

Ref: AppY11Prefects/BTE/wlr

20<sup>th</sup> May 2020

Dear

I hope that this letter finds you well. I am delighted to announce that we are starting the process of selecting our Year 11 Prefects. All Year 10 students have the opportunity to submit a letter of application and we have invited staff to nominate students that they believe have the desirable qualities of a prefect.

Within the team, we are looking for students who do great work in guiding and inspiring young people of all ages who will see you as a representation of all that is best in our students: an individual who has a reputation for being committed, resilient, hardworking, polite, punctual, well presented and always willing to help others.

The role of a Prefect is highly prized and is vital to the successful running of our school. If you are successful in your application, you will be part of a team that is often be the first point of contact for visitors, a friendly ear to younger students and a positive influence on your peers. You will have the opportunity to plan and lead events for students, and work with companies from our local community.

As part of this fair and rigorous process, you are able to submit a letter of application to [prefects@thegrangeacademy.co.uk](mailto:prefects@thegrangeacademy.co.uk) by 8<sup>th</sup> June 2020. Following the application submissions, the Prefects will be selected by the Pastoral and Senior Leadership Team. From this cohort of students, we will then nominate and interview Head Boy and Head Girl candidates.

Please see the job specification and the desirable qualities listed below:

**Job Specification:**

- Be a role model
- Wear correct uniform
- Have excellent attitude to learning, attendance and punctuality;
- Be able to work well as part of a team;
- Behave politely and respectfully in lessons and around the school;
- Represent the school positively in the community.

**Roles and Responsibilities:**

- Support School events, Open Evenings, Parents' Evening, etc
- Assist in moving student along to lessons and complete duties around the school
- Assist younger students who may need help or advice;
- Lead mentoring roles with younger students.

As part of your letter of application, please describe the qualities that you have which you think would help to make you an outstanding prefect (E.g. aspects of your personality and skills that you have. Refer to specific situations you have encountered. Give examples of when you have represented the school in competitions, plays, sporting events, open evenings, etc.).

Being selected as a Prefect is a fantastic opportunity to develop your skills, work as part of a team and should be a vote of confidence to your conduct and abilities from staff all across school. We look forward to reading your applications.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Miss H Bate', with a stylized flourish at the end.

Miss H Bate  
Progress Leader