



BEECHWOOD *Sacred Heart* School

2016-2017

Prefects' Handbook



Congratulations!

If you are reading this it is because you have been selected to be a School Prefect.














Being given the title and position of School Prefect is an honour and a privilege and we hope that you will look back on your time in this role with a sense of pride, particularly in future years when you move on from Beechwood Sacred Heart to university and beyond.

As a School Prefect a weight of responsibility rests on your shoulders. Teachers will ask you to take on extra duties in addition to your normal studies and extracurricular activities and expect you to behave in an exemplary manner at all times, setting the standard by which the other students measure themselves. You will play a crucial role in ensuring that the ethos of the school carries across to all areas of school life.























The students will look up to you and will follow your example therefore it is imperative that you set a good example. Your actions, and the way you conduct yourself, are especially important and will have a big impact on life at Beechwood Sacred Heart School. You will need to treat all students equally and fairly and work to ensure that the students you represent are cared for and supported. At times they will need you to listen to them and they will need your help and advice to work through their problems. There may be new students who feel alone or left out and it is your responsibility to make these students feel welcome and included in aspects of school life.

In essence, being a School Prefect is not about you it is about the students you represent.

In performing your duties as Senior School Prefect, you will be expected to:

-  Observe the school rules at all times
-  Be dressed appropriately at all times
-  Maintain an excellent attendance record
-  Be punctual for your duties
-  Be positive and enthusiastic
-  Be able to encourage and motivate fellow students
-  Be cooperative, helpful, well-mannered, trustworthy, and responsible
-  Be respectful toward teachers, your peers, and the school environment
-  Display leadership qualities: confidence, initiative, problem solving skills
-  Be willing to take on extra responsibility
-  Be able to work independently and complete tasks without supervision
-  Maintain a good academic record
-  Be a good ambassador for the school

Senior Prefect Job Descriptions

Post	Job Description
Head Girl & Head Boy	<ul style="list-style-type: none">  Escort the Head to and from Assembly  Prepare duty rotas and make sure that they are carried out  Open Days, Beechwood Day, Eighth Weekend. Be prepared for special duties, including speech  Find out and understand the problems and views of the school and represent them to the Head and Staff e.g. by chairing Schools Council  Hold regular Prefects' Meetings
Deputy Head Girls & Boys	<ul style="list-style-type: none">  Shadow the Head Girl & Boy and be prepared to deputise and support them in all of the above duties, as required.  Help with the seating of pupils at assembly.  Help with rotas and monitoring that duties are being done  Write the minutes of meetings and circulate them  Maintain notice board in VI Form common room
Games Captain	<ul style="list-style-type: none">  Assist the Head of PE with teams and matches  Deliver a sports report in Assembly  Support and encourage the teams, whenever possible  Actively contribute to the extra curricular activities by leading or assisting in clubs.
House Captains	<p>The key role of the House Captain is to lead the House by example and enthusiasm and so to encourage the development of house spirit with the support of her Head of House. You are part of the pastoral team keeping a watchful eye on pupils and helping them to gain confidence and enjoyment through participation in House activities.</p> <p>House Meetings</p> <ul style="list-style-type: none">  The House Captain should meet their Head of House at a designated time on the Monday of each week, in which there is either a House Meeting or an Inter-House Event  The House Captain should attend all House Meetings and in exceptional circumstances, where they cannot attend, must tell the Head of House in good time. <p>Inter – House Events</p> <ul style="list-style-type: none">  The House Captain should produce team sheets, timetables and rehearsal schedules as appropriate.  They should encourage the participation of as many House members as possible across all age ranges.  Team lists need to be displayed on the House Notice Board and a copy should be given to the Head of House.  In the week of the event the House Captain should check that all involved are aware of their commitment and make another check on the day of the event and find substitute team members if necessary. <p>House Boards</p> <ul style="list-style-type: none">  The House Captain should ensure that the House Board is attractive and has at least a list of House members and details of forthcoming events and teams.  They may delegate responsibility for the Board to different year groups, but must oversee what they do.

