



Blackwater Community School
2025/2026 Cara Job Description

Summary of Position

To help new students to settle into BCS by organising groups activities and providing support and guidance throughout their first year. Drawing on your own experience of what it was like to come to BCS for the first time, you will help new students feel welcome and assist them in making new friends so that they get the most of their school experience. The enthusiasm and commitment of our Cairde is the most important factor in the programme's success.

Principal Duties and Responsibilities

- Receive training on becoming a Cara during your school holidays in August
- Help First Year Head and Tutors with the new first year students during their induction day
- Be available in first year area for morning, break times and after school throughout the school year
- Organise interclass leagues in the first term
- Be available for check in points at Year Head discretion
- Attend and help with tour groups on school Open Night
- Attend and help at Parent-Teacher Meetings
- Organise first year quiz
- Organise Easter Egg Hunt
- Attend end of year school trip for first years
- Attend Group Meetings
- Help new students to access the school's support services where appropriate. This is an important role for a Cara. Sometimes students can be reluctant to seek help. A little encouragement from a fellow student is often all it takes to overcome this difficulty.
- Serve as a positive role model
- Participate in the evaluation of the programme when it is over