

## Senior Prefect and Prefect roles and responsibilities 2014/15

Role(s)	Number of roles	Job description
<b>Head Boy</b> <b>Head Girl</b>	<b>2</b> <b>(1xM; 1xF)</b>	<ul style="list-style-type: none"> <li>• Be a role model: set the standard for the rest of the school in terms of appearance, conduct, attitude to work and involvement in school activities; promote the aims, ethos and public image of the school</li> <li>• Represent the school and speak at public occasions e.g. open mornings and Senior Prizegiving; greet guests and take an active role</li> <li>• Lead the senior prefect team: organize and chair team meetings on a regular basis, ensure all are clear on their roles and responsibilities, ensure tasks are carried out effectively</li> <li>• Communication: liaise with the Head of Sixth Form (HSF) and the Deputy Head of Sixth Form (DHSF) about the running of the Sixth Form Centre; represent the views of sixth form students</li> <li>• Chair the School Council: collate the agenda and ensure meetings are conducted effectively</li> <li>• Be prepared to take a prominent role in Sixth Form assemblies and also in selected assemblies for other year groups, giving notices and reports where required</li> <li>• Organise teams of students to help with events as required</li> </ul>
<b>Deputy Head Boy</b> <b>Deputy Head Girl</b>	<b>2</b> <b>(1xM; 1xF)</b>	<ul style="list-style-type: none"> <li>• Be a role model: set the standard for the rest of the school in terms of appearance, conduct, attitude to work and involvement in school activities; promote the aims, ethos and public image of the school</li> <li>• Deputise for the Head Boy or Head Girl in any of the above capacities, whenever required</li> <li>• Lead the organisation of Sixth Form Charity Week</li> <li>• Oversee the integration of new joiners to the Sixth Form</li> </ul>

<b>Senior Prefects to lead Year 7 prefect team</b>	<b>2</b> <b>(1xM; 1xF)</b>	<ul style="list-style-type: none"> <li>• Be a role model: set the standard for the rest of the school in terms of appearance, conduct, attitude to work and involvement in school activities</li> <li>• Organise and lead the Year 7 prefect team on behalf of Ms McEwan, ensuring whole team operates effectively</li> <li>• Assist at all Year 7 events e.g. meeting for new intake parents; induction day for new intake students; Year 7 PTC; Year 7 assemblies etc.</li> <li>• Support Ms McEwan and the Year 7 Form Tutors in running Wednesday morning tutor group activities</li> <li>• Carry out regular specified Year 7 duties e.g. checking use of form rooms during break and lunch times</li> <li>• Support Sixth Form and whole school activities as required during the year</li> <li>• Support Ms McEwan in running any other year 7 events or activities during the year</li> </ul>
<b>Year 7 Prefects</b>	<b>8</b> <b>(4xM; 4xF)</b>	<ul style="list-style-type: none"> <li>• Be a role model: set the standard for the rest of the school in terms of appearance, conduct, attitude to work and involvement in school activities</li> <li>• Assist at all Year 7 events e.g. meeting for new intake parents; induction day for new intake students; Year 7 PTC; Year 7 assemblies etc.</li> <li>• Support Ms McEwan and the Year 7 Form Tutors in running Wednesday morning tutor group activities</li> <li>• Carry out regular specified Year 7 duties e.g. checking use of form rooms during break and lunch times</li> <li>• Support Sixth Form and whole school activities as required during the year</li> <li>• Support Ms McEwan in running any other year 7 events or activities during the year</li> </ul>
<b>Senior Prefects to lead Year 8 prefect team</b>	<b>2</b> <b>(1xM; 1xF)</b>	<ul style="list-style-type: none"> <li>• Be a role model: set the standard for the rest of the school in terms of appearance, conduct, attitude to work and involvement in school activities</li> <li>• Organise and lead the Year 8 prefect team on behalf of Mr Thompson, ensuring whole team operates effectively</li> <li>• Assist at all Year 8 events e.g. Year 8 PTC; Year 8 assemblies etc.</li> <li>• Support Mr Thompson and the Year 8 Form Tutors in running Wednesday morning tutor group activities</li> <li>• Carry out regular specified Year 8 duties e.g. checking use of form rooms during break and lunch times</li> <li>• Support Sixth Form and whole school activities as required during the year</li> <li>• Support Mr Thompson in running any other year 8 events or activities during the year</li> <li>•</li> </ul>
<b>Year 8 Prefects</b>	<b>8</b> <b>(4xM; 4xF)</b>	<ul style="list-style-type: none"> <li>• Be a role model: set the standard for the rest of the school in terms of appearance, conduct, attitude to work and involvement in school activities</li> <li>• Assist at all Year 8 events e.g. Year 8 PTC; Year 8 assemblies etc.</li> <li>• Support Mr Thompson and the Year 8 Form Tutors in running Wednesday morning tutor group activities</li> <li>• Carry out regular specified Year 8 duties e.g. checking use of form rooms during break and lunch times</li> <li>• Support Sixth Form and whole school activities as required during the year</li> <li>• Support Mr Thompson in running any other year 8 events or activities during the year</li> </ul>

