



## Junior Prefects 2020-21

### Application process and job description

*Please note: Maximum 4 Junior Prefects from each House will be appointed.*

Students in Year 10 wishing to become a Junior School Prefect must apply in the Autumn Term. This involves writing a short letter of application to your Head of House, detailing why you think you have the character attributes required to fulfil the role and an explanation as to how you could fulfil the requirements, as per the job description.

Heads of House will invite students to a short interview. Tutors will be given notice and will be asked to comment on the student's character, attitude to learning and their relationships with their peers/staff. Those fortunate to be selected, take up their post in January 2021.

#### **Job description:**

The role of a Junior Prefect has many responsibilities, including:

- Representing and serving Gordon's School (e.g. tour guides, staff interviews, parent consultation evenings etc.)
- Represent their House and student body by taking turns to attend the termly Boarders' Council
- Take responsibility for liaising with House staff and students in order to gather their views on House and Whole School matters, help to set the agenda for the Boarders' Council Meeting and ensure key messages are communicated to all students in their House (e.g. through a designated student voice display board in House, brief peers in House meeting etc.)
- Role model Gordon's School expectations through impeccable behaviour in and out of lessons, dress and good character
- Attend safeguarding and assertiveness training and develop awareness of mental health issues and bullying to offer support peers
- As directed by Head of House (e.g. tuck shop, buddy, Inter-House, Social events, House committee meetings, Y7 induction period etc.)

#### **Training & Enterprise:**

Junior prefects will be invited to participate in the G2G Leadership Programme and complete the Institute of Leadership & Management (ILM) Level 2 qualification.

Junior Prefects are expected to complete safeguard training with SMF.



### Junior Prefect – appointment schedule

Date	Event summary	Staff
Tuesday 3 <sup>rd</sup> November	<ul style="list-style-type: none"> <li>Launch Junior Prefect process &amp; schedule in assembly</li> <li>Junior Prefect appointment schedule, process and job description emailed to Y10 &amp; HoH</li> </ul>	CHO CHO / JG
Friday 13 <sup>th</sup> November	<b>Junior Prefect application deadline:</b> <ul style="list-style-type: none"> <li>Letter to Head of House</li> </ul>	HoH
Friday 20 <sup>th</sup> November	Tutor reference request: <ul style="list-style-type: none"> <li>HoH to notify tutors (highlight applicants)</li> <li>Tutor questionnaire emailed</li> </ul>	HoH / Y10 tutors CHO
Week beginning 23 <sup>rd</sup> November	Interviews: <ul style="list-style-type: none"> <li>HoH to conduct interview with shortlisted applicants</li> <li><b>Interviews to be conducted by Wednesday 2<sup>nd</sup> December</b></li> </ul>	HoH
Friday 27 <sup>th</sup> November	Deadline for tutor reference	Y10 Tutors
Friday 4 <sup>th</sup> December	Decisions: <ul style="list-style-type: none"> <li>Names of successful candidates emailed to CHO &amp; RJP</li> </ul>	HoH
Thursday 17 <sup>th</sup> December	Announcement: <ul style="list-style-type: none"> <li><u>8am meeting</u> in House with all applicants informing them of the result (this can be one to one or as a group)</li> <li>New Junior Prefect team announced in EoT Chapel &amp; ties awarded</li> <li>Success / regret letters sent home to parents (during Christmas Holidays)</li> </ul>	HoH AM / CHO JG

#### The appointment process for Junior Prefects includes:

- ◆ A letter of application
- ◆ Tutor reference request
- ◆ Average effort grade (T1) – **Please Note: If your effort grade is 2+, you may risk not being appointed**
- ◆ Interview with HoH

Miss A Hutchings

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