



# Person Specification – Head Prefect Post 2018/19

<b>Expectations of the Post</b>	
<p>In addition to the expectations of the prefect role, the 4 head prefects (2 head prefects and 2 deputy head prefects) are also given the following duties:</p> <ul style="list-style-type: none"> <li>• Leadership of the prefect team</li> <li>• Whole school leadership duties</li> <li>• Strategic input</li> <li>• Support Pupil voice initiatives</li> <li>• Represent school</li> <li>• Buddy project</li> </ul>	
<b>Leadership of the prefect team</b>	<ul style="list-style-type: none"> <li>- Lead monthly prefect assemblies/meetings (as required)</li> <li>- Meet DHT (S6) regularly to support co-ordination of prefects and the prefect roles</li> <li>- Support senior prefects – eg with the creation and implementation of the prefect duty rotas</li> <li>- Monitor and control the attendance of prefects to support after school events, parent’s nights, etc</li> </ul>
<b>Whole School leadership duties</b>	<p><i>Support SLT roles where appropriate eg</i></p> <ul style="list-style-type: none"> <li>- Show visitors/new pupils around school</li> <li>- Involvement in process of appointing new staff</li> <li>- Speak at the annual awards ceremony</li> <li>- Support projects with other schools</li> <li>- Represent the school at events eg Stirling Council events, other school’s Christmas Dances</li> <li>- Attend Parent Council Meetings</li> </ul>
<b>Strategic</b>	<p><i>Meet with the Head Teacher:</i></p> <ul style="list-style-type: none"> <li>- once per week</li> <li>- provide weekly update</li> <li>- discuss, support and suggest school priorities</li> </ul>
<b>Pupil voice</b>	<ul style="list-style-type: none"> <li>- Lead, attend and co-ordinate pupil council meetings</li> <li>- Summarise feedback of meetings</li> <li>- Look for information and solutions to issues raised</li> <li>- Update “You said We did” board</li> <li>- Lead assemblies to share feedback from pupil council</li> <li>- Notice board</li> </ul>
<b>Buddy Project</b>	<ul style="list-style-type: none"> <li>- Arrange 1:2:6 groupings</li> <li>- Facilitate meetings – provide discussion topics/activities</li> <li>- Gather feedback</li> </ul>

Desired Criteria for the Post	
<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

### 1 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 7<sup>th</sup> June in the box in the DHT office.
- **You must speak to Mrs Patrick in person on Tuesday 5<sup>th</sup> June if you are applying for a Head Prefect post as the filming should be completed on Wednesday 6<sup>th</sup> June.**
- Your application for Head Prefect will be considered by the Senior Leadership Team - those prefects who meet the criteria will proceed to stage 2 (speech).

### 2 Speech:

- Your speech should last no more than 2 minutes (the clip will stop at 2 minutes).
- This will be filmed in school by the ICT technician on 6<sup>th</sup> June – please book a slot with on Tuesday 5<sup>th</sup> June.
- 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 in school on Thursday 7<sup>th</sup> June during form class.
- S6 pupils and staff will vote for their preferred head girl and head boy – form class leaders will create a tally of the votes and return their totals to Mrs Patrick at the end of form.
- Each S2-S5 form class will also cast a class vote for a head boy and head girl and send their result to Mrs Patrick who will create a shortlist.

### 3 Interview:

- The top candidates following the speeches process will be short listed and invited for interview.
- The interviews will take place on Friday 8<sup>th</sup> June from 12 noon. (TBC)
- 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 see Mrs Patrick with any questions.*