

CONGRATULATIONS!

If you are reading this it is because you have been selected to be a School Prefect.

Being given the title and position of School Prefect is an honour and a privilege and we hope that you will look back on your time in this role with a sense of pride, particularly in future years when you move on to university and further afield.

As a School Prefect a weight of responsibility rests on your shoulders. Teachers will ask you to take on extra duties in addition to your normal studies and extracurricular activities and expect you to behave in an exemplary manner at all times, setting the standard by which the other students measure themselves. You will play a crucial role in ensuring that the ethos of the school carries across to all areas of school life.

The students will look up to you and will follow your example therefore it is imperative that you set a good example. Your actions, and the way you conduct yourself, are especially important and will have a big impact on life at School. You will need to treat all students equally and fairly and work to ensure that the students you represent are cared for and supported. At times they will need you to listen to them and they will need your help and advice to work through their problems. There may be new students who feel a bit homesick and it is your responsibility to make these students feel welcome and included in aspects of school life.

In essence, being a School Prefect is not about you it is about the students you represent.

In performing your duties as Senior School Prefect, you will be expected to:

- Observe the school rules at all times
- Be dressed appropriately at all times
- Maintain an excellent attendance record
- Be punctual for your duties
- Be positive and enthusiastic
- Be able to encourage and motivate fellow students
- Be cooperative, helpful, well-mannered, trustworthy, and responsible
- Be respectful toward teachers, your peers, and the school environment
- Display leadership qualities: confidence, initiative, problem solving skills
- Be willing to take on extra responsibility
- Be able to work independently and complete tasks without supervision
- Maintain a good academic record
- Be a good ambassador for the school

Senior Prefect Job Descriptions

Post	Job Description
Head of School	<ul style="list-style-type: none"> Escort the Headmaster to and from Assembly Prepare duty rotas and make sure that they are carried out Open Days & events. Be prepared for special duties, including speeches Find out and understand the problems and views of the school and represent them to the Headmaster and Staff Hold regular Prefects' Meetings
Sport Senior Prefect	<ul style="list-style-type: none"> Assist the Head of Spots with teams and matches Deliver a sports report in Assembly Support and encourage the teams, whenever possible Actively contribute to the extra curricular activities by leading or assisting in clubs
House Prefects	<p>The key role of the House Prefect is to lead the House by example and enthusiasm and so to encourage the development of house spirit with the support of his Head of House. You are part of the pastoral team keeping a watchful eye on pupils and helping them to gain confidence and enjoyment through participation in House activities & school life.</p> <p>House Meetings</p> <ul style="list-style-type: none"> The House Prefect should meet their Head of House at a designated time on the Monday of each week, in which there is either a House Meeting or an Inter-House Event The House Prefect should attend all House Meetings and in exceptional circumstances, where they cannot attend, must tell the Head of House in good time <p>Inter – House Events</p> <ul style="list-style-type: none"> The House Prefect should produce team sheets, timetables and rehearsal schedules as appropriate They should encourage the participation of as many House members as possible across all age ranges Team lists need to be displayed on the House Notice Board and a copy should be given to the Head of House In the week of the event the House Prefect should check that all involved are aware of their commitment and make another check on the day of the event and find substitute team members if necessary. <p>House Boards</p> <ul style="list-style-type: none"> The House Prefect should ensure that the House Board is attractive and has at least a list of House members and details of forthcoming events and teams They may delegate responsibility for the Board to different year groups, but must oversee what they do

Prefects' Requirements

Qualifications and experience

- Academic record should be above average
- Behavioural record must be exemplary, including attendance record

Personal skills and aptitudes

- Self-confident: be bold and assertive
- Ability to speak in public, to students and adults
- Team working skills
- Be organised and resourceful
- Be polite, honest, reliable, punctual and hardworking
- Prefects are not permitted to smoke (not even if they are over 18 years old)
- The level of commitment required to manage personal duties & academic development, leaves little opportunity for socialising.

Accountability

- Prefects are ultimately responsible to the Headmaster
- On a day to day basis Prefects are responsible to the individual member of staff running the activity or duty

Responsibilities

- Prefects must adhere to School rules and regulations at all times
- The main duty of Prefects is to maintain an atmosphere of friendly cooperation, discipline and unity in the school
- Prefects should serve as counsellors to junior students
- Prefects must liaise and collaborate with each other, as a team, to ensure efficiency and smooth running of their own area of responsibility and of the school as a whole
- Prefects' academic and behavioural standards must be maintained
- Prefects will always work in the interest of the school
- Certain Prefects will be given specific roles and responsibilities

Limits to authority

- Implementation of discipline is carried out by members of Staff only. Staff can use the services of Prefects for supervision only

Removal from post of prefect

Prefects who fail to adhere to Prefect Code of Conduct and to maintain the role and responsibilities of Prefect will be given a notice of intention to remove their prefecture status. Students failing to address the area/s of concern will have their prefect status removed.

Roles and Responsibilities

Prefects play a vital part in the running of the School; assisting and supporting both staff and pupils.

The role of a Prefect falls into four main categories:

- Maintaining discipline
- Helping staff
- Supporting younger pupils
- Organising events

You may be a Prefect for one particular area in the school, but you will also be required to cover all four areas. It is important you, and the whole school community, are very clear about your role and responsibilities:

- To act as a role model for students and promote the ethos of the school
- To maintain an atmosphere of friendly cooperation, discipline and unity in the school
- To wear the correct uniform at all times
- To adhere to school rules and regulations at all times
- To help ensure school rules are adhered to by pupils
- Academic and behavioural standards must be maintained
- To report any issues to the Head of School
- To fulfill the specific responsibilities allocated below
- To attend all meetings as required
- To assist in any department where the Headmaster sees fit
- To liaise and collaborate with each other as a team, to ensure efficiency and smooth running of their own area of responsibility and of the school as a whole
- To be an approachable Prefect to whom students can come to for assistance or support
- To serve as counsellors for younger students
- To always work in the interest of the school
- To help organise school events
- To attend school events when required

Additional Duties

All prefects are required to perform duties either at break time or at lunchtime. It is important that you know where and when you are on duty. It is vital that you always turn up for your duties on time, that you execute your duty to the best of your ability and that you do not leave until the end of your duty time. If you fail to turn up to your duty you are letting yourself and fellow prefects down and weakening the Prefect system.

