

## Head Children and Prefects

### **Person Description**

Head Children and Prefects will be students who are a positive role model to all members of the school community. The roles of Head Children are the most responsible roles in the school, and they have many important duties and responsibilities. The Prefects form a team to assist the Head Children. Together they encourage others to contribute to the life of the school.

### **Person specification**

The Head Children and Prefects are selected from Year 6 pupils who are able to demonstrate that they can meet the roles and responsibilities attached to their role. They are likely to have:

- A high standard of behaviour, conduct and dress, supporting the ethos values on a daily basis.
- A high standard of attendance and punctuality;
- An ability to express themselves – verbally and in writing;
- An excellent attitude to learning, showing a good understanding of the school's learning values.
- A history of playing an active part in the life of the school outside of the core curriculum.
- The ability both to take initiative and follow instructions
- Clear ideas about how students can contribute to and improve Malmesbury Park Primary School.

### **How will students be selected?**

- Year 5 pupils are required to read the description of the role.
- They then consider whether they feel they could be a suitable candidate for the role of a Head Child or a Prefect.
- Pupils are invited to apply for the role using the school's application form.
- Applications will be short-listed by the 'Strategic Leadership Team'.
- Short-listed candidates will then be given an interview time and date, along with a list of potential interview questions they may be asked.
- Interviews will be conducted by the Head Teacher, Assistant Headteacher and a School Governor.
- Head Children and Prefects will then be selected based upon performance at interview.

*The number of Head Children and Prefects appointed each year is dependent upon the quality of candidates.*

## **Head Children's Roles and Responsibilities**

- Provide a role model to which lower school pupils aspire.
- Represent the school in the community.
- Represent the school at important events throughout the year; e.g. presentation evenings, charity events, PSFA events, etc.
- Work closely with and support the School Council.
- Contribute to changes and improvements at MPPS.
- Take part in the induction of new pupils to the school.
- To ensure that the level of their own study is maintained at the expected standard.
- Lead a team of Prefects in their duties.

*These jobs may form part of the Head Children's role, on a rota basis:*

- Show prospective parents and candidates for jobs around the school.
- Welcome people at the new front reception desk at lunchtime
- Record the message on the school answer-phone.
- Welcome children and adults in assembly.
- Represent pupils at occasional governors meetings.
- Regular duties such as monitoring corridors.

## **Prefect Roles and Responsibilities**

- Work in a team or individually to assist the Head Children.
- Assist teachers from across the school with jobs.
- Follow instructions carefully.
- Monitor the uniform and corridor behaviour of students
- Represent the school in the community.
- Contribute to changes and improvements at MPPS.
- Take part in the induction of new pupils to the school.
- To ensure that the level of their own study is maintained at the expected standard.
- Provide a role model to which lower school pupils aspire.

*Potentially, other duties could be added to those above, but after consultation between the Head Teacher and Assistant Headteacher and only with the agreement of the Head Children and Prefects.*

**Application Form** (This form is also available on the school website in About Us/ Vacancies)

Please answer all questions in the space provided, writing in full sentences. You should complete this application by hand. Please give it to Mr Hall in the Assistant Headteacher's office by the deadline, folded or sealed in an envelope. It must not exceed one side of A4.

**Deadline: Monday 12th<sup>th</sup> June 2017**

**Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**I am applying for the role of:    Head Child    Prefect    Both**

*Please circle one option above. If you apply for both, your application will be considered for Prefect if you are not successful in becoming a Head Child.*

**1) What qualities do you possess that would make you a successful Head Child/ Prefect?**

**2) What experience do you have (in school or outside) that will help you meet the requirements of the job?**

**3) Would the role of Head Child make any difference to how you relate to your peers? If so, how would you deal with this?**

Signed: \_\_\_\_\_ Child                      Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Parent                      Name: \_\_\_\_\_ Parent

*I agree to my child applying for the Prefect or Head Child role. I understand that this role will require them to use some of their breaks to do jobs around the school, as listed in the Roles and Responsibilities. I understand that the role will occasionally require children to return to school for evening events.*