



**Senior Student Leadership Team**  
**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.
2. The Head Boy and Head Girl can retain ceremonial duties.

**Week beginning 2<sup>nd</sup> November:**

- **CV + covering letter** to Mrs Jacqui George by 3.30pm on Tuesday 10<sup>th</sup> November ([jgeorge@gordons.school](mailto:jgeorge@gordons.school))

**Week beginning Monday 9<sup>th</sup> November:**

- **Application deadline** (10<sup>th</sup> November)
- Shortlisting (if necessary)
- JG to email candidates their interview details

**Thursday 19<sup>th</sup> November from 1.30pm:**

- Interviews with Mr Mos, Mr Pavis and Mr Whittington (Chair of Governors)

**Monday 23<sup>rd</sup> November:**

- Candidates informed (JG to organise: RJP, CHO and AM).
- Letters home to parents

**Friday 11<sup>th</sup> December:**

- Y12 End of Term Assembly / Chapel
- Announce Senior Student Leadership Team, including new Senior Prefect team, Head Boy & Head Girl
- Award badges

**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:**

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



**Gordon's School  
Head Boy & Head Girl  
Job Description  
2020-21**

1. Half-Termly operations meeting with SLT (AM / RJP / SAR / SM / CHO)
2. Co-Chair the termly Boarders' Council meetings
3. Co-Chair the termly Governing Body meetings
4. Guildford Cathedral Memorial Service –speech on agreed theme
5. One assembly / chapel reading each, per term, on agreed theme
6. Championing and promoting 'participation & service' to Year 12-13
7. Liaising with Deputy Heads of Sixth Form with regards to 'participation & service'
8. Guide and support the Senior Prefect Team
9. Assist WLT during interviews, hosting guests etc.
10. Support and make an appearance at Inter-House events, Arete competitions and other Whole School events (such as Insight Talks)
11. Attend the Heads of School Annual Student Leadership Conference at Wellington College (October)
12. Run termly 'Student Surgeries'



**Gordon's School  
Deputy Head Boy & Deputy Head Girl  
Job Description  
2020-21**

1. Co-Chair the termly Boarders' Council meetings
2. Termly attendance at Co-curricular Council meetings
3. Termly attendance at Academic Council meetings
4. Ceremonial responsibilities (if required on parade days to support Ceremonial Senior Prefects)
5. Assistance to be provided at Gordonian events (as requested by the Development Office / SLT)
6. Co-ordinate, guide and support the Senior Prefect Teams and assist if needed (e.g. absence / campaigns etc.)
7. Support and make an appearance at Inter-House events, Arete competitions and other Whole School events (such as Insight Talks)
8. Support termly 'student Surgeries'

**Please note, you will be expected to attend the following events:**

1. Whitehall Parade (January 2021)
2. Guildford Cathedral Memorial Service (January 2021)
3. Annual Parade & Prize Giving
4. Year 6 Moving on Day
5. Year 7 Induction Day
6. Year 12 Induction Day
7. Remembrance Parade
8. Training events (as per your handbook)