Beechwood Sacred Heart Prefects' Requirements

Qualifications and experience

- 🏰 Academic record should be above average
- 🏰 Behavioural record must be exemplary, including attendance record

Personal skills and aptitudes

- 🏰 Self-confident: be bold and assertive
- 🏰 Ability to speak in public, to students and adults
- 🏰 Team working skills
- 🏰 Be organised and resourceful
- 🏰 Be polite, honest, reliable, punctual and hardworking

Accountability

- 🏰 Prefects are ultimately responsible to the Headmaster, Deputy Head of School & Head of Sixth Form
- 🏰 On a day to day basis Prefects are responsible to the individual member of staff running the activity or duty

Responsibilities

- 🏰 Prefects must adhere to School rules and regulations at all times
- 🏰 The main duty of Prefects is to maintain an atmosphere of friendly cooperation, discipline and unity in the school
- 🏰 Prefects should serve as counsellors to junior students
- 🏰 Prefects must liaise and collaborate with each other, as a team, to ensure efficiency and smooth running of their own area of responsibility and of the school as a whole
- 🏰 Prefects' academic and behavioural standards must be maintained
- 🏰 Prefects will always work in the interest of the school
- 🏰 Certain Prefects will be given specific roles and responsibilities:

Limits to authority

- 🏰 Implementation of discipline is carried out by members of Staff only. Staff can use the services of Prefects for supervision only





Removal from post of prefect

Prefects who fail to adhere to Prefect Code of Conduct and to maintain the role and responsibilities of Prefect will be given a notice of intention to remove their prefecture status. Students failing to address the area/s of concern will have their prefect status removed.

















Roles and Responsibilities

Prefects play a vital part in the running of Beechwood Sacred Heart School; assisting and supporting both staff and pupils.

The role of a Prefect falls into four main categories:

-  **Maintaining discipline**
-  **Helping staff**
-  **Supporting younger pupils**
-  **Organising events**

You may be a Prefect for one particular area in the school, but you will also be required to cover all four areas. It is important you, and the whole school community, are very clear about your role and responsibilities:

-  To act as a role model for students and promote the ethos of the school
-  To maintain an atmosphere of friendly cooperation, discipline and unity in the school
-  To wear the correct uniform at all times
-  To adhere to school rules and regulations at all times
-  To help ensure school rules are adhered to by pupils
-  Academic and behavioural standards must be maintained
-  To report any issues to the Head Boy or Head Girl
-  To fulfil the specific responsibilities allocated below
-  To attend all meetings as required
-  To assist in the Preparatory Department if and when required.
-  To liaise and collaborate with each other as a team, to ensure efficiency and smooth running of their own area of responsibility and of the school as a whole.
-  To be an approachable Prefect to whom students can come to for assistance or support
-  To serve as councillors for younger students
-  To always work in the interest of the school
-  To help organise school events
-  To attend school events when required

Additional Duties

All prefects are required to perform duties either at break time or at lunchtime. It is important that you know where and when you are on duty. It is vital that you always turn up for your duties on time, that you execute your duty to the best of your ability and that you do not leave until the end of your duty time. If you fail to turn up to your duty you are letting yourself and fellow prefects down and weakening the Prefect system. Prefects that persistently fail to turn up to their duties will forfeit their right to be a prefect. If you know in advance that you are unable to do your duty, it is your responsibility to ensure that the duty is undertaken by arranging a swap with another prefect.

Leadership attributes

You might not see a direct link between leadership and being a prefect, but there is one. You will have been chosen as a prefect based on certain skills and qualities that you already have or for the potential that has been recognised in you. Many of these skills and qualities are common with leadership, such as: confidence, decisiveness and the ability to communicate effectively.

The Basic Skills of Outstanding Leadership

Integrity

Integrity means honesty and more. It refers to having strong internal guiding principles that one does not compromise. It means treating others as you would wish to be treated.

Integrity promotes trust, and not much is accomplished without trust.

Communication

Communication in the context of leadership refers to both interpersonal communications between the leader and followers and the overall flow of needed information throughout the organisation.

Leaders need to learn to be proficient in both the communication that informs and seeks out information (gives them a voice) and the communication that connects interpersonally with others.

Relationships

Networking is also a relationship skill. Relationships develop good interpersonal and group communication skills.

