

Senior Prefect

Purpose of Role:

- To be a member of the Senior Student Leadership Team and support the Head Girl and Deputy Head Girls in their roles
- To take a full and active share in responsibility for the organisation and development of academic or pastoral life within the College
- To perform general duties as part of the Senior Student Leadership Team
- To be a role model for the rest of the College in terms of behaviour, learning, attendance and appearance

Specific Responsibilities:

Academic Prefects (x6)

- Promote and develop a scholarly culture across the College
- Develop strategies to support the learning of all students, in ways including the following:
 - organise and monitor supervised homework sessions
 - organise and monitor the classroom support programme
 - organise revision skills sessions and assemblies, in consultation with Heads of School / Sixth Form
 - support the learning of students at Prep (see JC Prep Prefects document for details)
 - initiate ways to promote high quality learning
- Promote and develop good use of the Learning Resource Centre, supporting the Librarian in ways including the following:
 - organise a calendar of events and displays within the LRC in collaboration with the Librarian
 - initiate ways to make the LRC the best it can be in its support of students and staff

Pastoral Prefects (x6)

- Promote and develop Student Voice, including the work of the Student Council

- Develop strategies to promote the well-being of all students, including Prep students (see JC Prep Prefects document for details)
- Serve as a Peer Mentor, undertaking training as required, and assist in leading the work of the Peer Mentor Team, including the management of a Peer Mentor email account
- Help to raise students' awareness of online safety, bullying and other issues pertaining to well-being
- Liaise with Heads of School and Sixth Form / Head of Personal Development / Assistant Headteacher: Student Progress and Welfare / School Counsellor to communicate concerns and ideas to promote the well-being of students
- Take on responsibility for arranging weekly drop-in sessions where students can seek help
- Develop strategies to support the extra-curricular life of all students
- Ensure that students know where / when they can contact a member of the Student Support Team

All Prefects

- Meet on a regular basis as a team of Prefects with the Head Girl and Deputy Head Girls in order to discuss issues or organise duties to assist the running of the College; to be proactive within these meetings to suggest and implement ways of developing and improving the life of the College for the benefit of all.
- Monitor the work of Junior Prefects and support them in their roles.
- Perform general duties on a regular basis as required, including the following:
 - conduct tours for visitors
 - assist with full school assembly
 - perform duties around the College before, during and after school
 - enforce the College dress and behaviour policy
 - meet, greet and assist in the smooth operation of public events
 - monitor the use of the Sixth Form centre
 - support the work of the Student Council
 - perform any other duties as required by the Principal or Heads of Sixth Form

Person Specification:

A student appointed to the role of Prefect will demonstrate qualities of leadership and teamwork. She should be prepared to undertake specific duties on her own, be proactive in assuming responsibility and yet prepared to work as part of a team. She should possess all those

qualities as outlined for the Head Girl and work towards creating a positive, energetic and productive environment for all.