

## Prefect Job Description

- Prefects are expected to act as good role models to other students at all times.
- Prefects are expected to participate fully in the life of the school.
- Prefects are expected to be excellent ambassadors of Haywood Academy both in and outside school.
- Prefects are expected to assist members of staff to ensure the safe running of the school.

### DO...

1. Have excellent C2P scores (1's and 2's), attendance and punctuality.
2. Wear your uniform and tie smartly.
3. Follow school codes of conduct.
4. Perform your prefect duties reliably and with enthusiasm.
5. Speak to adults and students respectfully.
6. Co-operate with requests made of you.
7. Complete class and homework to deadlines.
8. Assist your Form Teacher in the day to day running of tutorial activities.
9. Report any incidents of perceived bullying, racism or use of banned substances (including smoking) immediately.
10. Be a caring mentor to any student who needs your support and help.

### DO NOT...

1. Have your shirt hanging out, wear your tie incorrectly or wear items that are not allowed.
2. Swear, speak rudely or ignore anyone.
3. Act in an aggressive manner or one that might intimidate or cause offense.
4. Get into trouble for underachievement because you don't hand homework or coursework in to deadlines.

### DUTIES

<b>Break time, lunch time or before and after school</b>
Be punctual (10 minutes for before and after school duties, 20 minutes for break / lunch duty – first 20 mins of break time, 5 minutes break at the end)
Assist staff where necessary – introduce yourself to the member of staff on duty in the same area and find out the out of bounds areas
Politely request that students behave safely and report any student who does not comply with the school codes of conduct
Monitor litter – Use of bins for outside areas and corridors, ensuring that students clear their tables before leaving in Café Life
Escort distressed students to appropriate members of staff
Be watchful for situations that might escalate and try distract or disperse the people involved and report to a member of staff ASAP
Don't put yourself in danger or get too bossy!