** Year 10 – Prefect Application Process 2019**

***All members of Year 10 are invited to apply to become a prefect.***

**Step 1.** To apply please submit a letter of application to the college office by **3.10pm on Friday 14th June 2019**. Please note applications will NOT be accepted after the deadline.

**Step 2.** Once all the applications have been received, applicants will be invited to attend a short interview. **Interview times will be shared with Form Tutors on Monday 17th June 2019**

When you apply, you need to state which one of the 3 types of prefect role you would like to be considered for. (*Job Specifications for each role are detailed below to help you.)* The 3 types are:

1. **Prefect 2. Sport Prefect 3. Expressive Performing Arts Prefect**

In addition to a prefect role, you may also like to be considered to become **the Senior College Prefect** for your college. Please state this in your letter if you wish to be considered for this role.

**Your letter should:**

* Explain why you would like to be considered for the prefect role.
* Describe the skills and qualities that would make you a good prefect and any examples of things you have done that have helped you develop these skills.
* Share any ideas you may have about how you would like to contribute to LSA.
* Show you understand the expectations of the prefect role.

Finally you need to name **two referees** i.e. two members of staff from LSA who are happy to support your application. (You should ask them if they are willing to be a referee for you, add their names to the end of your letter and ask them to sign next to their name to show their support for your application.)



**Prefect Job Description**

Thank you for applying to become a prefect at LSA.

The role of Prefect at LSA in 2019 carries considerable responsibility and you will be an ambassador for our school. It is challenging, extremely rewarding and offers students a great opportunity to develop leadership skills and have a significant influence on the daily life of our school.

LSA Prefects should embody our 4 key values of **Endeavour, Aspiration, Integrity** and **Respect.** In other words our prefects are expected to be positive role models to which other students should aspire and so must meet the highest standards of conduct, dress, attendance, punctuality, values and effort at all times.

**Prefects are expected to perform many roles *some* of which are listed below.**

* Represent our School at important events throughout the year e.g. Open Evening, Year 6 days, Awards Evening, Meet the Form Tutor and Subject Consultation evenings, school productions/shows, Careers Fair, as well as greeting and showing visitors around our school.
* Carry out regular duties at lunch and break time.
* Help to lead promotional activities for the school, including charity events.
* Be proactive in assisting the smooth running of the school outside lesson times.
* To act as a specific supportive role model to allocated tutor groups and assist with the delivery of registration activities.
* Act as a buddy to students who have asked for help and support.
* Attend meetings with the pastoral staff as appropriate.
* Prefects will be very active in fundraising for Charity
* Set the standard for a high level of pride in both our school and in your college through noticeboards, form presentations and mutual respect.

**Students applying to be prefects should demonstrate:**

* That they are a positive role model to other students with regard to effort, conduct and commitment to the ethos of LSA.
* High levels of maturity and initiative.
* Their excellent record of punctuality and strong attendance. (We do understand that some pupils may have health conditions or other authorised issues that may have affected your attendance, if this applies to you please do not worry, it will not affect your application.)
* That they are enthusiastic and highly motivated and have a good working knowledge of the School.
* Their on-going 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.

**If you wish to apply to become a *Sport* or *Expressive & Performing Arts Prefect* or Senior College Prefect then there are some additional roles for you to undertake. You may want to make reference to these in your letter of application.**

**Sport Prefect Job Description**

****

**Additional roles for Sports Prefects:**

* To assist the PE teachers with lunchtime & extra-curricular activities.
* To assist with the supervision of students on the astro turf/sports hall at lunchtimes.
* To liaise with PE Teachers in updating the sports notice boards.
* To assist with the selection of teams and distributing information to teams and individuals.

**EPA Prefect Job Description**

**Additional roles for EPA Prefects:**

* To assist the Drama, Art and Music departments with lunchtime and extra-curricular activities.
* To liaise with the Drama, Art and Music departments in updating relevant notice boards and displays.
* To promote the participation of all LSA students in the Arts by being a strong role model.

**Senior College Prefect**

**There will be a senior college prefect appointed for each college.**

**Additional roles for Senior College Prefects**

* To communicate regularly and effectively with their relevant College Leader, Mrs Harrison (Careers) and Mrs Clegg (Assistant Head teacher).
* To Liaise with the whole school team of prefects.
* To take an organisational role alongside other Senior College Prefects in terms of organising rotas and supporting staff inscheduling prefects events.
* To represent the views of The Prefect Team.
* To be a positive, encouraging and supportive leader within The Prefect Team.

|  |
| --- |
| ***C:\Users\gbo\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\FD2DFF2F.tmp******Not keen on writing letters?******Still not sure what to include?******Don’t let that put you off applying!***If you’d like any help or advice with writing your letter, help with getting started or just a chat through the kind of things to include, please come along to **the Library** **any weekday afternoon from 3.15 to 3.45 from Tuesday 4th to Thursday 13th June** when staff will be available to help and encourage you. |

