



# Prefect Handbook

2022-2024

# The Crypt School

# School Prefect

Being given the title and position of School Prefect is an honour and a privilege and we hope that you will look back on your time in this role with a sense of pride, particularly in future years when you move on from The Crypt School.

As a School Prefect a weight of responsibility rests on your shoulders. Teachers will ask you to take on extra duties in addition to your normal studies and extracurricular activities and expect you to behave in an exemplary manner at all times, setting the standard by which the other students measure themselves. You will play a crucial role in ensuring that the ethos of the School carries across to all areas of school life.

The students will look up to you and will follow your example: therefore it is imperative that you set a strong example. Your actions, and the way you conduct yourself, are especially important and will have a big impact on life at The Crypt School. You will need to treat all students equally and fairly and work to ensure that the students you represent are cared for and supported. At times, they will need you to listen to them and they will need your help and advice to work through their problems. There may be new students who feel alone or left out and it is your responsibility to make these students feel welcome and included in all aspects of school life.

In essence, being a School Prefect is not about you, it is about the students you represent.

## **In performing your duties as School Prefect, you will be expected to:**

- Observe the school rules at all times
- Be dressed appropriately at all times
- Maintain an excellent attendance record
- Be punctual for your duties
- Be positive and enthusiastic
- Be able to encourage and motivate fellow students
- Be cooperative, helpful, well-mannered, trustworthy, and responsible
- Be respectful toward teachers, your peers, and the school environment
- Display leadership qualities: confidence, initiative, problem solving skills
- Be willing to take on extra responsibility
- Be able to work independently and complete tasks without supervision
- Maintain a good academic record
- Be a good ambassador for the school

# The Crypt School Prefect Requirements

## Qualifications and experience

Academic record should be above average

Behavioural record must be exemplary, including attendance record

## Personal skills and aptitudes

Self-confident: be bold and assertive

Ability to speak to students and adults

Team working skills

Be organised and resourceful

Be polite, honest, reliable, punctual and hardworking

## Accountability

Prefects are ultimately responsible to the Headmaster, Director of Post 16 and HOY 12

On a day to day basis Prefects are responsible to the individual member of staff running the activity or duty

## Responsibilities

Prefects must adhere to School rules and regulations at all times

The main duty of Prefects is to maintain an atmosphere of friendly cooperation, discipline and unity in the school

Prefects should serve as counsellors to lower school students

Prefects must liaise and collaborate with each other, as a team, to ensure efficiency and smooth running of their own area of responsibility and of the school as a whole

Prefects' academic and behavioural standards must be maintained

Prefects will always work in the interest of the school

Certain Prefects will be given specific roles and responsibilities:

## Limits to authority

Implementation of discipline is carried out by members of Staff only. Staff can use the services of Prefects for supervision only

## Removal from post of prefect

Prefects who fail to adhere to maintain the role and responsibilities of Prefect will be given a notice of intention to remove their prefecture status. Students failing to address the area/s of concern will have their prefect status removed.

## Roles and Responsibilities

Prefects play a vital part in the running of school; assisting and supporting both staff and pupils. The role of a Prefect falls into four main categories:

**Maintaining discipline**

**Helping staff**

**Supporting younger pupils**

**Helping at school events**

**It is important you, and the whole school community, are very clear about your role and responsibilities:**

- To act as a role model for students and promote the ethos of the school
- To maintain an atmosphere of friendly cooperation, discipline and unity in the school
- To wear the correct uniform at all times
- To adhere to school rules and regulations at all times
- To help ensure school rules are adhered to by pupils
- Academic and behavioural standards must be maintained
- To report any issues to the Head Boy or Head Girl
- To fulfil the specific responsibilities allocated below
- To attend all meetings as required
- To liaise and collaborate with each other as a team, to ensure efficiency and smooth running of their own area of responsibility and of the school as a whole.
- To be an approachable Prefect to whom students can come to for assistance or support
- To serve as councillors for younger students
- To always work in the interest of the school
- To help organise school events
- To attend school events when required

## Duties

All prefects are required to perform duties either at break time or at lunchtime. It is important that you know where and when you are on duty. It is vital that you always turn up for your duties on time, that you execute your duty to the best of your ability and that you do not leave until the end of your duty time. If you fail to turn up to your duty you are letting yourself and fellow prefects down and weakening the Prefect system. Prefects that persistently fail to turn up to their duties will forfeit their right to be a prefect. If you know in advance that you are unable to do your duty, it is your responsibility to ensure that the duty is undertaken by arranging a swap with another prefect.