<b>Senior Prefects to lead Year 9 prefect team</b>	<b>2</b> <b>(1xM; 1xF)</b>	<ul style="list-style-type: none"> <li>• Be a role model: set the standard for the rest of the school in terms of appearance, conduct, attitude to work and involvement in school activities</li> <li>• Organise and lead the Year 9 prefect team on behalf of Mr Thompson, ensuring whole team operates effectively</li> <li>• Assist at all Year 9 events e.g. Year 9 PTC; Year 9 assemblies etc.</li> <li>• Support Mr Thompson and the Year 9 Form Tutors in running Wednesday morning tutor group activities</li> <li>• Carry out regular specified Year 9 duties e.g. checking use of form rooms during break and lunch times</li> <li>• Support Sixth Form and whole school activities as required during the year</li> <li>• Support Mr Thompson in running any other Year 9 events or activities during the year</li> </ul>
<b>Year 9 Prefects</b>	<b>8</b> <b>(4xM; 4xF)</b>	<ul style="list-style-type: none"> <li>• Be a role model: set the standard for the rest of the school in terms of appearance, conduct, attitude to work and involvement in school activities</li> <li>• Assist at all Year 9 events e.g. Year 9 PTC; Year 9 assemblies etc.</li> <li>• Support Mr Thompson and the Year 9 Form Tutors in running Wednesday morning tutor group activities</li> <li>• Carry out regular specified Year 9 duties e.g. checking use of form rooms during break and lunch times</li> <li>• Support Sixth Form and whole school activities as required during the year</li> <li>• Support Mr Thompson in running any other Year 9 events or activities during the year</li> </ul>
<b>Senior Prefects to lead Year 10/11 prefect team</b>	<b>2</b> <b>(1xM; 1xF)</b>	<ul style="list-style-type: none"> <li>• Be a role model: set the standard for the rest of the school in terms of appearance, conduct, attitude to work and involvement in school activities</li> <li>• Organise and lead the Year 10/11 prefect team on behalf of the phase leader, ensuring whole team operates effectively</li> <li>• Assist at all Year 10/11 events e.g. Year 10/11 PTCs; Year 10/11 assemblies etc</li> <li>• Lead selected Year 10/11 assemblies and / or activities during the year</li> <li>• Act as a study mentor to selected small groups of Year 10/11 students during the year</li> <li>• Support the phase leader in running any other Year 10/11 events or activities during the year</li> </ul>
<b>Year 10/11 Prefects</b>	<b>8</b> <b>(4xM; 4xF)</b>	<ul style="list-style-type: none"> <li>• Be a role model: set the standard for the rest of the school in terms of appearance, conduct, attitude to work and involvement in school activities</li> <li>• Assist at all Year 10/11 events e.g. Year 10/11 PTCs; Year 10/11 assemblies etc</li> <li>• Lead selected Year 10/11 assemblies and / or activities during the year</li> <li>• Act as a study mentor to selected small groups of Year 10/11 students during the year</li> <li>• Support the phase leader in running any other Year 10/11 events or activities during the year</li> </ul>
<b>Senior Prefect: New Joiners</b>	<b>1</b>	<ul style="list-style-type: none"> <li>• Be a role model: set the standard for the rest of the school in terms of appearance, conduct, attitude to work and involvement in school activities</li> <li>• To organise activities to assist the settling in process for new joiners to Langley Grammar School Sixth Form.</li> <li>• Assist with the external sixth form applicant information afternoon.</li> </ul>
<b>Senior Prefect: Library</b>	<b>1</b>	<ul style="list-style-type: none"> <li>• Be a role model: set the standard for the rest of the school in terms of appearance, conduct, attitude to work and involvement in school activities</li> <li>• To lead a team of prefects who have specific responsibilities for clubs run by the library for younger students</li> </ul>
<b>Library Prefects</b>	<b>2</b>	<ul style="list-style-type: none"> <li>• Be a role model: set the standard for the rest of the school in terms of appearance, conduct, attitude to work and involvement in school activities</li> <li>• To organise and supervise younger students in either the Scrabble Club, Film Club or Friday Activities Club</li> </ul>

## Attributes of a good prefect

A prefect role is one of significant responsibility. In order to be an effective prefect, you need to:

- Be 100% reliable i.e. always turn up at the right time and in the right place to fulfil your duties e.g. supporting the staff during school events and during Wednesday morning registrations; supporting the Head Boy & Girl during major school events etc.
- Be visibly committed to the school community and ethos i.e. your conduct and appearance should provide a consistently positive role model for others
- Have the respect of your peers, so that you can influence them
- Have the respect of teachers, so they will listen to your suggestions
- Display effective leadership and organisational skills, so that you can get things done through working with others
- Have good team working and interpersonal skills so that you can support and encourage others

