



Person Specification - Prefect Post 2018/19

Expectations of the Post	
<ul style="list-style-type: none"> • Whole School responsibilities • Home Area duties • Supervision duties • Support Pupil voice initiatives • Behaviour support • Buddy project – work with pupils in S1 and S3 	
Whole School	<p><i>Be a positive role model for all pupils by ensuring that you:</i></p> <ul style="list-style-type: none"> - Arrive in Form Class/school and in classes on time - Wear full school uniform at all times - Take part in form class activities - Complete all classwork and homework on time - Maintain high personal standards of behaviour in and outside of school eg on buses, while in village at lunch, representing BHS on trips - Be respectful and helpful with all staff on the school campus <p><i>Provide support with:</i></p> <ul style="list-style-type: none"> - School events eg Future Pathways, Community Engagement - at least 4 after school events eg parents night, information evening, school concert, school show, etc - support SLT roles where appropriate eg show visitors, new pupils around school
Home Area	<p><i>Work with the Principal Teacher Home Area to:</i></p> <ul style="list-style-type: none"> - support younger classes as directed - organise/support Form time activities - create resources, coordinate displays, organise quizzes, etc - support other home area activities as required
Supervision	<p><i>Undertake supervision duties as organised by the Senior Prefect:</i></p> <ul style="list-style-type: none"> - each house on duty one week in every 3 week period - you will have at least 4 duties on each rota - support other house prefects as required - Reliably attend supervision duty (or arrange replacement) - Arrive promptly at assigned location eg food queue - Contribute to atrium tidy up at end of break or lunch
Pupil voice	<ul style="list-style-type: none"> - Consult with the Headteacher and Senior Leadership Team about S6 priorities, learning and teaching, leadership, etc to support school improvement - Take part in focus groups, surveys and give feedback as appropriate
Behaviour	<ul style="list-style-type: none"> - look out for younger pupils and intervene where support may be needed - report incidents to members of staff so that poor behaviour can be dealt with
Privileges	<ul style="list-style-type: none"> - Prefects are able to sign out during <i>non-contact periods</i> where appropriate - <i>Please note:</i> driving lessons can only be arranged where there is sufficient time to ensure that pupils do not miss classes

Desired 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

The following data will be used by your form class leader, Principal Teacher Home Area and Depute Head Teacher when considering your application:

- attendance at form class
- arriving on time to form class/classes
- home area/form class commitment
- uniform
- demerits and merits
- tracking and monitoring
- behaviour
- whole school commitment

The Selection process:

- Your application will be considered by your Form Class Leader, your Principal Teacher (home area) and the Depute Head teacher of your house.
- **You will be made aware of the decision on Tuesday 5 June 2018.**
- **Prefect Leadership Roles** – The Application form for Head Prefect, House Captain, Community Senior Prefect or Senior Prefect will be available for download from 28th May. The form (which covers any of these 4 posts) must be handed in by the end of the day on Wednesday 6th June. Head prefect applicants can prepare their speech in advance (the speech will be recorded in school on 6 June – a slot must be booked on Tuesday 5th June).
- Information about these posts will be shared at an assembly on the first day back (6th June).

Please see Mrs Patrick with any questions.