



Senior Prefect

Appointment process and schedule 2020-21

Position	Staff responsible
x6 Ceremonial Senior Prefects	Rev. Sarah
x6 Online Safety Senior Prefects	Mr King
x6 Development Office Senior Prefects	Mrs Byne
x6 Charity Senior Prefects	Rev. Sarah
x18 Pastoral Senior Prefects	Mr Pavis / Miss Holmes

Monday 21st September:

- Procedure announced in Y12 'Virtual' Assembly along with the level of commitment required and what the role involves (AJH)

Wednesday 23rd September:

- Interview process, schedule and job descriptions sent to Y12 and HoH via email (AJH)
- Information sent home to parents to inform them of the appointment process (RJP / MS)

Wednesday 30th September: Application deadline – 3.35pm.

- **Letter** of application to Heads of House
- Heads of House provide written reference for each applicant (AJH to send reference request paperwork)

Friday 9th October:

- Deadline for references (HOH to send to AJH via email)

Week beginning 12th October:

- Interviews (WLT + staff responsible + 6th form leadership team)

Week beginning 19th October:

- Rescheduled interviews
- Decisions to Mr Moss & Mr Pavis on Wednesday 21st October

Tuesday 3rd November: Announcement

- 8am email to all applicants informing them of the result (JG)
- Send congratulations letters home to students / parents (JG)

Monday 9th November:

- Announce new Senior Prefect Team in virtual assembly (CHO)

The appointment process includes:

- A letter of application (you must specify which role(s) you are applying for)
- Reference from HoH
- Interview



**Appointment of Head Boy / Head Girl &
Deputy Head Boy / Deputy Head Girl
2020-21**

Please note:

1. Those considering applying for the position of Head Boy and Head Girl must have applied for the role of a Senior Prefect to be invited to Head Boy / Head Girl interview.

Week beginning 2nd November:

- **CV** and **covering letter** to Mrs George by 3.35pm on Tuesday 10th November (jgeorge@gordons.school)

Week beginning Monday 9th November:

- **Application deadline – 3.35pm** (10th November)
- Shortlisting (if necessary)

Thursday 19th November from 1.30pm:

- Interview with Mr Moss, Mr Pavis and Mr Whittington (Chair of Governors)

Monday 23rd November:

- Candidates informed
- Letters home to parents

Friday 11th December:

- Y12 End of Term Assembly / Chapel
- Announce Senior Student Leadership Team, including new Senior Prefect team (CHO)
- Award badges (Mr Moss)

January 2021

- Invite HB/HG/DHB/DHG to SLT meeting (JG)
- Senior Prefect meetings and training schedule begins (students issued with a handbook and code of conduct)

The appointment process includes:

- Letter of application and up to date CV
- Reference from HoH
- Interview with Mr Moss, Mr Pavis and Mr Whittington (Chair of Governors)