**QMGS Year 12 Prefect Application Form**

A digital copy of this application form is available to download from the school website at [www.qmgs.walsall.sch.uk](http://www.qmgs.walsall.sch.uk)

Only ***printed A4 hard copies*** of this application form will be accepted.

Relevant job descriptions can be found at the end of this document

In addition to this form, your application will be judged on the following:-

1. Unifrog “Competencies” and “Personal Statement” sections
2. attendance figures
3. behaviour and academic points
4. previous academic performance
5. **500 word statement – please attach on a separate sheet of paper**

**Deadline: Friday 6th March 3.40 pm**

**Full name:**

**Tutor Group**:

**Role:**

Please circle the statements below that best describe your intentions in making this

application. Note that, if unsuccessful in your application for the Captain of School/Head Girl positions, **you will automatically be considered for any other Pupil Senior**

**Leadership Team and Silver Badge Prefect position**. Captain of Houses positions are being considered separately this year, due to the nature of this role.

1. I wish to apply for **Captain of School / Head Girl**

2.a)I **DO NOT** wish to apply for the Captain of School/Head Girl but would like to be considered for any other role within the **Pupil Senior Leadership Team** *(see 2b)*

2.b) I **DO** wish to be considered for the position of Captain of Houses, which is a role within the **Pupil Senior Leadership Team**

1. I **DO NOT** wish to apply for any position within the Pupil Senior Leadership Team but would like to be considered for a **Silver Badge Prefect Position**

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| --- |
| **List** your achievements, roles and responsibilities **at school.** Feel free to expand the boxes below with details relevant to the job descriptions.You can evaluate some of the more significant aspects in the next section. |
| **Years 7-11:** |
| **Year 12:** |
| **List** your achievements, roles and responsibilities **outside of school**. Feel free to expand the boxes below with details relevant to the job descriptions.You can evaluate some of the more significant aspects in the next section |
| **Years 7-11:** |
| **Year 12:** |

Please attach your statement, **in continuous prose,** of how your skills, experiences and

personal qualities make you suited to the roles outlined in the job descriptions (available from the school website).

**500 words max on a separate sheet of paper**

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| **Referees**: give the names and details of two people that are willing to support your application. These should not be family members. **Your referee is not required to provide a written reference but they may be contacted for verification purposes**.You may choose your current Group Tutor or another member of staff that has worked closely with you in some capacity (e.g. Project Horizon, sport, Head of House, CCF). If you have joined Queen Mary’s in Year 12, you should give the details of someone from your previous school **(there is no need to travel to get a signature at this stage)** |
| **Referee 1****Name, position, establishment & email:** | **Referee’s signature:** |
| **Referee 2****Name, position, establishment & email:** | **Referee’s signature:** |

**QMGS Y12 Prefect Job Descriptions**

**Bronze Prefect**

Role Summary:

As a bronze prefect, you will be required to assist with many school events such as open evenings and the entrance exam. You will also be assigned to a duty team where you will be required to do lunch duty, once a week, for half of lunch time. In addition, there is an expectation that you will assist form tutors of younger years with various tasks - this requires regular attendance at their form periods and year assemblies. There is an expectation that you will continue with some form of mentoring or community support role e.g. STEM ambassador. Opportunities for promotion to Silver Prefect will be given for those who display exceptional performance.

Person Specification

Qualities and skills required for the role:

* Reliability
* Punctuality
* Flexibility and adaptability
* Clear and confident communication
* Assertiveness

**Silver Prefect**

Role Summary:

As a silver prefect, you will be required to take a more prominent role in almost all of the school events, such as Parents Evenings, Open Evenings and Entrance Exam Day. You will also be assigned to a duty team, however you will form part of the sen-ior team where you will be required to do a full break and lunch duty, once a week - this also means you must attend duty meetings at the start of break on your duty day. You also receive the privilege of using the canteen for supervised study. In ad-dition, there is the opportunity to become a year prefect, where you will assist heads of year with various administration and pastoral tasks - this requires regular attend-ance of their year assemblies and organization of lunchtime groups and events. There is an expectation that you will continue with some form of mentoring or com-munity support role e.g. STEM ambassador.

Person Specification

Qualities and skills required for the role:

* Teamwork
* Leadership
* Organisation
* Clear and confident communication
* Reliability
* Punctuality
* Flexibility
* Adaptability
* A pro-active approach to problem-solving
* Assertiveness
* Public speaking e.g. Assembly

**Member of the Pupil Senior Leadership Team**

Role Summary

As a member of the pupil SLT, you will be a figurehead of the student body: a bridge between pupils and the staff SLT. The pupil SLT is made up of the Captain of School, Head Girl, Vice-Captains and Captains of House.

Captain of School, Head Girl and Vice-Captains head up duty teams once a week, which involves organising and leading the team of Silver and Bronze Prefects.

Captains of House work with Mr. Francis, Mrs. Youngman, Heads of Houses and House Captains with relevant House matters such as the running of charity and sports competitions. In the summer, Sports Week and, in particular, Sports Day are significant responsibilities for the Captains of House.

All members of the PSLT speak publicly throughout the year, most notably on Speech Day. The Head Girl and Captain of School also take on extra speaking responsibilities at, for example, the Carol Service and the Old Boy’s Dinner. All of the PSLT will play an important role at other high profile school events such as: induction days for new Year 12 students in both July and September, Futures Evening, the Year 13 Leavers’ event and new staff interviews.

PSLT members will also be expected to join the committee of at least one major QMA event (e.g. the fireworks committee), which requires attendance at occasional evening meetings. You will act as liaison between the school student body, the staff SLT and the QMA. This will involve organising elements of the event in advance, attendance and support of the event on the day and clear-up afterwards.

In addition, you will be required to create your own portfolio of responsibility, improving one aspect of the school (e.g. the physical environment). There is an expectation that you will continue with some form of mentoring or community support role e.g. STEM ambassador.

PSLT members are also required to attend regular meetings with the staff SLT to discuss relevant agenda items, and to think of innovative ways to solve any issues. It may be necessary to meet with other members of the school community, such the governing body.

As a member of the PSLT, you are an ambassador for the school; exemplary presentation and behaviour is expected at all times.

Person Specification

Qualities and skills required for the role:

* Clear and confident public speaking and general communication.
* Innovative, flexible and adaptable
* Approachable
* Teamwork
* Leadership
* Organisation
* Assertiveness
* Reliability
* Punctuality
* Strategic Thinking