

## **Job Descriptions of Senior Roles (Prefects)**

### **Head Girl & Head Boy, Deputy Head Girl & Deputy Head Boy.**

- Speeches at Open Evening, Art & Technology Exhibition, Awards Evening and Certificate Evening to a packed hall.
- Attending most of the evening and weekend events at school – organizing a team of front of house prefects and car parkers.
- Organizing Senior Prefects rotas including after school events and ensuring consistency and fair distribution of events.
- Organizing the years Prefect Rota and ensuring consistency and fair distribution of roles.
- Representing the school, meeting and greeting guests, taking part in press releases.
- Liaising with the y10/11 pastoral team and Senior Leadership of the school.
- Attending meetings with the y10/11 pastoral team and the Senior Leadership of the school.
- Monitoring the lunch queue on a rota basis 2 or 3 times a week.
- Late Book duty on a rota basis 2 or 3 times a week
- Organizing and checking Prefects are performing their roles to a high standard.
- Monitoring the performance of the senior prefect team and tackling issues that arise.
- Attending the Hassocks Amenity meetings - every few months.
- Any other tasks required by staff - selling poppies, collecting money on non-uniform days for example.

### **Senior Prefects**

- Checking Prefects are on duty and performing their role effectively. Following up prefects who are not attending/performing.
- Liaising with the Y10/11 pastoral team, Deputy Head Boy/Girl, Head Boy/Girl and the Headteacher.
- Attending meetings with the Y10/11 pastoral team, Deputy Head Boy/Girl, Head Boy/Girl and the Headteacher.
- Carrying out Prefect duties when and if needed.
- Attending evening and weekend events at school.
- Any other tasks required by teachers - selling Poppies, collecting money on non-uniform days for example.
- Representing the school, meeting guests, taking part in press releases.

### **Person Specification for Senior Roles (Prefects)**

The following criteria will be used to select senior prefects, Deputy Head Boy/Girl and Head Boy/Girl:

- Always in full school uniform, worn smartly
- Conduct including punctuality
- Attendance
- Attitude to school and learning
- Volunteering to help school activities e.g. events
- Helping at events outside of the school day
- Experience of student leadership e.g. working with younger students
- Always attend duties e.g. canteen duty
- Unremitting support of the school ethos and vision
- Ability to resist peer pressure
- Leadership and people skills
- Ability to manage time effectively
- Reliability
- Ability to work as part of a team
- Ability to lead a team
- Flexibility and ability to think on feet when things do not go precisely according to plan!
- Humility!

The selection process will be based on the person specification – candidates are advised to read through it carefully, note any potential weaknesses and act to improve in these key areas.