

Prefect Application Process 2020-2021

Dear Student,

Thank you for your interest in applying to become a Prefect at Hassenbrook Academy. We believe that our academy strives for high academic and social standards, and that it has a good reputation in the local and wider community. We value and encourage students to be involved in the running of the Academy, and the role of Prefect is one of the most prestigious responsibilities.

We have high expectations of standards of behaviour, work and appearance for all our students, and academy Prefects should act as role models to other students at all times. We expect that all Prefects should play a major part in shaping the positive public image of Hassenbrook Academy within the local community.

As a Prefect, students will have a number of additional roles and responsibilities within the Academy. Prefects are expected to provide additional supervision around the building at break and lunch times. They can be called upon to guide visitors around the academy, help out at academy events (such as Parents' Evenings, Prizegiving etc.) and take lead roles in the organisation of fund raising events.

The application process begins with all interested students completing the attached application form. Members of staff also vote and a shortlist of potential Prefects is created. Students on this shortlist will then be invited for an interview, before the academy Prefects for 2020-2021 are decided upon.

On the application form you will be asked to indicate whether you would like to be considered for the positions of Head Boy/Girl and Deputy Head Boy/Girl. You will also be expected to write a letter of application, deliver a speech to the year group and attend an interview. The letter of application should be addressed to Ms Heald and handed in with this application form.

The role of a Prefect is an important one and, if chosen, you will be accepting a position of considerable responsibility. Therefore, the candidates carefully selected to be student leaders of Hassenbrook Academy must be responsible, diligent and hardworking individuals who are ready to represent the academy at any given time. The positions require forward-thinking, confident individuals who will introduce new ideas to the academy and maintain the positive ethos. All positions will act as a link between teachers and students, you must be an excellent communicator, a person who is taken seriously and is well respected by peers and teachers alike.

Before you apply, please read carefully the Job Specifications which set out the roles and responsibilities necessary for each position. You must ensure that you are capable of carrying out the duties required for the role.

Applications must be submitted to Ms Heald via email nheald@hassenbrook.org.uk by 12 noon on Thursday 16th July 2020.

JOB DESCRIPTIONS

HEAD BOY/HEAD GIRL

As Head Boy/Head Girl you must be able to:

- communicate effectively with people of all ages
- uphold the values and ethos of Hassenbrook Academy at all times
- act as a role model for students
- be an approachable person to whom students can come for assistance or support

The job role will include:

- being a responsible and active person in Hassenbrook Academy life
- representing the student body at academy events
- regularly meeting with, and leading, a team of prefects
- monitoring the performance of the prefects and dealing with any issues arising from this monitoring
- performing lunch and break duties
- liaising with members of the Senior Leadership Team and attending meetings with them when required
- ensuring academy rules are adhered to at all times and by all pupils
- encouraging and co-ordinating whole academy events
- being responsible for the maintenance of the Prefect notice board

DEPUTY HEAD BOY/HEAD GIRL

As Deputy Head Boy/Deputy Head Girl you must be able to:

- communicate effectively with people of all ages
- uphold the values and ethos of Hassenbrook Academy at all times
- act as a role model for students
- be an approachable person to whom students can come to for assistance or support

The job role will include:

- taking over the duties of the Head Boy/Girl when required
- being a responsible and active person in Hassenbrook Academy life
- representing the student body at academy events
- assisting in the leading of a team of Prefects
- assisting with monitoring the performance of the prefects, dealing with any issues arising from this monitoring
- performing lunch and break duties
- liaising with members of the Senior Leadership Team and attending meetings with them when required
- ensuring academy rules are adhered to at all times and by all pupils

- encouraging and co-ordinating whole academy events

PREFECT

As a Prefect you must be able to:

- up hold the values and ethos of Hassenbrook Academy at all times
- act as a role model for students
- be an approachable person to whom students can come to for assistance or support

The job role will include:

- maintaining the standards, duties and responsibilities expected of the Prefect team
- help with organising Academy events e.g. fund raising activities
- representing the student body at academy events
- performing two lunch and/or break duties per week
- attending all meetings with other prefects when required
- ensuring academy rules are adhered to at all times and by all pupils
- reporting any issues to the Head Boy/Girl or Deputy Head Boy/Girl
- feeding back information to tutors, tutor group representatives and relevant staff