



Person Specification – Head Prefect Post 2020/21

Expectations of the Post	
<p>In addition to the expectations of the prefect role, the head prefects are also given the following duties:</p> <ul style="list-style-type: none"> • Leadership of the prefect team • Whole school leadership duties • Strategic input • Support Pupil voice initiatives • Represent school • Buddy project 	
Leadership of the prefect team	<ul style="list-style-type: none"> - Lead monthly prefect assemblies/meetings (as required) - 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
Whole School leadership duties	<p><i>Support SLT roles where appropriate eg</i></p> <ul style="list-style-type: none"> - 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
Strategic	<p><i>Meet with the Head Teacher:</i></p> <ul style="list-style-type: none"> - once per week - provide weekly update - discuss, support and suggest school priorities
Pupil voice	<ul style="list-style-type: none"> - 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
Buddy Project	<ul style="list-style-type: none"> - Arrange 1:2:6 groupings - Facilitate meetings – provide discussion topics/activities - Gather feedback

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

Stage 1 Application form:

- Anyone interested in applying for Head Prefect should email Mrs Patrick (patrickt01s@glow.sch.uk) by **25th May** to confirm interest in post and allow sharing of information re video clips, voting, etc.
- The Prefect Leadership Application Form, which allows application for any/all of the leadership posts, should be completed and returned to your Principal Teacher (home area) by **29th May**.
- **Your PT will sent approved applications to Ms Bannatyne and Mrs Patrick for consideration. Mrs Patrick will then contact you to discuss how to save/send your video clip**
- All applications for Head Prefect will be considered by the Senior Leadership Team - those prefects who meet the criteria will proceed to stage 2 (speech/video).

Stage 2 Speech (Video):

- Your speech should last no more than 2 minutes (the clip will stop at 2 minutes).
- 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.
- Pupils and staff will vote for their preferred head prefects.

Stage 3 Interview:

- The candidates with the most votes will be short listed and invited for interview.
- The interviews are likely to take place after 3rd June.
- 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 contact Mrs Patrick with any questions.