



Person Specification – Head Prefect Post 2018/19

Expectations of the Post	
<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"> • 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

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 7th June in the box in the DHT office.
- **You must speak to Mrs Patrick in person on Tuesday 5th June if you are applying for a Head Prefect post as the filming should be completed on Wednesday 6th 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 6th June – **please book a slot with the school technician (Mrs Fyfe) on Tuesday 5th 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 Monday 11th 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 candidates with the most votes will be short listed and invited for interview.
- The interviews will take place on Tuesday 12th June. Time to be confirmed
- 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.