



Person Specification – Senior Prefect Post 2019/20

Expectations of the Post	
<p>In addition to the expectations of the prefect role, each class will vote for 2 Senior Prefects who will be given the following duties:</p> <ul style="list-style-type: none"> • Leadership duties • Prefect Duty Rota • Pupil Council • Graduation • Future Pathways Team • Communication with your class 	
Leadership duties	<ul style="list-style-type: none"> - 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.
Prefect Duty Rota	<ul style="list-style-type: none"> - 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.
Pupil Council	<ul style="list-style-type: none"> - 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).
Graduation	<ul style="list-style-type: none"> - 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.
Future Pathways Team	<ul style="list-style-type: none"> - Senior prefects will attend the Future Pathways Team meetings and be the link with the younger future pathways team members.

Desired Criteria for the Post	
Experience	<ul style="list-style-type: none"> - 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
Skills + Qualities	<ul style="list-style-type: none"> - 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

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 the end of the day on Friday 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 21st 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.