



## 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:

All applications will be completed online via a link. This link can be accessed via a personal student school email, the insider and school website via a link and QR code (please see below)

Please make sure to identify your full name, college and tutor group and answer the questions as detailed as you can.



[https://forms.office.com/Pages/ResponsePage.aspx?id=DLKbF\\_K2skm4Vr4y1pECGTRo\\_y6Tg31BkHdcOGMuP4pUNEo4RlhNNjRSSUhVSkJRRDg1WVZMVVZGNy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=DLKbF_K2skm4Vr4y1pECGTRo_y6Tg31BkHdcOGMuP4pUNEo4RlhNNjRSSUhVSkJRRDg1WVZMVVZGNy4u)

## Please Note:

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