



# Person Specification – Senior Prefect Post 2020/21

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"> <li>• Leadership duties</li> <li>• Prefect Duty Rota</li> <li>• Pupil Council</li> <li>• Graduation</li> <li>• Future Pathways Team</li> <li>• Communication with your class</li> </ul>	
<b>Leadership duties</b>	<ul style="list-style-type: none"> <li>- Attend meetings with all of the prefect leadership team and the Depute Headteacher responsible for S5/6 pupils.</li> <li>- Take part in assemblies where appropriate.</li> <li>- Support events eg sell water on Sports day</li> <li>- You will be the contact person in your class in terms of sharing/gathering information as appropriate.</li> <li>- Responsibility for <b>recycling</b> in home area – arrange and co-ordinate recycling bags to be taken to lift area (TBC)</li> <li>- Facilitate and Support the <b>buddying system</b> with S1 form class – this will involve working closely with your PT home area and the head prefect team</li> <li>- Communication – join a messenger group with Mrs Patrick, all SPs and HP team + create text/messenger group with all pupils in form class to allow cascading of information.</li> <li>- Leadership teams – support sign up</li> </ul>
<b>Prefect Duty Rota</b>	<ul style="list-style-type: none"> <li>- Senior Prefects will create a rota for the prefects they are responsible for (in their class)</li> <li>- You must liaise with your class to ensure that the days/dates suit for the duties.</li> <li>- You will ensure that all prefects are aware of that rota and are reminded regularly (use of the board in the atrium)</li> <li>- You must monitor that rota and liaise with the DHT S5/6 if there are any issues.</li> <li>- Saltire (volunteering) hours → encourage sign up and issue time sheets</li> </ul>
<b>Pupil Council</b>	<ul style="list-style-type: none"> <li>- Senior prefects will attend pupil council meetings (on a rota with the head prefects) and will take the minutes of that meeting.</li> <li>- 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).</li> </ul>
<b>Graduation</b>	<ul style="list-style-type: none"> <li>- Senior Prefects will create and perform the speech for the pupils in their form class at the Graduation Ceremony.</li> <li>- 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.</li> </ul>

<b>Future Pathways Team</b>	- Senior prefects will attend the Future Pathways Team meetings and be the link with the younger future pathways team members.
-----------------------------	--

<b>Desired Criteria for the Post</b>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Active participation in clubs, extra curricular activities, etc</li> <li>- 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</li> <li>- Knowledge gained from work experience, employment, volunteering</li> </ul>
<b>Skills + Qualities</b>	<ul style="list-style-type: none"> <li>- Communicate effectively</li> <li>- Excellent time keeping skills</li> <li>- Interpersonal skills, ability to lead younger students in a calm and professional manner</li> <li>- Organisational skills</li> <li>- Ability to take initiative</li> <li>- Positive caring approach, a commitment to young people</li> <li>- Excellent attendance and punctuality</li> <li>- Positively promote Balfron High School at all times</li> <li>- Support and promote the school values</li> </ul>

## **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 your PT home area by 29<sup>th</sup> May.
- Your application form will be considered by the Principal teacher of your home area and DHT for your house – you will then receive more information on class voting from your PT.

*Please see Mrs Patrick with any questions.*