



Job Description – Academy Prefect

Role Purpose:

- To lead the student body of Kings' Oak Academy by demonstrating positive behaviours and acting as role models for all years whilst being an inward facing academy link for all students.

Key Responsibilities:

- To contribute to the effective running of the school, as directed by any staff member.
- To take responsibility as role models for younger students and helping to ensure that the school is a safe and secure place for all students.
- To take a shared responsibility in the mentorship and training of younger students within the community.
- To support at school events and functions (such as Parents' Evening, productions or extra-curricular events, assemblies, opening evenings/days, school tours etc.).
- To be a positive presence in and around the school grounds.
- To conduct break/lunch duties as per the agreed rota.
- To collaborate on various initiatives / schemes as directed by any staff member or King's Oak Ambassadors.
- To attend all student leadership meetings/training sessions as requested.

Expectations:

- Academy Prefects will need to have the ability to work productively with others, whilst using their initiative and originality to contribute to the positive ethos of the school.
- Academy Prefects will need to be organised, responsible, enthusiastic, and an excellent ambassador for the academy.
- Academy Prefects must maintain exemplary behaviour, uniform, attendance and punctuality.

Should a School Prefect fail to meet any of the responsibilities or expectations on this document they may have their badge and duties removed

What may I be expected to do?

- Be attached to a particular subject area and year group within the academy and undertake a variety of tasks as outlined by the subject leader or year leader.
- Act on guidance from the King's Oak Ambassadors on how to manage your area of the school effectively and appropriately.
- Play an active role in the student leadership team.

- Be willing to work on School Charity Events.
- Assist with transition / step up days and events.
- Be a tour guide at Open Evening.
- Assist at Parents Evenings.
- Undertake a duty slot around the academy site.
- Be external ambassadors for the school.
- Help to organise the Year 11 Prom/leavers' books/leavers' hoodies.
- To carry out assigned duties as required.

Academic and Pastoral Roles for Academy Prefects

Each Academy Prefect will be allocated a year group and department to support on a weekly basis. You will be directed by the Head of year and Faculty Leader as and when required – part of your responsibility will be to introduce yourself and offer your services to the department

What Personal Qualities do I need?

- You should like working with and talking to younger students, and be able to build good working relationships with staff
- You should want to make a lasting impact within the academy and be involved in decision making within a team context
- You should be able to work well in a team and contribute to group discussions
- Have good time management skills
- Be polite, mature and responsible and reliable

Desirable personal qualities include:

- Leadership of younger students within your care
- 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