# **Person Specification –** Head Prefect Post 2017/18

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| **Expectations of the Post** |
| In addition to the expectations of the prefect role, the 4 head prefects (2 head prefects and 2 deputy head prefects) are also given the following duties:* Leadership of the prefect team
* Whole school leadership duties
* Strategic input
* Support Pupil voice initiatives
* Represent school
* Buddy project
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| **Leadership of the prefect team** | * Lead monthly prefect assemblies/meetings
* Meet DHT (S6) regularly to support co-ordination of prefects and the prefect roles
* Support senior prefects – eg with the creation and implementation of the prefect duty rotas
* Monitor and control the attendance of prefects to support after school events, parent’s nights, etc
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| **Whole School leadership duties** | *Support SLT roles where appropriate eg* * Show visitors/new pupils around school
* Involvement in process of appointing new staff
* Speak at the annual awards ceremony
* Support projects with other schools
* Represent the school at events eg Stirling Council events, other school’s Christmas Dances
* Attend Parent Council Meetings
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| **Strategic**  | *Meet with the Head Teacher:** once per week
* provide weekly update
* discuss, support and suggest school priorities
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| **Pupil voice** | * Lead, attend and co-ordinate pupil council meetings
* Summarise feedback of meetings
* Look for information and solutions to issues raised
* Update “You said We did” board
* Lead assemblies to share feedback from pupil council
* Notice board
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| **Buddy Project** | * Arrange 1:2:6 groupings
* Facilitate meetings – provide discussion topics/activities
* Gather feedback
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| **Desired Criteria for the Post** |
| **Experience** | * Active participation in clubs, extra curricular activities, etc
* It would be an advantage if candidates could demonstrate participation in, school/community events, sports clubs/and any other positions of responsibility in and out of school
* Knowledge gained from work experience, employment, volunteering
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| **Skills + Qualities** | * Communicate effectively
* Excellent time keeping skills
* Interpersonal skills, ability to lead younger students in a calm and professional manner
* Organisational skills
* Ability to take initiative
* Positive caring approach, a commitment to young people
* Excellent attendance and punctuality
* Positively promote Balfron High School at all times
* Support and promote the school values
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**The Selection process**

**1 Application form:**

* The Prefect Leadership Application Form, which allows application for any/all of the leadership posts, should be completed and returned to Mrs Patrick by Wednesday 7th June in the box in the DHT office.
* **You must speak to Mrs Patrick in person on Monday 5th June if you are applying for a Head Prefect post as the filming should be completed on Tuesday 6th June.**
* Your application for Head Prefect will be considered by the Senior Leadership Team - those prefects who meet the criteria will proceed to stage 2 (speech).

**2 Speech:**

* + Your speech should last no more than 2 minutes (the clip will stop at 2 minutes).
	+ This will be filmed in school by Mr Barwick (ICT technician) on Tuesday 6th June – please book a slot with Mr Barwick on Monday 5th June.
	+ You must be wearing school uniform and you will be recorded with a head and shoulders view.
	+ No distractions are appropriate during this video clip.
	+ You should describe why you would make a good head prefect and what would make you a good **leader** of the prefect team (it should not be a description of what **you** want to change).
* The video clips/speeches of all successful candidates will be shown to all pupils and staff in school on Thursday 8th June during form class.
* S6 pupils and staff will vote for their preferred head girl and head boy – form class leaders will create a tally of the votes and return their totals to Mrs Patrick at the end of form.
* Each S2-S5 form class will also cast a class vote for a head boy and head girl and send their result to Mrs Patrick who will create a shortlist.

**3 Interview:**

* The top candidates following the speeches process will be short listed and invited for interview.
* The interviews will take place on Friday 9th June from 12 noon.
* The interviews will be led by the Head Teacher with the Depute Head Teacher (responsible for S5/6), last year’s head prefects and an external partner.

*Please see Mrs Patrick with any questions.*