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

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| **Expectations of the Post** |
| In addition to the expectations of the prefect role, each class will vote for 2 Senior Prefects who will be given the following duties:* Leadership duties
* Prefect Duty Rota
* Pupil Council
* Graduation
* Future Pathways Team
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| **Leadership duties**  | * Attend meetings with all of the prefect leadership team and the Depute Headteacher responsible for S5/6 pupils.
* Take part in assemblies where appropriate.
* Support events eg sell water on Sports day
* You will be the contact person in your class in terms of sharing/gathering information as appropriate.
* Use of social media – follow BHS prefects on twitter or facebook and share information with your class.
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| **Prefect Duty Rota**  | * Senior Prefects will create a rota for the prefects they are responsible for (in their class)
* You must liaise with your class to ensure that the days/dates suit for the duties.
* You will ensure that all prefects are aware of that rota and are reminded regularly.
* You must monitor that rota and liaise with the DHT S5/6 if there are any issues.
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| **Pupil Council**  | * Senior prefects will attend pupil council meetings (on a rota with the head prefects) and will take the minutes of that meeting.
* Senior Prefects will also ensure that the election for a pupil council representative for their form class is carried out (and a backup is also elected).
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| **Graduation** | * Senior Prefects will create and perform the speech for the pupils in their form class at the Graduation Ceremony.
* This speech must be verified by your home area Principal Teacher and performed for the DHT at the rehearsal for the Graduation to check the timing.
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| **Future Pathways Team** | * Senior prefects will attend the Future Pathways Team meetings and be the link with the younger future pathways team members.
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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**

**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.
* Senior prefect applications will be checked (and copied) then given to the Principal teacher of your home area.
* Your application form will be considered by the Principal teacher of your home area and DHT for your house - prefects who meet the criteria will be invited to write a speech.

**Speech:**

* + All potential senior prefects will perform their speech to their class by Monday 19th June.
	+ The speech and voting will be arranged and planned by the Principal Teacher of your home area.
	+ The 2 candidates who receive the most votes will be elected as Senior Prefects.

*Please see Mrs Patrick with any questions.*