



Lesson 2 We Are a Team

You will need:

- Interactive Storybook Charity Job Week KS2.
- **RESOURCE 2.1**
Job Specification Sheets
- **RESOURCE 2.2**
My Skills and Experience Sheet
- **RESOURCES 2.3 – 2.4**
We are a Team and Right Person for the Job sheets
- **RESOURCE 2.5**
Reflection Sheet

Lesson Outcomes

Children will practice communication, reflection, speaking and listening skills in the context of applying for jobs. Children will explore their personal skills and qualities that will contribute to their value as part of a business team.

The Activity

Recruitment

- Working in small, mixed ability groups distribute the job specification sheets among half the groups - these are 'recruiters'.
- Ask them to write down what duties a person might perform in that role within the carwash enterprise team.
- Next ask them to select the essential skills and qualities required for a candidate to be shortlisted for that job.
- Once they have done this ask them to devise some interview questions for applicants that will ensure they can demonstrate that they have the skill - it might also be a simple task or test such as asking the applicant to write a short letter to someone. Others might be to ask for a relevant test such as "introduce yourself politely to the teacher" etc.

Identifying skills for employment (CV)

- Meanwhile the other half of the groups use the "My Skills and Qualities" sheet to reflect on and select their relevant skills, thinking of examples of when they have demonstrated that skill e.g.: 'Work well with others' could apply to a time they helped to put out chairs into rows for the assembly etc.
- The purpose is to encourage them to recognise and consider their 'marketable' transferable skills.

Job Application

- Ask all the groups to spread out the job descriptions they have prepared with the skills marked on them. The applicant groups then use these to mark the jobs they think they could apply for, based on their skills. Hopefully each person will be able to match at least one job with their skills. Put this to one side for now.
- Distribute the picture of the Carwash Team with their Skills and Qualities and the Right Person for the Job sheet. Ask the children to match the jobs to the characters in the team.

Practice interviews

- Put the children in pairs to do practice interviews. Each pair is comprised of an applicant and a recruiter. Using the application for a chosen job, the recruiter practices asking the drafted questions for the post and the applicant replies, discussing the examples they have identified. (The job and the skills/question should all now match.)

Reflection:

- Children use the Reflection Sheet to summarise their skills and qualities (or to conduct a peer review).

Extend: English

Write a letter of recommendation or reference for a friend for a job.



JOB SPECIFICATION

Car Washer

Duties:

Qualities & skills required for the job	Question to ask at the interview	Essential?
To work well in a team with others		<input type="checkbox"/> Yes <input type="checkbox"/> No
To be good at solving problems		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to help with working out money (maths)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to work hard and concentrate on tasks		<input type="checkbox"/> Yes <input type="checkbox"/> No
Friendly and good with people		<input type="checkbox"/> Yes <input type="checkbox"/> No
Good at joining in and team work		<input type="checkbox"/> Yes <input type="checkbox"/> No
Careful to keep themselves and others safe		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to keep records and notes		<input type="checkbox"/> Yes <input type="checkbox"/> No

Accountant/ Treasurer

Duties:

Qualities & skills required for the job	Question to ask at the interview	Essential?
To work well in a team with others		<input type="checkbox"/> Yes <input type="checkbox"/> No
To be good at solving problems		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to help with working out money (maths)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to work hard and concentrate on tasks		<input type="checkbox"/> Yes <input type="checkbox"/> No
Friendly and good with people		<input type="checkbox"/> Yes <input type="checkbox"/> No
Good at joining in and team work		<input type="checkbox"/> Yes <input type="checkbox"/> No
Careful to keep themselves and others safe		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to keep records and notes		<input type="checkbox"/> Yes <input type="checkbox"/> No

Marketing Person

Duties:

Qualities & skills required for the job	Question to ask at the interview	Essential?
To work well in a team with others		<input type="checkbox"/> Yes <input type="checkbox"/> No
To be good at solving problems		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to help with working out money (maths)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to work hard and concentrate on tasks		<input type="checkbox"/> Yes <input type="checkbox"/> No
Friendly and good with people		<input type="checkbox"/> Yes <input type="checkbox"/> No
Good at joining in and team work		<input type="checkbox"/> Yes <input type="checkbox"/> No
Careful to keep themselves and others safe		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to keep records and notes		<input type="checkbox"/> Yes <input type="checkbox"/> No

Graphic Artist

Duties:

Qualities & skills required for the job	Question to ask at the interview	Essential?
To work well in a team with others		<input type="checkbox"/> Yes <input type="checkbox"/> No
To be good at solving problems		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to help with working out money (maths)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to work hard and concentrate on tasks		<input type="checkbox"/> Yes <input type="checkbox"/> No
Friendly and good with people		<input type="checkbox"/> Yes <input type="checkbox"/> No
Good at joining in and team work		<input type="checkbox"/> Yes <input type="checkbox"/> No
Careful to keep themselves and others safe		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to keep records and notes		<input type="checkbox"/> Yes <input type="checkbox"/> No

