



Senior-Prefects Role Description

Above all it is crucial that as the top of the School the Senior Prefect team act as role models for the whole student body and representative in the School. It is the expectation that Senior Prefects are considered as 'on-duty' all the time whether it be during or outside of School hours.

Head and Deputy Head Boys and Girls

Overview of the Role

As Head of the Prefect Team the Head Boy and Girl are the chief student representatives of the School and the leaders of the Senior Prefects. The Head and Deputy Boys and Girls are required to fulfil the general responsibilities of the Senior Prefects as well as holding Head/Deputy specific responsibilities. Responsibilities include, but are not limited to:

- Leading the Senior Prefect team, organising and presenting the ideas of the Deputies and Prefects.
- Liaising with the Head of Sixth Form and Deputy Head Pastoral to feedback the general feeling among students and to report on the successes and failures of their duties.
- The ceremonial role of both Heads and Deputies includes being the chief representative at open events as well as calling order in KS4&5 Chapel.
- Charing the weekly Prefect meeting with the Head of Sixth Form.
- Liaising with the Head of Sixth Form with regards to *Sixth Form Something* nominations in order that praise can be passed on in Sixth Form assemblies.
- Arranging duty rotas and responsibilities (which include Chapel, Open Evenings, Parents' Evening among others)
- Accepting expressions of interest for the Prefect-specific roles and offering recommendations to the designated member of staff.
- Being the first port-of-call for Prefect specific roles:
 - Sixth Form Committee Chairs (Head Girl and Head Boy)
 - Subject Captains Co-ordinator (Deputy Head Girl and Head Boy)
 - Key Stage 3 Tutor Prefects Co-ordinators (Head and Deputy Head Girls and Head Boys)
 - Sunley Co-ordinators (Head Girl and Head Boy)
- Planning and delivering assemblies for Key Stage 4 and Key Stage 5 in consultation with Head of Sixth Form and the relevant Heads of Year.
- Votes For Schools Co-ordinators (see specific role description)
- Participate in the interview process for the new Senior Prefect team.

Senior Prefects

Overview of the Role

Being a Senior Prefect means playing a lead role within the Royal Alexandra and Albert school community. Key duties centre on helping with the organisation and management of events – such as Open Evenings, Parents' Evenings and many other events in the School – as well as arranging tours for visitors, taking duties, and supporting the Head Boy and Head Girl.

Specific responsibilities include:

- To perform duties as reasonably required by the Head Boy/Girl and Deputy Head Boy/Girl team
- Duties include, but are not limited to:
 - Open Evenings
 - Parents' Evenings
 - Lunch duty
 - Sunley duty- ensuring Sunley is kept tidy and orderly and remains an area of study
 - Conducting tours
 - Helping at Move-up Day
 - Helping staff
 - Participate in events at other Schools to encourage students to attend the Sixth Form at Royal Alexandra and Albert School
 - Participate in events for internal Key Stage 4 students to encourage students to attend the Sixth Form at Royal Alexandra and Albert School
 - Nominate students from Year 12 and Year 13 for *Sixth Form Something*
 - Organise and write 'thank you' notes for speakers in the Lecture Programs
- Liaising with staff when necessary- assigned HOY for Year Groups/ Key Stages.
- To act as a role model for younger students.
- Lead the integration of new students into the Sixth Form
- To build links with the Key Stage to which they are assigned.
- To carry out all duties in a mature manner, demonstrating the best of the Sixth Form.

Along with general Senior Prefect responsibilities, Prefects have the opportunity to express interest in and carry out the following roles: (see individual role descriptors)

- Chair of Sixth Form Committee (x2 positions)
- Subject Captains Co-ordinator (x1 position)
- Key Stage 3 Tutor Prefects Co-ordinators (x6 positions)
- Sunley Co-ordinators (x2-3 positions)

If duties cannot be carried out it is the Prefects responsibility to ensure that this is covered. The Head Boy and Head Girl should be made aware of all duty swaps.

Powers

To assist Prefects with roles outlined above they have the following powers. All staff should be aware of these powers to ensure fairness and consistency in their application and to ensure their appropriate use.

- The Senior Prefect team can give out good deed cards which share the same value as their staff equivalent.

Privileges

Alongside the numerous responsibilities of the Prefects there are certain privileges, all staff are to be aware (including catering staff).

- All Senior Prefects have the privilege of cue jump at breakfast, lunch and dinner when displaying their badge to members of staff on duty and the Dining Hall team.