



Overview

St Joseph's will have a small team of Senior Prefects. They have to go through a rigorous interview process and work with the Deputy Headteacher to ensure the smooth operation of the school. Prefects are the school's role models, the Senior Prefects are their leaders and set the standard. If you are a student with an excellent record of behaviour, attendance, punctuality and uniform, who has demonstrated a commitment to the school, then you are a suitable candidate. A summary of the main responsibilities and tasks are – Co-coordinating a team of prefects, representing the school at certain events, showing visitors around, reporting to the Deputy Headteacher.

JOB DESCRIPTION FOR SENIOR PREFECT

Purpose

You will be responsible for assisting the Head Boy and Girl in coordinating the Prefect duty system. You will represent St Joseph's and student body at a variety of public functions during the year. You need to feel confident and comfortable talking to and in front of both adults and students. You need to have good organisational and communication skills and have a mature and thoughtful outlook.

Reporting to

The Deputy Headteacher for strategic matters.
The Head Girl and Head Boy for Prefect matters.

Main Duties

- To co-ordinate a team of Prefects
- To ensure Prefects attend their duties, including weekly duties and Wet dinner duties.
- To ensure that prefects perform their duties adequately
- To greet important visitors to St Joseph's.
- To be involved in assemblies.
- To report to the Senior Leadership Team every term.

Additional Duties

- To act as a Peer Mediator for the students in the lower years (training will be given)
- Any other duties that may be reasonably called upon to undertake by Senior Members of staff



JOB DESCRIPTION FOR SENIOR PREFECT



Personal Qualities

Leadership

- Reflect the qualities which St Joseph's represents as a Catholic community.
- Work well in a team
- Time-management and very good organisational skills
- Ability to talk confidently and appropriately to parents and staff
- Ability to talk confidently and appropriately to students
- Willingness to get to know the students in the lower years
- Politeness
- Maturity
- Clear judgement
- Responsibility
- Reliability

Eligibility

- All current Year 10 students who meet the criteria are eligible to stand

Application

If you wish to run for Senior Prefect you must provide the following:

- A completed Prefect nomination form signed by two members of staff.
- A formal letter of application, addressed to the Headteacher, which covers the following points explaining why you believe you will make a good Senior Prefect (please limit this to one side of A4)
- How you have supported the ethos of St Joseph's so far in your time with us.
- How you will continue to support the ethos of St Joseph's.
- The specific contributions you will make to the life of St Joseph's.
- Your personal qualities.
- Your style of leadership.
- How you will promote yourself as a positive role model for peers and younger students.

Please give specific examples of achievements which demonstrate these qualities.

Application forms should be submitted to Miss Finch by the end of the day on Thursday 2nd March 2017

Applicants who have been successful at the shortlisting stage will be invited to interview with the Manager of Learning, a Governor and a representative of the Senior Leadership Team, in the week beginning 13th March 2017.



JOB DESCRIPTION FOR SENIOR PREFECT

