Helsby High School
April 2013

Prefect Job Description

Who can become a Prefect?
Prefects are the school's role models. If you are a student with an excellent record of behaviour, attendance, punctuality and uniform then you are a suitable candidate. However, please do not be put off from applying, if you are someone who has had problems previously in school but have worked through these.

You should like working with and talking to younger students, and be able to build good working relationships with staff. You should want to make a lasting impact at school and be involved in decision making.

Pupils are expected to:
- Be a role model to which lower school pupils aspire
- Meet high standards of politeness, courtesy, dress, attendance and punctuality
- Carry out regular duties as required
- Be prepared to give up some of your free time to attend meetings at lunchtime and after school
- Work as part of a team - this means listening to others! You may have to work with people who are not necessarily your friends and who may not agree with your ideas

Prefect tasks:
- A small group will form an editorial committee to prepare the year book
- A small group will make arrangements for the end of Year Eleven function
- Individuals will be attached to Year 7 forms to help the new pupils settle into the school
- Small teams will help out with school events such as Consultation Evenings
- Prefects will be very active in fundraising for the School Charity
- As well as fundraising for Charity, Prefects will have to fundraise to subsidise the Year Book and Prom
- Prefects will collect money from forms for own clothes days
- Some Prefects can organise assemblies, particularly for Years Seven and Eight
- Prefects should take an active role in ensuring that all pupils can feel safe at break and lunchtimes
- To lead and organise pupil voice
- Organise the content for the large screens in the break-out space at break and lunchtime
- Work together as a team on a newsletter for Year 11

**How do I apply?**

Complete your form electronically and email it to prefectapplication@helsbyhigh.org.uk with Prefect Application followed by your name in the subject box.

OR

Print off the application form, complete it, and hand it in to Miss Oscroft in the Exams/Data Office.