

STAINES PREPARATORY SCHOOL



ROLES OF RESPONSIBILITY POLICY (Head Boy/Girl, Prefects, House Captains)

Review Procedure:	Annually for September
Person Responsible:	Head of Upper School
Date of Last Review:	September 2018
Reviewed by: Head of Upper School/Headmistress	September 2018
Approved by: Headmistress	September 2018
Approved by: Governors	September 2018

Aims:

To provide leadership, organisational and representational opportunities for children

Position Objectives:

To be a leader by example, within the pupil body

To demonstrate independence, responsibility and reliability

To assist in the organisation of the school activities and events

To be a role model to other students

Selection criteria:

Children are chosen for the posts of responsibility following an application process and staff consultation. Staff are asked to nominate children according to the criteria for selection. Final discussions take place before the final decisions are made by the Senior Leadership Team. This occurs in the Summer Term and the announcements are made at the beginning of the new academic year (Autumn Term).

Role Descriptions, Qualities and Expectations**Head Boy / Head Girl**

Role Description:

- Show prospective parents round the School
- Undertake tasks at Head/Deputy Head's request
- Attend functions in an official capacity as ambassadors for the School
- Help present items in assemblies
- Set a high standard of behavior
- Be smartly presented
- To attend SPS Open Mornings or other functions at the request of the Headmistress

Qualities and Expectations:

- Able to speak confidently in public
- Well mannered and well behaved
- Even tempered
- Has the respect of others
- Accepts responsibility
- Reliable and dependable
- Displays self-control
- Approaches life with a cheerful zest
- Capacity for social cooperation
- Sensible with moderate emotional reactions
- Sense of humour which is never used to hurt
- Good conversational flow when talking to others
- Takes an active interest in school life
- Has a good idea of justice and fair play
- Supportive and tolerant of others who are less skilful
- Team player
- Leads by example

Prefects

Role Description:

- Show prospective parents round the School
- Set a high standard of behavior
- Be smartly presented

- Collect House Points
- Undertake tasks at Head/Deputy Head's request
- To attend SPS Open Mornings or other functions at the request of the Headmistress

Qualities and Expectations:

- Well mannered and well behaved
- Even tempered
- Has the respect of others
- Accepts responsibility
- Reliable and dependable
- Displays self-control
- Approaches life with a cheerful zest
- Capacity for social cooperation
- Sensible with moderate emotional reactions
- Sense of humour which is never used to hurt
- Good conversational flow when talking to others
- Takes an active interest in school life
- Has a good idea of justice and fair play
- Supportive and tolerant of others who are less skilful
- Team player
- Leads by example

House Captains

Role Description

- Show prospective parents round the School
- Set a high standard of behavior
- Be smartly presented
- Undertake tasks at Head/Deputy Head's request
- Take responsibility for their House team at the Upper and Lower School Sports' Day
- Receive trophies/awards on behalf of their House in assembly
- Assist with House Fundraising
- To support Mr Joll with housepoints by distributing house point charts and collecting charts in each week.

Qualities and Expectations

- Team player
- Sports' Day competitor
- Available for matches
- Takes on challenges at Kingswood
- Achievements in sport out of school
- Organisational skills for House activities
- Determined and perseveres
- Strives to improve
- Responsive to advice
- Encourages team players
- Handles disappointment well
- Tolerant of mistakes made by peers
- Confident when speaking publicly
- Respectful of opposing team members