



Overview



At Swanshurst all pupils in Year 10 are encouraged to become prefects. Prefects are the schools role models. If you are a student with an excellent record of behaviour, attendance, punctuality and uniform then you are a suitable candidate. However if you are someone who has struggled previously with any of these in school but are now able to be a role model, please do not be put off from applying.

Job description for a Prefect

Purpose

You should like working with and talking to students across the year groups and able to build good working relationships with staff. You should want to make a lasting impact at school and be involved in the decision making.

Reporting to

- A senior Prefect Leader
- The Head of year responsible for Prefect matters

Main Duties

- To be internal and external ambassadors for the school and to act as role models for all students at Swanshurst
- To undertake Prefect training
- To be a role model to which lower school pupils aspire to
- Meet high standards of politeness, courtesy, dress, attendance and punctuality
- Carry out regular duties as required and directed by the Head of Year 10
- To be punctual to your duties
- To meet with the Head of Year 10 at least every half term
- To work as part of a team – this means listening to others
- Any other duties directed by the Head of Year 10

Personal Qualities

Leadership

- Work well in a team
- Good time – management
- Ability to talk confidently and appropriately to students
- Willingness to get to know the students
- Politeness
- Maturity
- Clear judgement
- Responsibility
- Reliability

Eligibility

All current Year 10 students who meet the criteria are eligible to apply.

Application

If you wish to apply to be a Prefect you must provide the following:

- A completed Prefect application form signed by a member of staff
- On your Prefect application form give specific examples of achievements which demonstrate the qualities in this job description. This is a guide.