

# MACKIE ACADEMY

## PREFECT JOB DESCRIPTION



Reporting to: PT Guidance (Pupil Support)

Responsible for: individual operational duties as outlined in the job description

Prefects represent a developmental stage of pupil leadership at Mackie Academy in advance of taking on board the most senior positions in the school in S6. However, they are also available to those in S4 and S5 who display the right skills regardless of whether or not they intend to stay at Mackie Academy throughout the Senior Phase.

Prefects establish and maintain the highest standards of behaviour and attitude at all times, providing a positive role model for other students across the school. If you are a pupil with a positive record of improvement around key issues such as learning, attendance and punctuality, uniform and attitude then you could become a prefect here at Mackie Academy.

It should be noted that those who have had prefect status previously need to re-apply for the academic year 2015-16 if they wish to continue. It is not automatic that you continue with the role. Any pupil who is initially successful but does not manage to fulfil the requirements of the role will have their position reviewed and actions taken that are appropriate. In addition to this any pupils that do not apply at the beginning of the academic year will have the opportunity to apply at two further times in the year.

### **Key objectives**

- Be a positive role model and set a good example at all times to other pupils in all aspects of school life.
- Take on operational duties at breaks and lunchtimes, in conjunction with staff that ensures the smooth running of the school at these times. These will be worked on a duty rota basis.
- Assist at school events, both within the school day and out of school hours e.g. tours of the school, parents evenings, school shows.
- Be effective ambassadors for Mackie Academy internally and externally.
- Maintain a strong house identity, getting to know younger pupils so to develop effective working practices as a prefect.
- Ensure that pupils are able to focus upon the core business of attainment and achievement by monitoring effective use and upkeep of the academy working environment and reporting any issues to members of staff.
- Networking and collaborative working with staff and pupils both in Mackie Academy and the local community.

It is expected that all prefects in Senior Phase will be a member of one working party or wider achievement activity to develop the necessary leadership qualities for future developments, whether that be at Mackie Academy or elsewhere. Opportunities for involvement will be discussed if the candidate is successful.

### **Leadership Qualities**

- Clear and consistent vision and values
- Ability to motivate and empower others
- Positive attitude to continuous improvement
- Flexible leadership styles
- Leading by example

### **Personal Profile**

- A track record as an improving role model at Mackie Academy
- A track record of attendance above 90%
- A track record of proactive involvement in the wider life of school and community
- Ability to work effectively within a team
- Ability to communicate effectively both orally and in writing
- Ability to empathise with the needs of pupils and to be firm but fair and consistent
- Strong administrative and organisational skills

### **Applying for a Prefect position.**

The process consists of three stages. Not all applicants will reach the 2<sup>nd</sup> or 3<sup>rd</sup> stages.

1. Complete an application form available electronically on the school website. Email your completed electronic form, stating clearly it is a Prefect application, to [Mackie.Office@aberdeenshire.gov.uk](mailto:Mackie.Office@aberdeenshire.gov.uk) by 9am on Monday, 15<sup>th</sup> June 2015.
2. All applications will be considered by the relevant PT Guidance (Pupil Support), PT Support for Learning and Senior Leadership Team link member and a final decision will be made prior to the end of the Summer Term.

Training for all pupils successful in attaining these posts will be provided at the start of the new academic year.