



## JCG Prep Prefects

### Job Description and Role

Jersey College Prep welcomes JCG Prep Prefects to support our ambition to nurture happy, confident, caring students, who enjoy positive relationships and show compassion and respect for others. We want students to grow as individuals, to feel valued and to forge a strong and supportive community that reaches out around the world.

The role of the Prep Prefect (Senior Prefects, from both the Academic and Pastoral teams, with responsibility for supporting the work of JCP):

- to encourage and actively demonstrate the College values of Aspire, Inquire, Excel and Belong
- to be a role model for other children and to lead by example
- to work with teachers to promote good behaviour, manners, politeness and to assist in helping the school run effectively
- to be punctual and well prepared for their tasks
- to act as additional support at playtimes and after school clubs and to report to staff any behaviour concerns or First Aid incidents
- to help provide a happy and safe environment in which all members of the school community feel valued
- to work to prevent and report bullying and discrimination
- to help out with any other school related tasks and jobs from time to time

Whilst the Deputy Head, Ms Guglieri, will be the initial point of contact, JCG Prep Prefects will be responsible for liaising with their designated points of contact (see below) with regards to their responsibilities and attendance. If there are any concerns of a more serious nature, they should contact Ms Guglieri directly. The JCG point of contact will be the Heads of Sixth Form: Mr Milner and Mrs Spiteri. Ms Guglieri and the Heads of Sixth Form will meet on a regular basis to discuss how things are going and to resolve any issues that may arise.

### Prefect tasks – JCP Weekly commitment

Role	Responsibility	Day/Time	Point of contact
<b>PREFECT TEAM</b>			
Lunch & Playtime Supervision	<ul style="list-style-type: none"> <li>• to support lunchtime assistants at lunchtimes and to report to staff any behaviour incidents or First Aid</li> </ul>	Lunch 12 – 12.30 – KS2/Yr2	Deputy Head Ms Guglieri <a href="mailto:n.guglieri@jcp.sch.je">n.guglieri@jcp.sch.je</a>
PASTORAL	<ul style="list-style-type: none"> <li>• to act as friends and buddies for all children</li> </ul>	12.30 - 1pm – KS2	
After School Club	<ul style="list-style-type: none"> <li>• to support children and to report to staff any behaviour incidents or First Aid</li> <li>• to act as friends and buddies for all children</li> <li>• to lead a small group activity (eg. Colouring, Lego or playground games, etc.)</li> </ul>	Every day 3pm – 5pm	ASC Manager Mrs Lock <a href="mailto:b.lock@jcp.sch.je">b.lock@jcp.sch.je</a>
PASTORAL / ACADEMIC			
Termly School Clubs	<ul style="list-style-type: none"> <li>• to support club leader to deliver the club.</li> </ul>	Times and clubs may vary. (eg Netball,	Club Leader (tbc)

Eg Netball/Football PASTORAL	<ul style="list-style-type: none"> <li>to lead a small group activity within the club if needed.</li> </ul>	Football, Cricket, Maths, Orchestra, etc.) (details to follow)	
Reading ACADEMIC	<ul style="list-style-type: none"> <li>to read with F/KS1 children, either reading to a child or a child reading to them.</li> </ul>	To be discussed with staff	Key Stage Leaders Mrs Scott (Reception) <a href="mailto:c.scott@jcp.sch.je">c.scott@jcp.sch.je</a> Mrs Harries (KS1) <a href="mailto:s.harries@jcp.sch.je">s.harries@jcp.sch.je</a>

### Prefect tasks – JCP School Events

Year 5/6 Disco PASTORAL	<ul style="list-style-type: none"> <li>to support staff &amp; help supervise children</li> </ul>	November (date tbc for 2019)	Deputy Head Ms Guglieri <a href="mailto:n.guglieri@jcp.sch.je">n.guglieri@jcp.sch.je</a>
Christmas Carol Service ACADEMIC	<ul style="list-style-type: none"> <li>to welcome parents</li> <li>to help supervise children</li> <li>to support orchestra/readers</li> </ul>	December (date tbc for 2019)	Deputy Head Ms Guglieri <a href="mailto:n.guglieri@jcp.sch.je">n.guglieri@jcp.sch.je</a> or Head of Music Mrs Smith <a href="mailto:l.smith@jcp.sch.je">l.smith@jcp.sch.je</a>
House Music Week ACADEMIC	<ul style="list-style-type: none"> <li>to support Staff with setting up/clearing away of equipment.</li> <li>to help supervise pupils</li> </ul>	March (date tbc for 2020)	Head of Music Mrs Smith <a href="mailto:l.smith@jcp.sch.je">l.smith@jcp.sch.je</a>
Open Day PASTORAL/ ACADEMIC	<ul style="list-style-type: none"> <li>support Staff with setting up displays</li> <li>to welcome parents</li> <li>to assist with tours of the school for new parents</li> </ul>	April Thurs 4 <sup>th</sup> – pm	Deputy Head Ms Guglieri <a href="mailto:n.guglieri@jcp.sch.je">n.guglieri@jcp.sch.je</a>
Yr5 Taster Days (TBC) ACADEMIC	<ul style="list-style-type: none"> <li>support JCG staff and Yr5 pupils in the Yr5 Taster Days</li> </ul>	May Mon 13 <sup>th</sup> & Weds 15 <sup>th</sup> June Wed 5 <sup>th</sup> & Fri 7 <sup>th</sup>	Mr Palfreyman <a href="mailto:e.palfreyman@jcg.sch.je">e.palfreyman@jcg.sch.je</a>
Summer Fete PASTORAL	<ul style="list-style-type: none"> <li>to support Staff/PTA with setting up/clearing away of stalls</li> <li>to help supervise a stall</li> </ul>	June Fri 7 <sup>th</sup> – pm	Deputy Head Ms Guglieri <a href="mailto:n.guglieri@jcp.sch.je">n.guglieri@jcp.sch.je</a>
Year 5 Jersey Sings PASTORAL	<ul style="list-style-type: none"> <li>to support staff and help supervise children</li> </ul>	June Thurs 20 <sup>th</sup> – pm/eve	Head of Music Mrs Smith <a href="mailto:l.smith@jcp.sch.je">l.smith@jcp.sch.je</a>
Year 6 Production ACADEMIC	<ul style="list-style-type: none"> <li>to help with costumes, hair and makeup and back stage.</li> <li>to support ticket collection and welcome guests.</li> </ul>	June Mon 24 <sup>th</sup> –Thurs 27 <sup>th</sup>	Head of Drama Mrs Pateman <a href="mailto:a.pateman@jcp.sch.je">a.pateman@jcp.sch.je</a>
Sports Day KS1 & KS2 PASTORAL	<ul style="list-style-type: none"> <li>to support Staff with setting up/clearing away of equipment.</li> <li>To help supervise an event</li> </ul>	July KS2 (Tues 2 <sup>nd</sup> - am) KS1 (Mon 15 <sup>th</sup> - am)	Head of PE Miss Bichard <a href="mailto:m.bichard@jcp.sch.je">m.bichard@jcp.sch.je</a>