

## **SCHOOL POLICY ON THE SELECTION, APPOINTMENT and MANAGEMENT OF PREFECTS**

This policy statement covers School Prefects who oversee the responsibilities of the Asst. School Prefects. Each Boarding House has a document which covers the headings below.

### **SELECTION**

Prefects are voted for by a process involving staff and Sixth Form and then **elected** on the strength of their application, CV and reputation. Houseparent or Tutor and other staff have the chance to volunteer information. The criteria employed include concern for others, commitment to the school, appearance, integrity, work habits, fairness, sensitivity, amongst other things.

### **JOB DESCRIPTION**

On their appointment the Deputy Head issues an "expectations" sheet which all sign and which he counter-signs. They also receive a list of duties which describe in outline their job.

### **TRAINING**

For half a term they are Acting Prefects after which their appointments are published. An evening is spent with the Deputy Head, and other meetings follow, in which at least the following areas are covered: skills required; strengths and weaknesses identified; teamwork; communication; dealing with bullying; abuse; when to refer a matter to staff; consistency; sensitivity; sanctions and rewards – their purpose and limits. They consider fictional scenarios, and engage in role play, discussion and games. The role of Prefect is seen to be a major opportunity to learn new personnel management skills as well as contributing by service to a caring community. Thereafter training continues on the job.

### **SUPERVISION**

This is constant. A prefect is never far from a colleague in support. The Master/mistress on Duty (MoD)'s role is to support as a visible presence and the Deputy Head acts as referee if there is a difficulty.

### **MONITORING**

The Deputy Head has three formal meetings a week with the School Prefects and sees the majority of them at work every day. Problem areas are discussed, strategies conceived and reviewed.

### **ASSISTANT SCHOOL PREFECTS**

Assistant School Prefects (ASPs) have their duties described by the Deputy Head and their important role, as well as the manner of carrying it out, is discussed with them. All Year 12 become ASPs, which is excellent training for those who are appointed to full Prefectship in Year 13.