A leader who likes dealing with people issues, who can initiate and deepen relationships with others, has a great leadership advantage. This is a leader who can build a team and achieve impressive results.

Persuasion

The ability to influence others and cause them to move in a particular direction is a highly important skill in leadership. Your ability to be persuasive is directly related to how much people trust you and how good your communication and relationships are.

Adaptability

Adaptability and flexibility in not being bound by a plan are important success factors.

The leader must move easily from one set of circumstances (the plan) to the next (if the plan is not going as expected) and take them all in their stride, even when the circumstances are unexpected.

The good leader has to embrace change and see it as opportunity.

Teamwork

Teamwork is an important and often neglected part of being a prefect. A school does not simply have a number of individual students who are identified as prefects. There is more to it than that; it has a team of prefects who are part of a prefect system.

No one person can do it all. That's why a team, comprised of others with different skill sets, is essential. A leader must know how to build and nurture such a team.

Decision-making

A leader must be able to wade through information, comprehend what is relevant, make a well-considered decision, and take action based on that decision. Making decisions too quickly or too slowly will impede your leadership effectiveness.

Key questions to ask yourself:

Integrity

How deep are your convictions on the things you believe in? What do you believe in **SO MUCH** that you will stand up to anyone about it? How much are you willing to compromise your important beliefs? To what extent do your behaviour and the choices you make align with your guiding values and principles?

Communication

How much and how willingly do you speak out and keep information flowing? Conversely, can you keep confidential information private? How often can and do you listen more than you speak in conversations with your peers? How do you handle 'bad news' when you receive it?

Relationships

What is the level of trust and respectful feelings you have with each of your peers? How easy or difficult is it for you to initiate new relationships or deepen existing relationships?

Persuasion

How persuasive and influential are you? Under what circumstances can you persuade others to your point of view? To what extent do people value your opinion and follow your lead?

Adaptability

To what degree can you relinquish control? When is it easy and when difficult for you to embrace change? How do you react when things don't go as planned?

Teamwork

To what extent do you value working cooperatively as part of a group? How do you promote teamwork among those you lead? In what ways do you work collaboratively with your peers? How do you handle team conflict?



Decision-making

How comfortable are you with having to make the 'final decision' on things? Do you have any tendency to decide too quickly without due consideration or, conversely, to gather data, analyse and ponder endlessly and be unable to decide? In what areas do you struggle with making firm decisions and standing up for what you believe?

Prefect Self–evaluation Questionnaire

(to be completed at the end of the year)

What did you enjoy or find most satisfying working in your role as Prefect this year:

Is there anything you found difficult or did not enjoy:

Please rate your leadership and communication skills:

Place a tick ✓ showing your rating – 5 being the **strongest**

	1	2	3	4	5
I rate my leadership skills as					
I rate my communication skills as					

Did being a prefect help you to improve or develop in any way?

Are there any areas in which you feel the role of Prefect can be improved next year?

Prefect Contract

Prefects have to sign a ten-point contract in front of witnesses and this is then kept in the Headmaster's office. If any prefect reneges on the contract, their badge and office will be taken away.

Code of Conduct for Beechwood Sacred Heart Prefects

I accept my badge as a prefect at Beechwood Sacred Heart School for this year. I agree to carry out the following duties and responsibilities.

To maintain a high standard of behaviour and conduct and to wear my prefect's badge with pride.

To obey the school rules in their entirety and without question.

To help members of the teaching staff to perform their daily duties. ☒

To take an active part in school affairs and lead others by example. ☒

To take an active part in school functions, helping and organising whenever I am asked.

To represent the school at any public function whenever I am asked.

To take an active part in all house activities, leading by example.

To help new pupils, especially new pupils during their introduction to the school.

To assist visitors to school at all times by being polite, friendly, and courteous.

To maintain a high standard of cleanliness and tidiness throughout the school.

Over and above this code of conduct it is expected that all Beechwood Sacred Heart students will be ambassadors of the school.

I, _____ have read and understood my Prefect's Code of Conduct and I agree to carry it out to the best of my abilities.

School Prefect

Mr Aaron Lennon, Headmaster