

## JOB DESCRIPTION

<b>Job Title:</b>	Prefect
<b>Responsible to:</b>	Head of Years (Miss Wilmott & Mr Barley) / Assistant Head Teacher (KHE) / Head Teacher (DWT)
<b>Role:</b>	A large part of the Prefect role is to act as a role model to other pupils, showing respect and loyalty to Woodlands School and be the best representation for the school. The Woodlands School ethos is to be Aspirational, Resilient and to make the most of all the Opportunities on offer, with all three leading to Excellence. All prefects must show and represent this in your everyday life in the community and in school.
<b>Personal Skills / Qualities:</b>	The role of Prefect requires skills in public speaking, and listening to alongside leading a team. You are expected to have excellent attendance & punctuality, and be a role model to all other pupils.
<b>Applications:</b>	Applications are made in the Spring term of Year 10 using the attached application form and sent to the Head of Year 10 (Mr Barley). If your application is successful you will be interviewed by a member of SLT or other senior staff member.
<b>Positions:</b>	There are 25-30 positions available (4 of these will be taken by the Head Boy & Girl, as well as the Deputy Head Boy & Girl). Positions are only available to Year 10 pupils.

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### Responsibilities / Duties

- Continue to have an attendance and punctuality record above 98%.
- Act as a role model to others around the school.
- Consistently uphold and demonstrate the AROE ethos.
- Attend and support at all Parents Evenings (Year 7-10).
- Attend and support with any Open Evenings.
- Support the HOY with additional duties around the school when required.
- Carry out lunch and break time duties around the school.
- Work with the JLT to deliver assemblies.
- Work with the House Captains in each year group to organise House Events.
- Act as mentors / buddies to other pupils.
- Attend regular meetings with the HOY & AHT.
- Support in coordinating Y11 celebration events (Leavers' assembly / Yearbook / Prom).

