



PREFECT SELECTION PROCESS 2017-2018

A TRUE LEADER

*A true leader accepts responsibility for his/her choices and the impact those choices have on others;
A true leader has the courage to stand up for his/her convictions even in the face of unpopularity;
A true leader shows compassion for others, not just in words, but in deeds and actions;
A true leader serves humanity for a greater purpose, not just for earthly rewards.*

— Anne Davis

To be effective, today's leaders need to be able to develop and maintain the vision, values, goals and competencies associated with their overall and specific roles and responsibilities as well as being able to face consequent challenges. In addition they need to have the capacity to develop new skills in dialogue, critical thinking and reflection- "in-action & "on-action".

- Knox Leadership Handbook



PREFECT SELECTION PROCESS

Before considering if you will run for the position as prefect, please consider the following behavioural qualities and standards expected of School Prefects. Prefect candidates must be able to highlight, through examples, how they have displayed and will be able to continue to display the following qualities and standards;

QUALITIES:

PREFECTS NEED TO BE ABLE TO DEMONSTRATE THAT THEY ARE ABLE TO;

- ◆ Take responsibility.
- ◆ Problem solve.
- ◆ Be organised.
- ◆ Effectively manage an activity or project.
- ◆ Encourage and motivate fellow-students.
- ◆ Think independently and make good decisions.
- ◆ Exercise initiative.
- ◆ Complete tasks without constant supervision.
- ◆ Work independently and as part of a team.
- ◆ Use strong communication skills.
- ◆ Communicate a clear vision for their chosen portfolio area.
- ◆ Be willing to take on extra responsibilities.
- ◆ Use their signature strengths in leadership roles.

STANDARDS

REQUIREMENTS OF SCHOOL PREFECTS:

- ◆ Show respect for teachers and fellow-students.
- ◆ Be a co-operative, helpful and well-mannered student.
- ◆ Be properly dressed for all school activities and functions.
- ◆ Be punctual and committed to assigned duties and take responsibility for your actions.
- ◆ Be a good ambassador for the school.
- ◆ Maintain a good record of involvement and attendance at school and in school activities.
- ◆ Abide by the school rules and regulations.
- ◆ Maintain a good academic progress through a good APA.
- ◆ Attend and actively participate in all Prefect meetings.
- ◆ Attend all Prefect training activities.
- ◆ Fulfil all roster duties – gate, train, assemblies, travel, sporting, etc.
- ◆ Be willing to 'challenge' and report students who do not abide by the schools' rules of conduct and dress code.



Student Leadership through Portfolio Leadership Teams

Prefects are appointed to specific portfolios within the school. These leadership portfolios are:

1. Academic Portfolio
2. Boarding Portfolio – (internally appointed)
3. Chapel Portfolio
4. Co-curricular Portfolio:
5. House Portfolio
6. Social Justice Portfolio
7. Sport Portfolio
8. Student Leadership
9. Year Groups Portfolio

The role of 'Portfolio Leadership Teams' continues to develop and evolve in response to changing needs within the school.

The three main goals for the leaders in their Portfolios are to:

- i. Encourage student involvement in the activities offered by the school.
- ii. Foster school spirit.
- iii. Recognise and highlight the achievements of individuals in these activities.

The intended outcomes of the "Prefect Leadership Portfolios" are to:

- ◆ Provide the students with a specific leadership purpose.
- ◆ Create more specific opportunities for student leaders to both exercise and develop their leadership skills in specific areas of personal interest or challenge.
- ◆ Provide the many school activities within the school with greater support and initiatives from the student leadership team.
- ◆ Expand student leadership skill development across the school, years 7 -12.
- ◆ Further grow and strengthen the quality and depth of school activities and
- ◆ Heighten a sense of student and community involvement and ownership of these activities.

The effective functioning of the "Portfolio Leadership Teams" is the overall responsibility of each respective portfolio Prefect, and particularly the Head Prefect of each portfolio under the supportive guidance of staff responsible for specific portfolios. Each Prefect within the portfolio will work cooperatively with certain respective year groups. The logistics for these committees are as follows:

Each of the Portfolio Prefects is directly responsible for the functioning of the activities in their portfolio, however each portfolio team will work together collaboratively under direction of each Portfolio Head Prefect.

In order to achieve these outcomes the Prefects work with a supervising teacher who will both monitor and guide the leaders in the performance of their roles. Performance updates will be provided to the Dean of Students.