Leadership attributes

You might not see a direct link between leadership and being a prefect, but there is one. You will have been chosen as a prefect based on certain skills and qualities that you already have or for the potential that has been recognised in you. Many of these skills and qualities are common with leadership, such as: confidence, decisiveness and the ability to communicate effectively.

The Basic Skills of Outstanding Leadership

Integrity

Integrity means honesty and more. It refers to having strong internal guiding principles that one does not compromise. It means treating others, as you would wish to be treated. Integrity promotes trust, and not much is accomplished without trust.

Communication

Communication in the context of leadership refers to both interpersonal communications between the leader and followers and the overall flow of needed information throughout the organisation.

Leaders need to learn to be proficient in both the communication that informs and seeks out information (gives them a voice) and the communication that connects interpersonally with others.

Relationships

Networking is also a relationship skill. Relationships develop good interpersonal and group communication skills.

A leader who likes dealing with people issues, who can initiate and deepen relationships with others, has a great leadership advantage. This is a leader who can build a team and achieve impressive results.

Persuasion

The ability to influence others and cause them to move in a particular direction is a highly important skill in leadership. Your ability to be persuasive is directly related to how much people trust you and how good your communication and relationships are.

Adaptability

Adaptability and flexibility in not being bound by a plan are important success factors. The leader must move easily from one set of circumstances (the plan) to the next (if the plan is not going as expected) and take them all in their stride, even when the circumstances are unexpected. The good leader has to embrace change and see it as opportunity.

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Teamwork

Teamwork is an important and often neglected part of being a prefect. A school does not simply have a number of individual students who are identified as prefects. There is more to it than that; it has a team of prefects who are part of a prefect system. No one person can do it all. That's why a team, comprised of others with different skill sets, is essential. A leader must know how to build and nurture such a team.

Decision-making

A leader must be able to wade through information, comprehend what is relevant, make a well-considered decision, and take action based on that decision. Making decisions too quickly or too slowly will impede your leadership effectiveness.

Key questions to ask yourself:

Integrity

How deep are your convictions on the things you believe in? What do you believe in SO MUCH that you will stand up to anyone about it? How much are you willing to compromise your important beliefs? To what extent do your behaviour and the choices you make align with your guiding values and principles?

Communication

How much and how willingly do you speak out and keep information flowing? Conversely, can you keep confidential information private? How often can and do you listen more than you speak in conversations with your peers? How do you handle 'bad news' when you receive it?

Relationships

What is the level of trust and respectful feelings you have with each of your peers? How easy or difficult is it for you to initiate new relationships or deepen existing relationships?

Persuasion

How persuasive and influential are you? Under what circumstances can you persuade others to your point of view? To what extent do people value your opinion and follow your lead?

Adaptability

To what degree can you relinquish control? When is it easy and when difficult for you to embrace change? How do you react when things don't go as planned?

Teamwork

To what extent do you value working cooperatively as part of a group? How do you promote teamwork among those you lead? In what ways do you work collaboratively with your peers? How do you handle team conflict?

Decision-making

How comfortable are you with having to make the 'final decision' on things? Do you have any tendency to decide too quickly without due consideration or, conversely, to gather data, analyse and ponder endlessly and be unable to decide? In what areas do you struggle with making firm decisions and standing up for what you believe?

Prefect Self-evaluation Questionnaire

(to be completed at the end of the year)

What did you enjoy or find most satisfying working in your role as Prefect this year:

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Please rate your leadership and communication skills: Place a tick (✓) showing your rating – 5 being the strongest

	1	2	3	4	5
I rate my leadership skills as					
I rate my communication skills as					

Did being a prefect help you to improve or develop in any way?

Are there any areas in which you feel the role of Prefect can be improved next year?

The Prefects' Code

Vision

To be an effective, efficient Prefect Body, that will set a standard, providing a yardstick for future Prefect Bodies and to be successful and excellent in all aspects of leadership and character.

Mission

In order to reach our vision we need to

Be mindful of our responsibility, profile and position at all times and in all situations.

Take to heart the ethos, discipline and atmosphere that forms the foundations of our success as a school.

Be firm and fair in all matters and decisions.

Work together as a team, a unit. Never breaking each other down but always encouraging.

Be self disciplined.

Develop a hunger for success, keeping vision minded and goal driven.

Enlarge our capacities, grow as a person and be able to be taught.

Be servant hearted and humble.

Code All Prefect must agree with the following

I recognise the position of prefectship into which I have been placed and by doing so commit myself to Buckswood School by:

- Upholding, living and reflecting the strong ethos and shared core values of Buckswood, representing the school with pride and honour, being honest, loyal and dutiful and to show respect, tolerance and courtesy, working for justice, discipline, peace and harmony. Always striving to be fair and firm without fear or favour. I resolve to act at all times in such a manner that I shall be a worthy ambassador of Buckswood School. I shall adhere to the school code of conduct and school rules and ensure they are followed by all learners. I commit myself to being a true example of leadership, moral character and of a Buckswood scholar; to carry out all assigned prefect duties with a servant heart and a loyal willingness and with a strict punctuality
- To do the above with unceasing dedication and enthusiasm.

Signed:

Dated: