

**Love God  
Work Hard  
Be Kind**



**Holy Cross**  
CATHOLIC HIGH SCHOOL

**School Prefect  
Application Pack**

# Application Pack

## School Prefect

### A message from the current Head Boy and Head Girl 2024-25

#### Austin Beenham – Head Boy

Becoming a prefect is a fantastic opportunity to step into a leadership position within our school and make a positive impact. As a prefect, you'll set an example for your peers, uphold our school's values, and become role models for younger pupils to follow.

One of the key responsibilities of a prefect is to go on duty one lunchtime per week. This includes monitoring your duty area and making sure that people only come through if they have a legitimate reason. In return for your commitment to the school, you will be able to skip the lunch queue.

Being a prefect is more than just a title; it is a chance to develop essential skills. You'll improve communication, teamwork, and conflict resolution skills which will help you throughout your life.

The experience and skills gained as a prefect will also enhance your CV. Colleges and employers value candidates with leadership experience and a proven track record of responsibility. In addition, being a prefect will distinguish you from others and demonstrate that you are a trustworthy person. I encourage you to consider this opportunity and apply for this position. It's a chance to grow personally and make a significant contribution to our school community.

#### Holly-Belle Meehan – Head Girl

Being a prefect is a responsible role as you represent school and for some of you it could be your first official leadership role. The role of prefect includes, interacting with teachers, other pupils and parents. A prefect is expected to help with door monitoring and various other events. Prefects play an important role during Open Evening acting as tour guides. As a prefect, you are expected to set a good example for pupils and become a role model by following the Mission Statement, having a good attendance record, and engaging in various school activities.

Being a prefect has given me the opportunity to develop my interpersonal skills such as communication and the ability to talk to a wider group of people. This role has also given me the opportunity to build my confidence.

Becoming a school prefect is nationally recognised and accepted on CVs by colleges, universities and employers as a high achievement. It tells everyone you are a responsible and trusted individual which is a positive thing. I would recommend the role of prefect to anyone.



An exciting opportunity has arisen for ambitious and hardworking Year 10 pupils. We are seeking to appoint exceptional pupils to the roles of prefect, senior prefect, Head Boy and Head Girl. This person should be committed to being part of the Holy Cross community and acting as a role model to other pupils around the school. They should also live out our school Mission Statement on a daily basis. We welcome applications from all pupils who meet the essential criteria outlined in this application pack.

#### The role:

- Support new pupils joining Holy Cross
- Act as a role model for all pupils living out the Mission Statement
- Support with organisation of charity and whole school events
- Work with the Leadership Academy to generate and collate feedback on what we are doing well as a school and what we need to work on
- Meet with the Senior Leadership Team to discuss ideas and suggestions about maintaining the high standards at Holy Cross
- Support with managing safety and positive attitudes around the school building including lunchtime duties
- Support with events and visits linking with our feeder primary schools
- Support in masses and with prayer and liturgy
- Model exceptional standards of attire in school and in the community

#### As a school, we offer:

- Prefect training – teaching you key leadership and communication skills
- Experience as a leader which is a fantastic skill to add to a CV or personal statement
- The option to skip the food queue at break and lunch time
- Christmas and Easter celebration to thank you for your work
- Trips out of school
- Opportunities to speak and work with other members of the community

Write a letter of application – this must be one side of A4 maximum and it must be handwritten

Place your letter in a sealed envelope addressed to Mr Lindley in the box outside main reception

Ensure your application is submitted by the end of the day Tuesday 22 April 2025

#### What makes a good prefect:

- Show you are a positive role model and that you live out our school Mission Statement
- Show you are willing to assist others to improve their school life
- Show you are willing to help coordinate/run specific events
- Demonstrate excellent communication and organisational skills
- Show you are a pupil who is involved in wider school life
- Show you are a pupil who behaves appropriately and presents themselves well
- Show commitment to the role and maintain high standards
- Have an excellent attendance and punctuality record
- Show resilience and determination to succeed
- Show an understanding of our school ethos and what it means to be a part of the Holy Cross community





# Job Description

## School Prefect



### Responsible to:

Miss Wallace, Assistant Headteacher and  
Mrs Mitchell, Head of Year

### Key Responsibilities (on a weekly basis)

- You will be required to carry out one lunch duty per week in a specified area
- You will need to attend your duty on time and follow all rules that are set in place
- You will be responsible for keeping the school calm and orderly during lunch time and will be supported by Miss Wallace and Mr Morris
- You will be responsible for reporting poor or unacceptable behaviour to a member of staff so that it can be dealt with appropriately

### Other responsibilities

- You will be required to attend Open Evening and act as a tour guide around the school for prospective parents
- You could be asked to attend other school events
- You will liaise with other members of your year group and the wider school community to identify what is working well and what areas could be improved
- You will help Year 7 pupils find their way around the school building in their first half term at Holy Cross
- You will help in masses and in prayer and liturgy
- You will work with our feeder primary schools to offer new and exciting opportunities for their pupils to participate in
- You will be used during interviews as tour guides and to help visitors find their way around the school
- You will meet with the Senior Leadership Team to present any feedback or suggestions
- Your behaviour and attire will be excellent at all times so that you can be seen as a role model for the rest of the school

### What role can I choose?

There is the option to apply to be a prefect, which includes all the responsibilities above.

There is also the option to apply for senior prefect (including Head Boy and Head Girl). Senior prefects are responsible for leading the team, checking duty rotas and organising discussion.

This group will meet with members of the school Senior Leadership Team. The Head Boy and Head Girl will be involved in many events during and outside of school time, including speaking at public events, Remembrance Sunday, Holocaust Memorial Day.

***Please indicate which role you are applying for at the bottom of your application letter.***

# Person Specification

## School Prefect

To be able to share and support Holy Cross' mission and vision.



### Prefects:

What will be considered?	Essential or desirable	Examples of what this means
Reports	Essential	Nothing below a yellow for learning grades in Spring report
Extra-curricular	Essential	Involvement in something extra in school (unless you have a significant commitment outside of school)
Leadership in school	Desirable	Leadership Academy, librarian, captain of a team, Duke of Edinburgh, clubs, charity, events
Activities outside of school	Desirable	Clubs or teams, charity work, a part-time job, work within your local parish/church
Behaviour	Essential	Less than 10 D points No out of class behaviour points A number of achievement points
Punctuality and attendance	Essential	97% attendance (individual circumstance may be considered) On time to all lessons – no late detentions
Participation with charity	Desirable	In school – form time, year group, SVP, food bank, race for life Out of school – work within your local parish or community
Uniform	Essential	No uniform behaviour points
Experience with public speaking or speaking to parents/visitors	Desirable	Assembly, prayer and liturgy, mass, Open Evening, school public speaking events, English assessments, out of school public speaking events, helping with interviews, tour guide for visitors

### Head Boy and Head Girl

What will be considered?	Essential or desirable	Examples of what this means
Reports	Essential	Nothing below a green in Spring report
Extra-curricular	Essential	See examples above
Leadership in school	Essential	See examples above/speak to a member of staff if you are unsure
Activities outside of school	Desirable	See examples above
Behaviour	Essential	Minimal behaviour points (you should not have received anything over a D1) On/above year group average for achievement points
Punctuality and attendance	Essential	97% attendance (individual circumstance may be considered) On time to all lessons – no late detentions
Participation with charity	Desirable	In school – form time, year group, SVP, food bank, race for life Out of school – work within your local parish or community
Uniform	Essential	No uniform behaviour points
Experience with public speaking or speaking to parents/visitors	Desirable	See examples above

For more information about the role of prefect please speak to your form tutor, Mrs Mitchell or Miss Wallace.  
For help with your application please speak to your form tutor or any member of staff.  
Please complete a letter of interest and put this in the box at reception

Application checklist (read very carefully before submitting your application):

You must have completed the following before submitting your application.

- Check the essential and desirable criteria
- Speak to your form tutor or another member of staff about the application process and role of a prefect if you have any questions
- Write a letter of application – this must be one side of A4 maximum (it must be handwritten)
- Your letter should include examples about what you have done, but also outline what you would like to do within the role and the impact that will have
- Your letter must state whether you are applying to be a prefect or a senior prefect (outlined above)
- Get help if needed - Support with letter writing will be available every lunch time in room 221
- You must put your name at the bottom of the letter and clearly state whether you are applying for 'prefect' or 'senior prefect'
- Place your letter in a sealed envelope addressed to Mr Lindley in the box outside main reception
- Ensure your application is submitted by the end of the day **Tuesday 22 April**



# Holy Cross

CATHOLIC HIGH SCHOOL