GENERAL DUTIES:

1. All Prefects will be rostered to gate duty where the student dress code and behaviour is to be monitored.
2. Transport;
 - a. Ensure that trains & buses are boarded in an orderly manner.
 - b. Ensure that appropriate behaviour standards are maintained whilst students are on public transport.
 - c. Ensure that no litter is deposited at the stations or bus stops
3. School Assemblies
 - a) Corridor duty during Assembly; see that boys do not linger in the yard, locker areas or corridors but proceed straight to the Gym/Great Hall
 - b) Assembly duty after; see that order is maintained as students leave the school assembly
 - c) Assist with the movement and supervision of students during the school assembly.
4. Special Duties such as ushers for Anzac day, school functions plays, musical events, parking supervision etc.
5. Prefects in reserve; Prefects should be available to stand in for any of the above duties in the case of absence of those detailed for duty.
6. Exchange of duties; exchanges may be made freely but the performance of the duty is still the responsibility of the prefect originally detailed
7. Assist with the supervision of the year groups at school worship services, school assemblies, year group Chapel, year meetings etc.
8. Assist with whole school events; such as 6 Event, CAS swimming and Athletics, Sporting home games etc. as required,



TIMING	KNOX PREFECT SELECTION PROCEDURE	
Term 2 W 3/4	<ul style="list-style-type: none"> Year 11 students are informed about the Prefect Portfolio leadership structure and selection process. <i>Background data collection on year 11 students commenced.</i>	
Term 2 W5/6	<ul style="list-style-type: none"> All Staff vote for <u>all</u> year 11 students for the position of School Prefect. 	
	SELECTION OF: <ul style="list-style-type: none"> ⇒ Academic Prefects ⇒ Boarding Prefects ⇒ Chapel Prefects ⇒ Co-curricular Portfolio: ⇒ Social Justice Prefects ⇒ Sport Prefects ⇒ Student Leadership Prefects ⇒ Year Group Prefects 	SELECTION OF: <ul style="list-style-type: none"> ⇒ House Prefects
Term 2 W5/6	Year 11 Vote for Prefects in Mentor group meetings.	Housemasters rank all the year 11 boys in their House group for the position of House Prefect & feedback to the Dean of Student Leadership
Term 2 W6	<ul style="list-style-type: none"> Year 12 Prefects vote for Prefect applicants. Year 11 Mentors provide feedback re the suitability of each boy in their Mentor group for the position of School Prefect. 	Year 11 Mentors provide feedback about each of the boys in their Mentor group for the position of House Prefect.
Term 2 W 6	<ul style="list-style-type: none"> Year 11 students submit their nomination form for consideration for the position of senior school leader. 	
Term 2 W7	<ul style="list-style-type: none"> Voting results are collated and presented to the leadership selection panel & Portfolio supervisors 	<ul style="list-style-type: none"> All Year 11 boys in each House vote for their choice of House Prefect. Ranked 1 – 5. House meeting Housemasters compile the outcome of mentor ranking, student voting and make recommendations to the leadership selection panel for the position of House Prefect.
Term 2 W7	<ul style="list-style-type: none"> Applications are read and reviewed by the selection panel. The selection panel is chaired by the Dean of Student Leadership and includes the Head of Senior School and the Head of Senior Academy.	
Term 2 W7/8	Prefect applicants are shortlisted by the leadership selection panel based on; <ul style="list-style-type: none"> ⇒ The quality of each students application ⇒ Voting & ranking by staff. ⇒ Voting by students ⇒ School data e.g. APA's, School Involvement, Camps Feedback, Community Service, Peer Support evaluation ⇒ Feedback from Teaching Staff, Yr. 11 Mentors and Yr. 11 Teamleaders, ⇒ Feedback from Portfolio Co-ordinating Staff 	
Term 3 W1/2	Shortlisted applicants for all Prefect roles are interviewed by the Leadership Selection Panel and may include an initial and secondary round of interviews, as required.	
Term 3 W3	The Leadership selection panel makes final selections based on how well each student; <ul style="list-style-type: none"> ⇒ Presented through their application, ⇒ Presented at interview ⇒ Performs academically through the achievement of a consistently good APA. ⇒ Has contributed to the life of the school and within the portfolio area that the student has applied for. ⇒ Performed in the voting & ranking by staff ⇒ Performed in the voting by students Initial Prefect selections are passed on to the School Executive & Headmaster for further scrutiny and final approval	
Term 3	<ul style="list-style-type: none"> The new school leaders are announced later in the term The new year 11 Prefects to meet and be trained by the current year 12 Prefects to learn their respective Portfolio roles and provide support to the year 12 Prefect and staff portfolio Coordinator. 	
Term 4 W1	<ul style="list-style-type: none"> The new Prefects are inducted and commence duties 	



