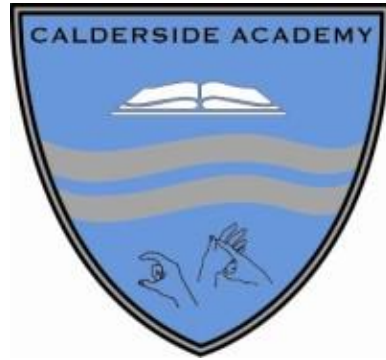


Role	<u>Prefect</u>	<u>House Captain</u>
Number of positions	5 per class (notional)	2 per House
Overview	<ul style="list-style-type: none"> You will be an ambassador for the school at all times. You will carry out daily assigned duties. You will meet regularly with House Captains and/or School Captains, where you will contribute to decisions about the duties carried out. You will need to work well with other students, prefects, House Captain and School Captains. You will need to have good organisational and communication skills and have a mature and thoughtful outlook. You will have the opportunity to opt into the SQA unit in leadership. 	<ul style="list-style-type: none"> You will be an ambassador for the school at all times. You will carry out daily assigned duties. Leadership and ownership of House Charity day. You will meet regularly with the School Captains and senior staff and make sure that the student voice is represented in key decisions and development. You need to feel confident and comfortable talking to adults and pupils. You will need to liaise, work well with and manage other students in the prefect team. You will need to have good organisational and communication skills and have a mature and thoughtful outlook. You will complete an SQA unit in Leadership.
Management	<ul style="list-style-type: none"> House Captains. House Staff and Mrs Osprey. 	<ul style="list-style-type: none"> Mrs Osprey. House staff.
Saltire	<p>There is an expectation that you have some involvement in the extended life of the school, involving supporting others. This comes under the umbrella of Saltire. When participating you will:</p> <ul style="list-style-type: none"> Lead by example in ensuring your Saltire hours are up to date online and your log book is signed by relevant staff on a weekly basis. Ensure register class are up to date and entering their hours on the Saltire website. Assist house captains in gathering data when required. 	<p>If applying for (and successful for this post) there is an acceptance that you will participate in Saltire. You will also have a leadership role for those pupils in your House group. In addition you will:</p> <ul style="list-style-type: none"> Lead by example in ensuring your Saltire hours are up to date online and your log book is signed by relevant staff on a weekly basis Collect and collate enhancement data from register classes and pass this to School Captains (once a term) Other admin tasks within house group as required
Main Duties	<ul style="list-style-type: none"> To be lead learners in the school and support and prepare activities that encourage and support the learning of others. To attend and contribute to meetings held by House Captains and School Captains. To carry out interval and lunch duty as per the prefect rota. To support decisions made by the school and Pupil Council and ensure that they are carried out. To be internal and external ambassadors for the school and to act as role models for all pupils in Calderside Academy. Assist at school parents evenings. 	<ul style="list-style-type: none"> To attend and contribute to regular meetings held by Mrs Osprey, Mr Dodds and the School Captains. To assist with the identification of prefect duties and manage the prefect team in carrying out these duties. To be lead learners in the school and support and prepare activities that encourage and support the learning of others. To give key presentations about the school, for example to prospective parents and students at school events. To greet important visitors to the school. Report to House staff once a session. To plan and present at House assemblies. To organise prefects to assist at school parents evenings. To lead a House Charity event. To maintain the House notice board. To carry out interval and lunch duty as per the prefect rota. To support decisions made by the school and Pupil Council and ensure that they are carried out. To be internal and external ambassadors for the school and to act as role models for all pupils in Calderside Academy. Assist at school parents evenings. Attend a Parent Council meeting.

Additional duties, which you may be involved in	<ul style="list-style-type: none"> • To attend and contribute to meetings called by House Captains or House staff. • To assist House Captains with charity days. • To assist House Captains and School Captains as necessary. • Other key duties, as allocated by Mrs Osprey or Senior Members of staff. 	<ul style="list-style-type: none"> • To attend and contribute to meetings called by the School Captains, House staff or Mrs Osprey. • To assist School Captains as necessary. • Charity and fund raising events. • Assist at school events. • Assist with the organisation of the school prom. • Other key duties as allocated by Mrs Osprey or Senior Members of staff.
Personal qualities	<ul style="list-style-type: none"> • Work well in a team. • Time management. • Ability to talk confidently and appropriately to parents and staff. • Ability to talk confidently and appropriately to students. • Politeness. • Maturity. • Responsibility. • Reliability. 	<ul style="list-style-type: none"> • Leadership. • Work well in a team. • Time management. • Ability to talk confidently and appropriately to parents and staff. • Ability to talk confidently and appropriately to students. • Politeness. • Maturity. • Clear judgement. • Very good organisation skills. • Responsibility. • Reliability.
Application Process	<ul style="list-style-type: none"> • Application to be submitted to Mrs Osprey on time. • Selection for the prefect team will take place during June-August and will be based on written applications. • Previous conduct, timekeeping and attendance will be taken into consideration as part of your application. • Not all applicants can be guaranteed a post of prefect. 	<ul style="list-style-type: none"> • Application to be submitted to Mrs Osprey on time. • Selection for the role of House Captain will take place in August. This will be by via interview from Pupil Support staff. • Previous conduct, timekeeping and attendance will be taken into consideration as part of your application. • Not all applicants can be guaranteed an interview or a post of House Captain

Calderside Academy



S6 Student Leadership

Positions of responsibility

Profile: House Captain
School Prefect

Application forms to be completed and submitted to **Mrs Osprey by Friday 12th June.** Please note that not all applicants will be successful – the application form is the first stage of consideration for a position of S6 leadership. ***Fill it in carefully and neatly.***

