

## Prefect Job Description

Helston Community College's prefects are exemplary role models for younger students. This means that they have the following qualities:

- They are organised and approachable.
- They are confident and can show good leadership skills.
- They are trustworthy and honest to younger and older people.
- They present themselves in line with the college's uniform policy.
- They work hard and are making good progress in most subjects.
- They complete all homework and independent study tasks to the best of their ability.
- They are well behaved in and around College setting a positive example for others.
- They are respectful to their peers, their teachers and the school environment.
- They conduct themselves around college in a responsible, positive and friendly manner.
- They are committed to the wider life of the college (e.g. sports teams, musical ensembles, drama productions, or year group councils). They have demonstrated these skills in part by completing the silver leadership pathway.

## Principle Roles

Setting an excellent example to all other students in College

Being the "Face" of the College

Carrying out agreed duties, supported by Senior Prefects, Head Boy & Girl and College staff.

Duties will involve some, or all of the areas below:

- One day a week, duties at lunch time, on link path or at South Site
- Year 7 Tutor Group buddies, supporting a tutor group once a week
- Year 7 reading and mentoring scheme.
- Supporting/ running a club or sports activity for younger students
- Being part of the Year 11 Social Committee for the Prom and/ or Year Book
- Any valuable, unspecified above, initiative/ area that you feel you can offer to help improve College further

## Person Specification

<b>Education</b>	<ul style="list-style-type: none"><li>• Good progress in majority of courses, (Above or on target in the majority of your subjects)</li><li>• Meet work deadlines in class and for</li></ul>
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	<p>homework</p> <ul style="list-style-type: none"> <li>• Excellent behaviour record (reflected through Year 9 report grades and Year 10 behaviour record)</li> <li>• Excellent attendance and punctuality [Specific accounted for <b>unavoidable</b> absences for illness will not necessarily go against candidates]</li> <li>• Consistent adherence to College Uniform policy</li> </ul>
<p>Experience , may include some of these:</p>	<p>Active participation in extra-curricular activities: Such as:</p> <ul style="list-style-type: none"> <li>Sports teams</li> <li>Music</li> <li>Drama</li> <li>Clubs</li> <li>Duke of Edinburgh Award</li> <li>Organising fund raising events</li> <li>Flora Day</li> </ul> <p>Participation in at least one of the following:</p> <ol style="list-style-type: none"> <li>1. Leadership roles e.g. Student council</li> <li>2. House/ Sports Captain</li> <li>3. Effective lesson leaders</li> </ol> <p>Leadership Pathway:</p> <p>Have completed the Bronze leadership award and can demonstrate progress on the Silver leadership award</p>
<p>Able to</p>	<ul style="list-style-type: none"> <li>• Communicate effectively</li> <li>• Display excellent time keeping skills</li> <li>• Lead younger students in a calm and professional manner, be a good role model</li> <li>• Conduct themselves to the highest standards at all times</li> <li>• Have the self-confidence to make appropriate decisions and recognise when to ask for advice</li> <li>• Display good time management skills</li> <li>• Challenge younger students in a professional manner and report incidents quickly</li> <li>• Report to members of staff about the day-to-day running of the Prefect System.</li> </ul>
<p>Committed to</p>	<ul style="list-style-type: none"> <li>• Promoting the reputation of the college</li> <li>• Ensuring the safety and well-being of all students, through carrying out required duties consistently and reliably</li> <li>• Providing support and care to other students, within Year 7 tutor groups and</li> </ul>

	<p>on duty.</p> <ul style="list-style-type: none"> <li>• Promoting highest standards of duty among prefects</li> </ul>
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## 1. WHAT MAKES A GOOD PREFECT?

This is a very difficult question to answer. When we asked the current prefects that question we got a huge list of qualities required – some of their suggestions are shown below. However, there is no single quality (or combination of qualities) that determines a good prefect. Everyone brings different qualities to the position and the success of the team is based upon just that.

First and foremost, prefects are leaders and to help us gauge this, we will be looking at the roles that you have played elsewhere within the school community. You have a responsibility to the College, your peers and the prefect team and so we will take into consideration your general behaviour and manner. What is important, however, is your desire to do the job, your energy and enthusiasm and a willingness to put others before yourself.

No one person could ever hope to possess all of the qualities listed below. They are suggestions – if you believe that you have some of them – you may be just right for the position.

### Your own behaviour

- you wear your uniform in an exemplary manner
- you are a good role model
- you show respect for your peers and staff
- you work well in a team

### Organisation

- you are punctual
- you are reliable
- you have good time management skills

### Personal qualities

- you are polite
- you have a sense of humour
- you can be assertive
- you are understanding
- you are mature
- you have the self-confidence to make decisions
- others find you approachable
- you are motivated and enthusiastic
- you have integrity
- and you are adaptable.

## 2. THE ROLE OF COLLEGE PREFECT

This is a major role within the school and though final details will be discussed and agreed with successful candidates, the role is significantly different to that from previous years.

We will appoint **a number of Prefects**. In all cases, you will be led by senior prefects who have been appointed following the initial prefect selection procedure. The Head Boy and Head Girl are ultimately in-charge of the day-to-day running of prefects working with their Senior Prefect team. Mr Richardson and Mrs Murray-Adams will be the teachers in-charge of prefects.

Prefects will be competitive, driven and good organisers. **You must be reliable as others will be depending on you to deliver!**

Once appointed, you will work with your Senior Prefect, who will become your **line manager**. Expectations are high; the way you wear your uniform and the way you behave must be first class. Prefects set very high standards for themselves and expect others to follow.

There is one facet which must characterise all prefects: they are role models. They must be exemplary in terms of behaviour and conduct. It is the one feature which unites us all. Prefects are proud to be students at Helston Community College– this is a good school and we want to make it better still.

You will work closely with your senior prefects, who will keep oversight of your role and provide support and encouragement

It should be obvious that a leadership position at any stage is a good career move. Clearly, universities and employers will look very favourably upon those who have held such positions. Becoming a prefect is good for your CV.

T Richardson

S Murray-Adams