Portfolio Descriptions

PLT	Description	Status/Other Notes
Academic	The Academic Portfolio exists to promote academic excellence within students through both encouraging and assisting their peers and providing input to staff on academic issues. As of 2015, it chiefly is responsible for implementing academic initiatives for students, with the role of providing input on academic issues to staff delegated to the Academic Policy Committee. The Academic Prefects meet regularly with the Dean of Academic Excellence and Innovation and Directors of Studies to discuss these matters, and also coordinate the activities of the Academic PLT and any other academic leadership body (i.e. the Academic Policy Committee).	Co-ordinated by the Deputy Headmaster Director of Studies for each Academy
Boarding	The Boarding PLT aims to promote the ideas from other Boarders on matters that will contribute to or better the Boarding experience. It aims to improve Knox’s modernistic approach to boarding.	Run internally by the Boarding staff. Consult Staff Dean of Student Leadership for more details.
Chapel	The Chapel PLT’s role includes: <ul style="list-style-type: none"> • Assist with weekly Worship services • Assist with year group Chapel Services • Assist with special Chapel events • Lead the school’s Christian Group, ‘Cru’ • Recommend topics that are relevant and of interest to the boys for the weekly readings and prayers. • Write the annual Report for the Grammarian. 	Co-ordinated by the School Chaplains
Co-curricular	The main purpose of the Co-curricular PLT is to encourage students to participate in and support the performing arts and co-curricular activities of the school. These include music, drama, debating, ‘academic co-curricular’ (i.e. Decathlon, Future Problem Solving) and any other co-curricular activities.	Co-ordinated by Head of Co-curricular Operations, Head of Co-curricular performance & Head of Drama
House	House Captains and Vice Captains take responsibility for and lead a sporting House within the school. There are 12 Houses at Knox with each House is being made up of approximately 120-125 boys from years 7 -12. All Houses compete in the “Cock House” competition and The House Captain and Vice-Captain are to perform the following specific duties; <ul style="list-style-type: none"> ▪ Lead House-meetings and in doing so help to foster House spirit. ▪ House-meetings should be used to keep the boys in the House informed as well as to help organise teams for upcoming events and reward those who have participated in past events. ▪ Liaise with the Housemaster with regards to up-coming events and to assist in organizing the teams for those events. 	Co-ordinated by the Housemasters



	<ul style="list-style-type: none"> ▪ Show initiative in getting others involved in House activities. ▪ Ensure all new boys are welcomed into the House. ▪ Be a presence at all major House events and as many other school events as possible. ▪ Write the annual House Report for the Grammarian. ▪ Help the House Master in the selection of the House Captains for the following year. 	
Social Justice	<p>Prefects support the Social Justice activities of the school through in the organisation of various fundraising events, service activities, such as ABBOX of fun and looking for new initiatives to promote a Social Justice mindset within the boys of Knox.</p>	Co-ordinated by the Head of Social Justice
Sport Prefects	<p>The Sports portfolio leadership team play an important role in fostering pride in the school through student participation in their own sport as well support for school sporting events such as the CAS swimming and track and field, support at the First XV and first X1 games Friday night basketball. The Sports PLT plays an important role at the regular sports assemblies and the CAS swimming and Track and field assemblies. In addition the Sports PLT plays an important role in promoting awareness and spotlighting each of the different sports and the many achievements from the different team and individual sports people across all age groups. They are also involved in running Sports Assemblies on Friday mornings in collaboration with the Head of the Knox Sports Academy.</p>	Co-ordinated by the Head of Knox Sports & Aquatic Academy and Head of Sport
Student Leadership	<p>The Student Leadership PLT's primary role is to promote the positive development and reform of the student leadership system as a whole at Knox. Their specific roles include:</p> <ul style="list-style-type: none"> • Assist other PLTs and leadership bodies in implementing initiatives • Review the work of other PLTs and areas of special interest through conducting audits to provide feedback on their performance and improve accountability • Provide advice to the Staff Head of Student Leadership on how to reform and perfect the student leadership system • Represent the views and interests of students through discussions, deliberations and submissions in a forum environment to staff • Provide assistance to International students who attend Knox during their time at the school • Provide assistance to visiting international students whilst on exchange at the school. 	<p>Co-ordinated by the Dean of Student Leadership</p> <p>Does not have Years 7-11 Student Leaders. Only consists of Student Leadership Prefects.</p>
Year Group	<p>Year prefects are assigned to a specific year group and are to visit their year groups regularly to support the younger pupils and to assist the Year Masters.</p> <p>Year group Prefects are to</p>	Co-ordinated by the Heads of Academies & Year group Teamleaders



	<ul style="list-style-type: none">• Act as peer mentors for junior students• assist Year masters with welfare pastoral issues• assist with the organisation of activities and presentations for year meetings• assist with the supervision of the locker areas from 8.00 am and during recess and lunch breaks to ensure that no disorderly conduct occurs• support & guide year group committees• Rostered on to assist with the organisation of School and Stage assemblies• Write the annual Report for the Grammarian.	<p>Does not have Years 7-11 Student Leaders. Instead, Years 7-11 are in their own Year Committees which Year Group Prefects supervise. Only consists of Year Group Prefects.</p>
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