

# Pupil Leadership Team

## Job Descriptions



### Head Boy/Head Girl:

- Oversee prefects and college Captains/Vice-Captains – managing and monitoring duty rotas
- Chairing regular meetings of the PLT
- Liaise with other schools
- Represent the school at events
- Speak to perspective parents/pupils/staff
- Organise Year 8 end of year celebrations
- Oversee 2 sub-committees of school parliament
- Liaise with school parliament and senior staff on decision making for the future of the school
- Contribute to the Insider
- Be involved with celebration assemblies
- Mentor other pupils
- Weekly lunchtime supervision duty (one day a week)

### Captain/Vice Captain:

- Oversee college – working alongside College Leaders and Pastoral Managers
- Do weekly points presentations in assemblies
- Present certificates to college
- Represent the school at events
- Monitor tutor groups by doing learning walks and pupil voice
- Responsible for taking ideas of pupils forward
- Support college organisation for sports day and house matches
- Support pastoral managers by mentoring younger pupils
- Sit on a school parliament sub-committee
- Liaise and support Head Boy/Girl and parliament
- College displays and noticeboards
- Weekly lunchtime supervision duty (one day a week)
- Attending regular meetings of the PLT



### **Prefect:**

- Represent the school as an ambassador
- Help ensure the smooth running of the school
- To mentor younger pupils
- To be part of the pupils voice
- Conduct tours of the school for perspective pupils/staff
- Weekly lunchtime supervision duty (one day a week)
- Attending regular meetings of the PLT

### **How to Apply:**

Maximum 1 side of A4 written or typed formal letter.

You should include:

- Your Name, College, Tutor Group
- Information about yourself
- What you see the role as and why you think it is important.
- What you can bring to the role and why you think you should get it – your experience and skills

**Deadline: Thursday 20<sup>th</sup> June 2019**

*Applications for Head Boy/Head Girl to go to Rev Leach*

*Applications for College Captain/Vice Captain to go to your College Leader*

*Applications for Prefect to go to Miss Reeves*

***Place all application into the post box***

### **Please Note:**

You are welcome to apply for more than one position but these **must** be through separate application letters.

