

OFFICIAL

**Ideas
person**

OFFICIAL

**Progress
checker**

OFFICIAL

Artist

OFFICIAL

Referee

OFFICIAL

Organiser

OFFICIAL

**Knowledge
Hunter**

OFFICIAL

I.T advisor

OFFICIAL

Encourager

OFFICIAL

**SPAG
expert**

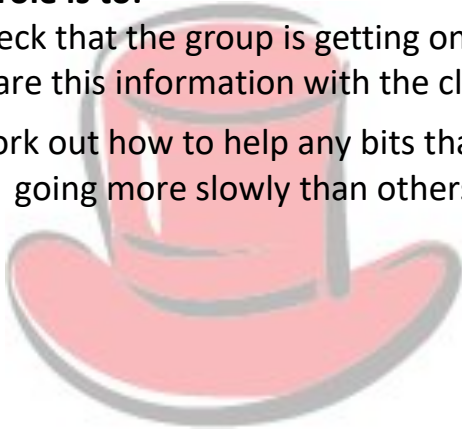
OFFICIAL

**Quality
control**

JOB DESCRIPTION

Your role is to:

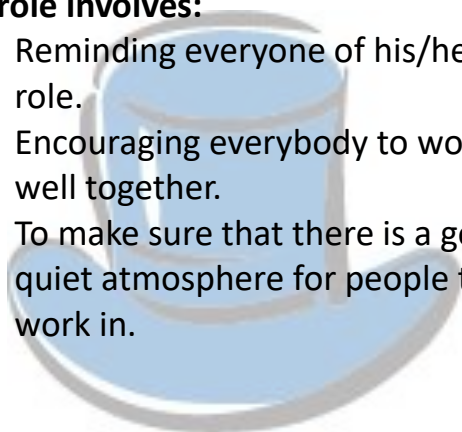
- Check that the group is getting on OK.
- Share this information with the class.
- Work out how to help any bits that are going more slowly than others



JOB DESCRIPTION

Your role involves:

- Reminding everyone of his/her role.
- Encouraging everybody to work well together.
- To make sure that there is a good, quiet atmosphere for people to work in.

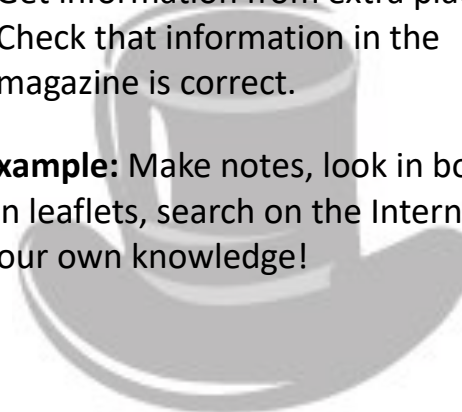


JOB DESCRIPTION

Your role is to:

- Get information from extra places
- Check that information in the magazine is correct.

For example: Make notes, look in books, look in leaflets, search on the Internet, use your own knowledge!

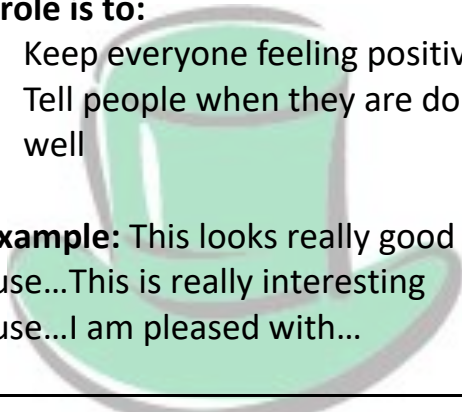


JOB DESCRIPTION

Your role is to:

- Keep everyone feeling positive
- Tell people when they are doing well

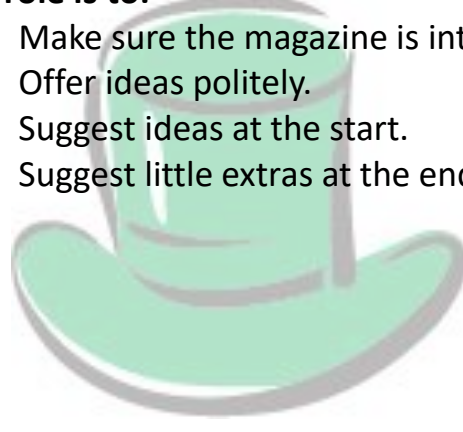
For example: This looks really good because...This is really interesting because...I am pleased with...



