

# Harris Academy



## Application Form for Prefects, House Officials and School Captains

**Session 2018 - 2019**

Name

Class

*An electronic copy of this application form can be found on the school website*

## Prefect Application

Why have you put yourself forward to be considered for the post of Prefect? Please bring to our attention any attributes/qualities you could bring to the Prefect role.

***Please use no more than one side of A4 to answer this question***

We will expect all of our prefects to take part in our Leadership Academy. Please indicate (tick) which leadership groups you would like to be involved in (*please choose no more than 3 groups that you would like to be considered to be a part of*)

*Fundraising*

*Eco*

*Pupil Voice and Pupil Council*

*Hospitality (Welcome, Parents' Evenings and Events)*

*PR Group (noticeboards, e-magazine, website, social media)*

*Community Links*

*House Competitions*

*Peer Support*

*International Education*

*Library*

*S6 Social Committee (Winter Ball, Prom, Panto etc)*

*Yearbook*

*Please suggest any further Leadership groups you would like to see formed –*

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Please return your completed application to the main office by Monday 19<sup>th</sup> March 2018**

**House Official / School Captain Applicants**

***If you intend to apply for one of the Senior Prefect positions, please complete this page.***

Please describe what you will plan to achieve if you are selected to take on one of the senior prefect positions in Harris Academy.

*Please use no more than two sides of A4 to answer this question*

**Please indicate the position(s) you are applying for**

<b>School Captain</b>		<b>School Vice-Captain</b>		<b>House Captain</b>	
<b>House Vice Captain</b>		<b>House Secretary</b>			

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## PREFECT – PERSON SPECIFICATION

Important	Desirable
<ul style="list-style-type: none"> <li>• Provide a positive role model</li> <li>• Wear full school uniform</li> <li>• Contributes to school's extra-curricular activities</li> <li>• Willing to contribute to House events</li> <li>• Actively promotes individual House ethos</li> <li>• Promote the name of the school within the larger community</li> </ul>	<ul style="list-style-type: none"> <li>• Helped organise / run House events</li> <li>• Strong contribution to school's extra-curricular activities</li> </ul>
<ul style="list-style-type: none"> <li>• Able to work as part of a team</li> <li>• Warmth and openness</li> <li>• Positive relationship with staff</li> <li>• Show respect for peers and staff</li> </ul>	<ul style="list-style-type: none"> <li>• Experience as part of a team</li> <li>• Empathy with younger pupils</li> </ul>
<ul style="list-style-type: none"> <li>• Good record of achieving coursework deadlines</li> <li>• Able to cope with demands of course and complete Prefect duties</li> </ul>	<ul style="list-style-type: none"> <li>• Record of commitment to subjects taken</li> </ul>
<ul style="list-style-type: none"> <li>• Organised</li> <li>• Motivated</li> <li>• Good time-management</li> <li>• Punctual</li> <li>• Assertive</li> <li>• Caring</li> <li>• Reliable</li> <li>• Offers to help</li> <li>• Positive</li> <li>• Sees solutions, not problems</li> <li>• Demonstrate initiative</li> <li>• Polite</li> </ul>	<ul style="list-style-type: none"> <li>• Shown good leadership skills</li> <li>• Confident</li> <li>• Experience of public speaking</li> <li>• Wide range of interests</li> <li>• Proactive</li> </ul>

**Notes to accompany the application form to become a Prefect.**

Dear Applicant

Thank you for expressing an interest in becoming a prefect. Should you be successful, this will allow you the opportunity to develop organisational, communicative and leadership skills, useful on your CV but more importantly to aid in the running of your school through performing particular duties. You will help set the tone of the Harris Academy ethos in the school community on a daily basis and at school or public events. Prefects will be given an induction course to ensure there is clarity of what is expected. Prefects will not be expected to discipline pupils but would be expected to set a good example at all times to other pupils and help teachers maintain good order throughout the school.

The following duties all Prefects would be expected to undertake:

- 1 demonstrate at all times high standards of attendance, punctuality, dress and effort,
- 2 take part in the school's Leadership Academy
- 3 assist staff in supervising corridors, stairs, social areas and the dining centre,
- 4 assist at school and community events,

Additional duties may in future be negotiated.



Barry Millar

Headteacher

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