



## Gordon's School Senior Prefects Job Description 2020-21

<p><b>Ceremonial Prefects (x6)</b></p> <ul style="list-style-type: none"> <li>• On duty on Parade days</li> <li>• Locations: Bridge / Tunnel / Chapel</li> <li>• Guide parents &amp; visitors</li> <li>• Liaise with Rev. Sarah regarding the Chapel collection at the end of the service and Chapel etiquette</li> <li>• Be present for both services on a Parade morning from 9.20am to welcome guests and usher to seats.</li> <li>• Prepare the chapel with Rev. Sarah the Friday before a parade (typically P5 / P6)</li> </ul>	<p><b>Online Safety Prefects (x6)</b></p> <ul style="list-style-type: none"> <li>• Complete Childnet Digital Leaders Programme and liaise with Mr King in creating a campaign to raise awareness of online safety issues that our students feel need to be addressed</li> <li>• Support students in staying safe online</li> <li>• Manage social media platform</li> <li>• Create and deliver termly assemblies</li> <li>• Maintain online safety advice and information, with up to date materials</li> <li>• Offer drop-in sessions / visit PSHE lessons to advise students on how to keep safe online (offer demonstrations etc.)</li> </ul>
<p><b>Development Office Prefects (x6)*</b></p> <p>To assist the Development Team (Bursar's Assistant, Development Officer and Gordonian Officer) with the following:</p> <ul style="list-style-type: none"> <li>• Basic administration, such as making up folders, preparing mailings, tidying and similar</li> <li>• Research through publications and archive material</li> <li>• Help to host events held at the school e.g. afternoon Carol Service and Harvest Parade Lunch</li> <li>• Staff the 'Welcome and Registration' desk for Gordonians on the morning of the Annual Parade</li> <li>• Understand the role of Gordonians and help to explain membership benefits to peers, accompanying the Gordonian Officer to tutor group presentations</li> <li>• Participate in contacting supporters to provide an update on what it is like to attend Gordon's School and encourage their support</li> <li>• Act as liaison with Sixth Form and source extra volunteers for events if required</li> </ul>	<p><b>Pastoral Prefects (x18)</b></p> <ul style="list-style-type: none"> <li>• Support WLT in managing Chapel</li> <li>• Ensure students are lined up outside the Chapel in silence, monitor students as they come into the Chapel and help to get the students settled quickly and quietly, each morning</li> <li>• Pastoral Prefects are expected to provide support and assistance outside the Rec and Dining Hall every weekday during lunch. Duties start at 12.40pm and finish at 1.40pm. You will be responsible for creating a rota.</li> <li>• Assist with Parent Information / Consultation Evenings</li> </ul> <p><b>Charity Prefects (x6)</b></p> <ul style="list-style-type: none"> <li>• Attend Boarder's Council meetings (charity focus) and liaise with Houses in ensuring social action takes place and update the BC on any charity events</li> <li>• Organise one whole-school fundraiser per year</li> <li>• Maintain a Charity noticeboard with House, Chapel and Whole School charities supported</li> <li>• Organise the whole school mufti schedule</li> <li>• Reinforce the message that charity is more than giving money for a cake – link to NHS 5 steps to wellbeing (assembly to reinforce)</li> <li>• Assist Rev. Sarah with whole school charity matters</li> </ul>

\*The **Development Office Prefects** are expected to provide a minimum average of one hour's 'service' each week during term, to fit in with their personal school timetable, with the possibility of some paid work during school holidays, as required.

## **General**

1. As a Senior Prefect you are always expected to set a good example
2. You should be smart, clean and tidy
3. Try to be approachable without being too familiar with younger students; this is a difficult balance to strike!
4. As senior students, endeavour to act with maturity around school and in your House
5. If you discover a problem, do not simply ignore it, resolve the situation if you can or report it to a member of staff if you have serious concerns
6. Promote positive behaviour and good character in and out of school
7. Attend calendared meetings and training events
8. Any bullying or serious breaches of school rules must be reported to DSL or Deputy DSL. Be aware of Safeguarding issues.

## **Commitments for all appointed Senior Prefects**

- a. Guildford Cathedral Service
- b. Annual Prize Giving
- c. Remembrance Parade
- d. Y6 Moving on Day
- e. Y7 Induction Day
- f. Y12 Induction Day
- g. Senior Prefect training events (as per your handbook)