JOB DESCRIPTION

Your role is to:

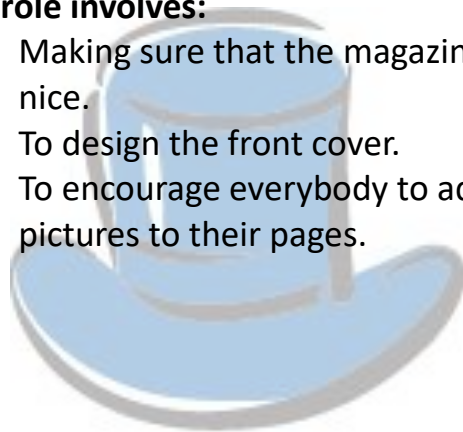
- Make sure the magazine is interesting.
- Offer ideas politely.
- Suggest ideas at the start.
- Suggest little extras at the end.



JOB DESCRIPTION

Your role involves:

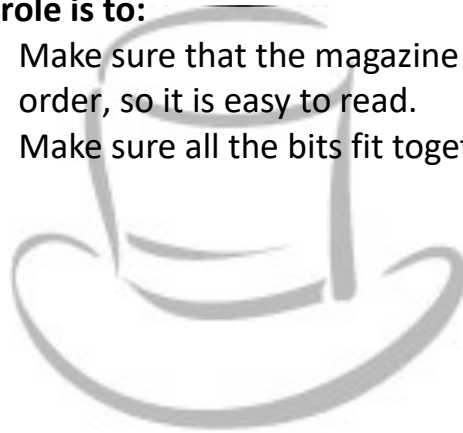
- Making sure that the magazine looks nice.
- To design the front cover.
- To encourage everybody to add pictures to their pages.



JOB DESCRIPTION

Your role is to:

- Make sure that the magazine is in order, so it is easy to read.
- Make sure all the bits fit together.

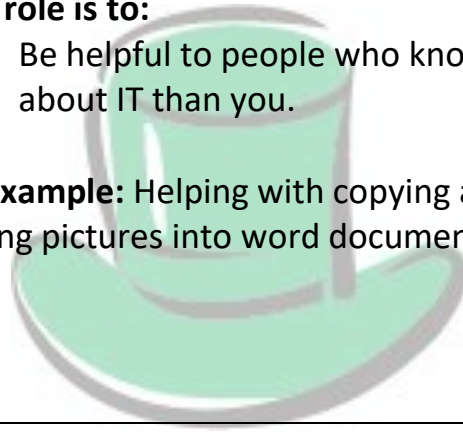


JOB DESCRIPTION

Your role is to:

- Be helpful to people who know less about IT than you.

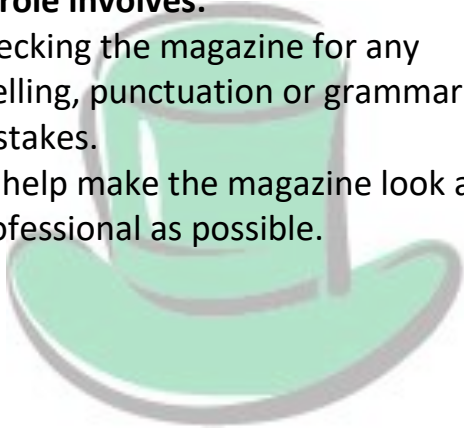
For example: Helping with copying and pasting pictures into word documents.



JOB DESCRIPTION

Your role involves:

- Checking the magazine for any spelling, punctuation or grammar mistakes.
- To help make the magazine look as professional as possible.



JOB DESCRIPTION

Your role is to:

- Remind people to use the SPAG place mats.
- Help people who are struggling with spelling.
- Make sure people are using good English.
- Help people check their work at the end

