****

**Application Form**

**Prefects**

Dear Applicant,

Thank you for expressing an interest in becoming a prefect. Should you be successful, this will allow you the opportunity to develop organisational, communicative and leadership skills, useful on your CV but more importantly to aid in the running of your school through performing particular duties. You will help set the tone of the Academy@Worden ethos in the school community on a daily basis and at school or public events.

Prefects will be given an induction course to ensure there is clarity of what is expected.

Prefects will not be expected to discipline pupils but would be expected to set a good example at all times to other pupils and help teachers maintain good order throughout the school.

The following duties all Prefects would be expected to undertake:

1. Demonstrate at all times high standards of attendance, punctuality, dress and effort
2. Assist staff in supervising corridors, stairs, social areas and the dining room
3. Assist at school and community events.

Mrs Cairns

Assistant Headteacher

**Person Specification**

|  |  |
| --- | --- |
| **Important** | **Desirable** |
| Be a positive role model  Wear full school uniform correctly  Contribute to school’s extra-curricular activities  Actively promote the school ethos  Promote the name of the school within the larger community  Able to work as part of a team  Warmth and openness  Positive relationship with staff  Show respect for staff and peers  Good record of achieving deadlines in your subjects  Able to cope with the demands of your studies and prefect duties  Organised  Motivated  Good time-management  Punctual  Assertive  Caring  Reliable  Offers to help  Positives  Sees solutions, not problems  Demonstrate initiative  Polite | Helped to organise / run school events  Strong contribution to school’s extra-curricular activities  Experience as part of a team  Empathy with younger pupils  Record of commitment to subjects taken  Shown good leadership skills  Confident  Experience of public speaking  Wide range of interests  Proactive |

****

**Prefect Job description**

The role of Prefect is an important one and if chosen pupils will be accepting a position of considerable responsibility. It is also a very exciting one and will give the opportunity to develop leadership skills and have significant influence on the daily life of the school.

As such prefects are expected to perform many roles some of which are listed below.

1. Provide a role model to which other pupils should aspire

2. Meet the highest standards of politeness, courtesy, dress, attendance and punctuality

3. Represent the school at important events throughout the year e.g. Open Evening, New Intake days, Awards’ Evening, Parents evenings, School productions etc

4. Attend meetings with the Pastoral staff as appropriate

5. Help to lead promotional activities for the school, including charity events.

6. Carry out regular duties at lunch and breaktime as required:

7. Be proactive in assisting the smooth running of the school outside lesson times

8. To act as a specific supportive role model to allocated tutor groups and assist with the delivery of registration activities

9. Act as a buddy to pupils who have asked for help and support

10. To report any issues to the Senior Prefects

**Pupils applying to be a prefect should demonstrate:**

That they are a positive role model to other pupils with regard to effort, conduct and commitment to the ethos of the school.

High levels of maturity and initiative.

Their excellent record of attendance and punctuality

That they are enthusiastic and highly motivated and have a good working knowledge of the school Their commitment to the wider life of the school and the ability to carry out the role

