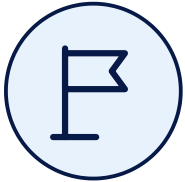


Group roles

Cut out the cards. Each person takes one job.



Leader



YOUR JOB

- Keep the group on task.
- Make sure everyone has a say.
- Check the group understands the task.

YOU MIGHT SAY

“What do you think, ...?”

“Let’s check we all agree.”

NAME _____

Recorder



YOUR JOB

- Write down the group’s ideas.
- Check spellings of key words.
- Read notes back to the group.

YOU MIGHT SAY

“Can you say that again, please?”

“Shall I read it back to you?”

NAME _____

Timekeeper



YOUR JOB

- Watch the time.
- Give reminders, such as “five minutes left”.
- Help the group plan its time.

YOU MIGHT SAY

“We have five minutes left.”

“How long shall we spend on this part?”

NAME _____

Reporter



YOUR JOB

- Share the group’s ideas with the class.
- Practise what to say.
- Speak clearly.

YOU MIGHT SAY

“Our group found out that ...”

“Can I practise what I will say?”

NAME _____



More roles, then rotate

GROUP NAME _____ CLASS _____ DATE _____

Resource manager



YOUR JOB

- Collect and return equipment.
- Keep the table tidy.
- Ask the teacher questions for the group.

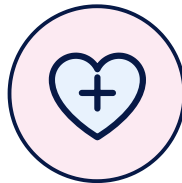
YOU MIGHT SAY

"I will fetch what we need."

"Can I ask the teacher for us?"

NAME _____

Encourager



YOUR JOB

- Praise good ideas.
- Invite quiet members to speak.
- Help the group stay kind.

YOU MIGHT SAY

"That is a great idea because ..."

"We would love to hear from you, ..."

NAME _____

Our rotation tracker

Write the task on the left. Then write each person's initials under the role they take. Change roles for the next task.

TASK	LEADER	RECORDER	TIMEKEEPER	REPORTER	RESOURCE MANAGER	ENCOURAGER
Task 1 _____						
Task 2 _____						
Task 3 _____						
Task 4 _____						

🔗 Every role matters. A group works best when everyone does their part. 🔗