## Leadership attributes

You might not see a direct link between leadership and being a prefect, but there is one. You will have been chosen as a prefect based on certain skills and values that you already have or for the potential that has been recognised in you. Many of these skills and values are common with leadership, such as: confidence, decisiveness and the ability to communicate effectively.

Skills	Values
<p><b>Communication</b> in the context of leadership refers to both interpersonal communications between the leader and followers and the overall flow of needed information throughout the organisation.</p> <p>Leaders need to learn to be proficient in both the communication that informs and seeks out information</p>	<p><b>Integrity</b> means honesty and more. It refers to having strong internal guiding principles that one does not compromise. It means treating others as you would wish to be treated.</p> <p>Integrity promotes trust, and not much is accomplished without trust.</p>

<p>(gives them a voice) and the communication that connects interpersonally with others.</p>	
<p>Networking is also a <b>relationship</b> skill. Relationships develop good interpersonal and group communication skills.</p> <p>A leader who likes dealing with people's issues, who can initiate and deepen relationships with others, has a great leadership advantage. This is a leader who can build a team and achieve impressive results.</p>	<p><b>Teamwork</b> is an important and often neglected part of being a prefect. A school does not simply have a number of individual students who are identified as prefects. There is more to it than that; it has a team of prefects who are part of a prefect system.</p> <p>No one person can do it all. That's why a team, comprised of others with different skill sets, is essential. A leader must know how to build and nurture such a team.</p>
<p><b>Decision-making</b> - A leader must be able to wade through information, comprehend what is relevant, make a well-considered decision, and take action based on that decision. Making decisions too quickly or too slowly will impede your leadership effectiveness.</p>	<p><b>Humility</b> – A leader will have the quality of having a modest or low view of one's importance.</p>
<p><b>Organisation</b>- a leader is someone who can work with or lead a group of people who work together in an organized way for a shared purpose</p>	<p><b>Empathetic</b>- a leader has an ability to understand and share the feelings of another.</p>
<p><b>Responsibility</b>- a leader has a duty to deal with something or of having control over someone</p>	<p><b>Vision</b>- a leader has the ability to think about or plan the future with imagination or wisdom.</p>
<p><b>Reliability</b>- a leader has the quality of being trustworthy or of performing consistently well.</p>	<p><b>Fairness</b>- a leader can be impartial and just treatment or behaviour without favouritism or discrimination.</p>
<p><b>Confidence</b>- a leader has a feeling or belief that one can have faith in or rely on someone or something.</p>	<p><b>Inspiration</b>- a leader can be mentally stimulated to do or feel something, especially to do something creative.</p>
<p><b>Approachable</b>- a leader should be friendly and easy to talk to</p>	<p><b>Respect</b>- a leader can have a feeling of deep admiration for someone or something elicited by their abilities, qualities, or achievements.</p>
<p><b>Adaptability</b> and flexibility in not being bound by a plan are important success factors.</p> <p>A good leader has to embrace change and see it as an opportunity.</p>	<p><b>Optimism</b>- a leader has hopefulness and confidence about the future or the success of something.</p>

# Prefect Self-evaluation Questionnaire

(to be completed at the end of the year)

What did you enjoy or find most satisfying working in your role as Prefect this year:

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Is there anything you found difficult or did not enjoy:

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Please rate your leadership and communication skills:

Place a tick ✓ showing your rating – 5 being the **strongest**

	1	2	3	4	5
I rate my <b>leadership</b> skills as					
I rate my <b>communication</b> skills as					

Did being a prefect help you to improve or develop in any way?

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Are there any areas in which you feel the role of Prefect can be improved next year?

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