JOB SPECIFICATION

Event Coordinator

Duties:

Qualities & skills required for the job	Question to ask at the interview	Essential?
To work well in a team with others		<input type="checkbox"/> Yes <input type="checkbox"/> No
To be good at solving problems		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to help with working out money (maths)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to work hard and concentrate on tasks		<input type="checkbox"/> Yes <input type="checkbox"/> No
Friendly and good with people		<input type="checkbox"/> Yes <input type="checkbox"/> No
Good at joining in and team work		<input type="checkbox"/> Yes <input type="checkbox"/> No
Careful to keep themselves and others safe		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to keep records and notes		<input type="checkbox"/> Yes <input type="checkbox"/> No

JOB SPECIFICATION

Team Supervisor

Duties:

Qualities & skills required for the job	Question to ask at the interview	Essential?
To work well in a team with others		<input type="checkbox"/> Yes <input type="checkbox"/> No
To be good at solving problems		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to help with working out money (maths)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to work hard and concentrate on tasks		<input type="checkbox"/> Yes <input type="checkbox"/> No
Friendly and good with people		<input type="checkbox"/> Yes <input type="checkbox"/> No
Good at joining in and team work		<input type="checkbox"/> Yes <input type="checkbox"/> No
Careful to keep themselves and others safe		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to keep records and notes		<input type="checkbox"/> Yes <input type="checkbox"/> No

Secretary

Duties:

Qualities & skills required for the job	Question to ask at the interview	Essential?
To work well in a team with others		<input type="checkbox"/> Yes <input type="checkbox"/> No
To be good at solving problems		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to help with working out money (maths)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to work hard and concentrate on tasks		<input type="checkbox"/> Yes <input type="checkbox"/> No
Friendly and good with people		<input type="checkbox"/> Yes <input type="checkbox"/> No
Good at joining in and team work		<input type="checkbox"/> Yes <input type="checkbox"/> No
Careful to keep themselves and others safe		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to keep records and notes		<input type="checkbox"/> Yes <input type="checkbox"/> No

JOB SPECIFICATION

Team Manager

Duties:

Qualities & skills required for the job	Question to ask at the interview	Essential?
To work well in a team with others		<input type="checkbox"/> Yes <input type="checkbox"/> No
To be good at solving problems		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to help with working out money (maths)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to work hard and concentrate on tasks		<input type="checkbox"/> Yes <input type="checkbox"/> No
Friendly and good with people		<input type="checkbox"/> Yes <input type="checkbox"/> No
Good at joining in and team work		<input type="checkbox"/> Yes <input type="checkbox"/> No
Careful to keep themselves and others safe		<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to keep records and notes		<input type="checkbox"/> Yes <input type="checkbox"/> No

MY SKILLS AND EXPERIENCE

Name:

The job I would like

Qualities & skills required for the job	A time when I have shown I can do this
<input type="checkbox"/> I work well in a team with others.	
<input type="checkbox"/> I am good at solving problems.	
<input type="checkbox"/> I can help with adding and working out money.	
<input type="checkbox"/> I am prepared to work hard and concentrate on tasks.	
<input type="checkbox"/> I can be friendly.	
<input type="checkbox"/> I am good at joining in.	
<input type="checkbox"/> I am careful to keep me and others safe.	
<input type="checkbox"/> I am able to keep records and notes.	

WE ARE A TEAM!

Tom is strong and works hard. He always finishes what he starts and works really well with other people

Clare is good at art and good at solving problems

Sue doesn't mind hard work, she is always happy to help others and join in

Tasmin is good at maths and writing. She is very organised, she even writes for the school newspaper



Leon wants to be a business man when he grows up - he is very organised and good at getting others organised too

Joe wants to be the worlds best fundraiser - ever! He is great at getting people involved and being enthusiastic about new things

Tariq is very good at talking to people and is good on the telephone because he is very pleasant and polite and speaks clearly. He helps his mum, collecting the money at her slimming club and writing it on the record sheet

Tara is good at saving and making money doing chores. She likes working out problems and puzzles

RIGHT PERSON FOR THE JOB?

Tom could apply
for...

Clare could apply
for...

Sue could apply
for...

Tasmin could apply
for...



Leon could apply
for...

Joe could apply
for...

Tariq could apply
for...

Tara could apply
for...

REFLECTION SHEET

The Carwash Team think you are amazing and they want to shout about it! Put all your (or your friend's) skills and qualities in the bubbles so the team can tell the world how great you are!

We think is a brilliant team member because...

The illustration shows a group of eight diverse children of various ethnicities and ages, all smiling. They are arranged in a cluster. The children include a boy with glasses and a purple shirt, a boy with a white t-shirt, a girl with orange hair in a green shirt, a girl with a yellow shirt, a girl with a blue jacket, a girl with a red and blue shirt, and a girl with glasses in a yellow shirt. Dotted lines connect the top and bottom of several light blue speech bubble shapes to the children, indicating where to place their skills and qualities.