to	Mr Bradley and other staff running clubs
Example of student who did this last year	A student who helped at science club last year was able to talk about the skills and knowledge they obtained in their medical interviews.

Year 12 Community Service - Science

Description of role	<p>Science Classroom Assistant:</p> <p>You will attend Y7, Y8 or Y9 science lessons and help as directed by the teacher. This may involve sitting with one particular student and working closely with them, or helping with the class by circulating and giving students assistance where it is needed. During class practicals you will greatly support students to ensure they can carry out their work safely</p> <p>This is a great opportunity for you to offer some real support where it is needed. You will get to know the students very well</p>
Employability skills developed	Patience, communication, timekeeping, organisation, teamwork, management
How often	You can sign up for one or two hours per week and will be allocated a regular slot to attend for a class you have signed up for
Responsible to	Mr Hepburn / your science teachers
Example of student who did this last year	Students who helped out in science lessons lower down the school applied for and gained student leadership positions. The rapport they had built with some of the more challenging students in the school through helping out in their lessons meant that they were more confident applying for roles which involve lots of contact with younger years. The responsibility is regularly used in student references and UCAS statements

Year 12 Community Service - Tutoring

Subject	KS3/4 Subject Tutoring
Description of role	<p>You will be assigned to a Year 7/8/9/10/11 student in a chosen subject. You will meet with your assigned student weekly/fortnightly and help tutor them.</p> <p>This may include help with homework/prep or exam preparation.</p> <p>The year 7 and 8 students will be selected based on any difficulties they are having in subjects, not their behaviour.</p> <p>Subjects that students need support with are: English, Maths, Science, History, Geography, RE, French and Spanish.</p>
Employability skills developed	Coaching is a very useful skill to have and is valuable in the work place. Showing empathy for someone younger and supporting them to achieve is also a very rewarding experience. Time management, organisation, teamwork.
How often	Once per week, at lunch times. Days to be confirmed.
Responsible to	<p>Miss Johnston (Head of Year 7)</p> <p>Ms McKendry (Head of Year 8)</p> <p>Mr Hird (Head of Year 9)</p> <p>Mr Flynn (Head of Year 10)</p> <p>Miss Ighorae (Head of Year 11)</p> <p>Mr El-Emam (Head of Year 12)</p>
Example of student who did this last year	This will be looked upon favourably in applications for student leadership positions and in UCAS applications.