That they have good organisational, communication and interpersonal skills

**Senior Prefect Job Descriptions**

|  |  |
| --- | --- |
| Head Prefect | * Assist in preparation of duty rota for prefects and make sure they are carried out * Open Evening, open mornings. Be prepared for special duties including speeches * To attend Parents’ Evenings to register parents and help with refreshments * Find out and understand the problems and views of the school and represent them to SLT and staff e.g. by chairing School Council meetings * Hold regular prefects’ meetings |
| Deputy Head Prefect | * Be prepared to deputise and support the Head Prefect in all of the above duties, as required. * Help with rotas and monitoring duties that are being done * Write the minutes of meetings and circulate them * To attend Parents’ Evenings to register parents and help with refreshments |
| Head Sports Prefect | * Assist the Head of House in running inter-house sporting events including Sports Day * Support the Sports leaders * Support and encourage the school teams, wherever possible * Actively contribute to the extra-curricular activities by leading or assisting in sports clubs |
| Head Aspiration Prefect | * Assist the Heads of Year in homework clubs by offering mentoring support * Support Year 9 Reading Leader team * Support in organisation of Careers events in school |
| Head Integrity Prefect | * Lead as a role model for excellent behaviour and attitude in school * Support in transition programme for new year 7 pupils * Support Head of House in charity and fundraising initiatives, including food bank |
| Head Respect Prefect | * Assist the Head of Year 7 and Year 7 form tutors * To support the year 8 peer mentor team * To support the Wellbeing Champions * Assist the events prefects with year book and prom planning |
| Head Commitment Prefect | * Support teachers running extra-curricular clubs in school as requested * Promote attendance at clubs and extra-curricular activities * Support Library prefects in their role * Seek ideas from pupil body for new clubs and represent views to SLT |
| Head of Student Council | * To assist staff with leading student council. * To hold one lunch drop in a month for pupils to speak to you about any issues they have. |
| **Prefect Job Descriptions** | |
| Duty Prefects | * To complete break and lunchtime duties where necessary * To help with Parent’s Evenings. |
| Events Prefect | * Assist in planning for Prom * Assist in design and creation of the Year book * Support in the organisation and running of whole school events eg Open Evenings, Open Days, Year 5 Taster Days, Parents Evenings etc |
| Library Prefect | * Run the pupil librarian team, monitor duties and organise rotas * Train new librarians with support of school librarian * Seek ways to promote reading in school |
| Sports Prefect | * Assist the Head Sports Prefect and Head of House in running inter-house sporting events including Sports Day * Support and encourage the school teams, wherever possible * Actively contribute to the extra-curricular activities by leading or assisting in sports clubs |

**Written applications will be requested and this will form part of the selection process which will be undertaken by Mrs Cairns and School Leadership Team in discussion with form tutors. Their shortlist will then be reviewed and a final selection made by the School Leadership Team.**

**Application Form**

In submitting this application form, I understand that I will be a role model for other pupils at Academy@Worden and must therefore conduct myself accordingly. I will main a positive approach to learning and do my best to help others. I recognise what being a Prefect will demand from me and I will do my utmost to meet all the requirements of the position. I understand that should I fail to satisfy the requirements of the post,my Prefect status can be withdrawn.

I confirm that I have discussed my application with my parents/guardians who support my application.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | | |
| Form Group |  | Percentage attendance so far in year 10\* |  |

\*If your attendance has been adversely affected through no fault of your own (e.g. medical appointments) please let us known in the box below. This will not affect your application.

|  |
| --- |
|  |

|  |
| --- |
| Why have you put yourself forward to be considered for the post of Prefect? |
| What extra-curricular activities have you been involved in in the past (either in or out of school). E.g: school productions, sports clubs etc. What do these extra-curricular activities reveal about you? E.g. what skills have they taught you and what attributes have they helped you to develop? |
| A large part of the Prefect role involves acting as a role model to other pupils. Explain how you have shown yourself to be a good role model to other pupils in the past. |
| What do you see as the most important role of a Prefect here Academy@Worden? Explain your answer. |
| To be a good Prefect you will need to be able to work well in a team. Describe a situation in which you worked in a team and what you learnt from the experience. |
| If you were appointed to be a prefect at Academy@Worden, you would need to be proud to be part of our school community. What makes you proud to be a student at Academy@Worden? |

Signed

Date

Teacher signature

|  |
| --- |
| **Please return your completed applications to Mrs Cairns by Friday 15th March 2024** |

**Please indicate which prefect role you would be most interested in**

*Note – all prefects may be asked to fulfil duty roles during the course of the year*

|  |  |  |  |
| --- | --- | --- | --- |
| **Duty Prefect** |  | **Events Prefect** |  |
| **Library Prefect** |  | **Sports Prefect** |  |

**Senior Prefects**

**If you would like to be considered for one of the Senior Prefect positions, please complete this page.**

|  |
| --- |
| Please describe what you will plan to achieve if you are selected to take on one of the Senior Prefect positions at Academy@Worden. |

**Please indicate which position you are applying for**

|  |  |  |  |
| --- | --- | --- | --- |
| **Head Prefect** |  | **Deputy Head Prefect** |  |
| **Head Sports Prefect** |  | **Head Integrity Prefect** |  |
| **Head Aspiration Prefect** |  | **Head Commitment Prefect** |  |
| **Head Respect Prefect** |  |  |  |