



# Person Specification – Community Senior Prefect Post 2018/19

Expectations of the Post	
<p>In addition to the expectations of the prefect role, the Community Senior Prefect will:</p> <ul style="list-style-type: none"> <li>• Engage with local communities</li> <li>• Act as the Point of contact for local community</li> <li>• Arrange Community Assembly/Activities</li> <li>• Attend pupil council meetings as required</li> </ul>	
<p><b>Engage with local communities</b></p>	<ul style="list-style-type: none"> <li>- Attend a South West Forum meeting with all Community Prefects to meet Community Council members and Ian Denvir.</li> <li>- Arrange to attend local community council meetings to find out about the activity of the council. (Attend meetings on a rota or at least 2 in the year).</li> <li>- Share information with community councils on pupil experience/opinions as appropriate.</li> <li>- Gather feedback from pupils in your local area as agreed with community council.</li> </ul>
<p><b>Act as the Point of contact for local community</b></p>	<ul style="list-style-type: none"> <li>- Emails sent and received via agreed community prefects email (GLOW).</li> <li>- Share information with pupils from local areas as requested via social media and tannoys.</li> </ul>
<p><b>Arrange Community Assembly/Activities</b></p>	<ul style="list-style-type: none"> <li>- Arrange and deliver a community assembly with pupils from all year groups to share information re community council priorities and opportunities in local communities. (invite community groups to attend?)</li> <li>- Arrange Community Activity if appropriate eg gather information/feedback via pupil council or form classes.</li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>- Attend other events and meetings as appropriate.</li> </ul>

<b>Desired Criteria for the Post</b>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>- 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 Mrs Patrick by Wednesday 6<sup>th</sup> 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.

*Please see Mrs Patrick with any questions.*