

MACKIE ACADEMY PREFECT JOB DESCRIPTION



Prefects play an important part in the life of our school community; assisting and supporting both staff and pupils in every aspect of school life.

Mackie Academy appoints senior pupils from S4 to S6 as Prefects each year to undertake various roles and responsibilities around the school, both during the school day and at extra-curricular events.

This is the perfect role for students in the Senior Phase who want to take on extra responsibility, extend their experience and provide themselves with opportunities which will support their applications onto positive destinations such as work, college or university.

Prefects are expected to establish and maintain the highest standards of behaviour and attitude at all times, acting as a positive role model for other students across the school.

Who can become a prefect?

If you are a student with an excellent record of behaviour, attendance, punctuality and uniform then you are a suitable candidate. However, please do not be put off from applying if you are someone who has had problems previously in school but have worked through these.

What Personal Qualities do you need to be a prefect?

You should like working with and talking to all pupils, especially our younger students, and be able to build good working relationships with staff.

You should also:-

- exhibit positive personal qualities such as reliability, responsibility, leadership skills, communication skills, co-operation with both peers and adults, and politeness
- want to make a lasting impact at school and be involved in decision making
- be able to work well in a team
- have good time management skills
- be mature, responsible and reliable

Prefect Job Description 2019

What is expected of our prefects?

All prefects will have general responsibilities as part of the team which will include interval and lunch time duties as part of a daily duty team. During the year there will be other roles that prefects will be expected to fulfil including attendance at Parents' Evenings.

In general, prefects are expected to: -

- Be a positive role model and set a good example at all times to other pupils.
- Meet high standards of politeness, courtesy, dress, attendance and punctuality.
- Carry out regular duties at interval and lunchtime as required.
- Assist at Open Evenings and Parents' Evenings.
- Participate in one of the Pupil Focus Groups and support House Captains in leading these groups.
- Willingly assist with the smooth running of the school during the school day by regularly and reliably performing duties, promoting and upholding appropriate behaviour and dress around the school community, supervising corridors and aiding the smooth movement of pupils around school.

Applying for a Prefect position

Complete an Application Form, available either electronically from the school website or paper copy from the school office.

Either email your completed electronic form to mackie.aca@aberdeenshire.sch.uk by Friday 29th March 2019.

All applications for prefect positions will be considered by Pupil Support & Attainment Team and the Depute Head Teacher links. Successful applicants will be informed by PSAT in time for our new timetable start in June 2019.

Management and Organisation of Prefects

Those who have prefect status in any particular year will need to re-apply for the following year as continuation of prefect status from year-to-year will not be automatic.

Any pupils who are initially successful but who fall short of the expectations may have their prefect status removed at any time. A review of all applications will be undertaken at two further points during the year and it is possible that candidates who are unsuccessful in the initial stage may be added to the prefect list later in the session.

Assignment of prefect duties is by House Captains in conjunction with the appropriate PSAT and DHT link.

Applications for the posts of House Captains are separate to this process. These positions will be available to applicants from S6.