



Recruitment Pack- Prefects 2018 / 19

The pack contains the following information:

- 1) A job description outlining the responsibilities expected of prefect (one copy should be signed and completed with the application form and one copy should be kept by yourselves).
- 2) An application form which should be completed and returned to the pastoral office by the 7<sup>th</sup> September.

## Sir John Hunt Community Sport College

### Prefect - Job Description (To be retained by applicant)

<p><b>Function:</b></p> <ul style="list-style-type: none"> <li>• To assist in maintaining the good name of the College.</li> <li>• To assist and support the staff and students of the College.</li> <li>• During the year there will be other roles that prefects will be expected to fulfil e.g. support at College open evenings, Support with celebration evening, Senior Citizens night etc.</li> </ul>
<p><b>Outline of Duties:</b></p> <ul style="list-style-type: none"> <li>• To assist the Principal, members of SLT and all Teachers and support staff.</li> <li>• To welcome all visitors to the school.</li> <li>• To treat others as you like to be treated.</li> <li>• To be an outstanding ambassador for the College</li> <li>• To be an outstanding ambassador for the community.</li> <li>• To lead by example.</li> <li>• To carry out break and lunchtime duties.</li> <li>• To be present at options evenings and open evenings.</li> <li>• To support and respect the whole school community.</li> </ul>

<b><u>Essential Skills</u></b>
Good Punctuality
Good attendance
Good Presentation Skills
Making Good Progress in majority of subjects
Respect for self, Staff other students and the College Environment
Ability to communicate with staff and peers
Good team work
Good organisational skills
Common sense
Good behaviour
Willingness to work outside of comfort zone
<b><u>Desirable Skills</u></b>
Leadership experience
Track record of leading projects within the school

Name..... Signed..... Date.....

# Sir John Hunt Community Sport College

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**(Please sign and returned with application form)**

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# Application form -Prefects

Please speak to Mr Beynon or Mr Harling in the pastoral office if you have any questions on how to complete this form or if you require it in a different format or language.

Please fill in **all sections** of the form using **black** ink/type. The information you provide will help us make a fair decision in the selection process.

## About you

Title: (Mr, Miss, Ms)		Surname:	
First name(s):		Date of birth:	
Home address:		Home phone:	
		Work phone:	
		Mobile:	
Post code		Email:	

**Supporting Statement. Please refer to job description and mention why you want to be a prefect and what qualities and experience you have to support you application (e.g. lead learners, Year 7 guardian, KS£ passport award, DofE, play for local sports team, volunteer at local shop etc.)**

Please continue on a separate sheet as necessary.