

## **Student Leadership Responsibilities**

The girls have a number of opportunities of holding a position of responsibility these include the following:

### **Head Girl duties (Deputy Head Girls to assist):**

- Act as a role model for students and a public representative of the college (the 'Quintessential Ladies' College Girl').
- Head-up the prefect team, organising the prefects' participation at events as requested by the Senior Management Team.
- Organise the allocation of prefects to form groups.
- Liaise with the Assistant Principal via weekly meetings
- Give address at AS Choices Evening.
- Give vote of thanks at Speech Day.
- Give address at prospective Sixth Form induction morning.
- Bible reading at Carol Service.
- Formally begin assemblies.
- Place wreath at the war memorial in St. Stephen's Church at the Remembrance Service.
- Attend Town Church service on Liberation Day.
- Attend other island events as appropriate.
- Organise leavers' events.

### **Prefect Duties:**

#### **In College:**

Work with their allocated form tutor.

Duties may include:

- Helping girls with individual problems eg. Advising and monitoring individual girls with organisational problems
- Providing another person the girls may speak to about their worries (note that all issues should subsequently be referred to the Form Tutor)
- Supervising a group for a short period of time to allow the Form Tutor to speak to a girl individually
- Adding house points to a spreadsheet
- Checking uniform
- Helping girls to review their work in the light of Interim Reviews, subject tests or College examinations, developing a strategy to improve these and monitor progress
- Guiding girls to sources of information in the Library, on careers etc.
- Supervising girls when walking across to St Stephen's Church, in assembly or at other formal occasions

- Assisting the girls in preparing for form assemblies, Harvest Festival and other form events
- Participate in prefect-led assemblies.
- Serve refreshments at college events (involves some evening attendance).
- Help receptionist with lost property.
- Conduct tours of college for visitors and teaching candidates.
- Be with allocated groups of students from time to time as requested by a member of staff.

#### **In Leaf Centre:**

- Assist with recycling.
- Monitor tidiness.

#### **Outside College:**

- Represent the college at events as directed by the Head Girl.
- Seeking to uphold and promote the values of the College at all times.

During the Trinity Term sixth form will consider if they wish to nominate themselves for prefect posts. They will complete a short paragraph about themselves detailing their qualities. Having fully considered the prefect role with their Tutor all Sixth form and staff will be required to 'tick' up to 15 names in a confidential vote. A list will then be compiled from these results. Those students who have expressed an interest in Head Girl / Deputy Head Girl positions will be considered after study leave (to coincide with Senior House Official appointments). These positions will be chosen by a committee (Principal, Deputy Principal, Assistant Principal, Head of Sixth Form and Head Girl in post) following a short presentation and interview.

#### **House Officials**

There are three main officials responsible for the management of each House:

House Captain

House Secretary

House Team Manager

Sixth former interested in these posts will have to complete an application and they will be interviewed by the House Coordinator, Head of House and a House official in post.

The officials are awarded their badges in a full school assembly.

#### **The House Captain is expected to:**

- Lead the House.
- Chair House meetings.
- Be responsible for organising House events, supervising elections of team captains, ensuring that the House is fully represented in House competitions and generally encourage all House members to participate.
- Liaise with the Deputy Principal and Head of House before House meetings.
  - (The up-to-date House File should be brought to these meetings.)
- Before the April House meeting, encourage each member of Lower Sixth to apply for a position as a House official.
- Liaise with the Junior House Officials giving them suitable responsibilities.

- Liaise with the new House Captain after the May elections to provide cover while Upper Sixth are out of school on study leave.

**The House Secretary is expected to:**

- Deputise for the House Captain when necessary.
- Check the House list at the first House meeting of the academic year.
  - Liaise with the school secretary for lists and corrections.
  - Insert the corrected list in to the House File.
- Take minutes of each House meeting then write them up in the House File.
- At the end of the academic year hand over the House File to the new House Secretary.

**The House Team Manager is expected to:**

- Keep detailed records of all House activities and teams during the academic year.
- At the end of the academic year liaise with other House Secretaries, House Co-ordinator and the Deputy Principal to collate records and thereby determine awards and trophies.
- Liaise and provide support to team captains / activity organisers.

Girls from Upper Four are eligible to apply for the post of Junior House Officials. Two are selected and they are expected to:

- Give support to the senior House officials.
- Liaise with the Team Manager and Team Captains and ensure that the House is fully represented in the junior section for House competitions and generally encourage all Remove, Lower 4 & Upper 4 members to participate.
- Be responsible for organising the House Notice Board.
- Liaise with the new House Captain / Head of House, after the May elections to provide cover while senior pupils are out of school on study leave.

**Form Captain**

A Form Captain should be:

- Reliable
- Fair and impartial
- Thoughtful
- A good listener
- A good speaker

Form Captains should expect the support and co-operation from peers.

There will be two Form Captains per form who will share duties and take responsibility for the following:

- Check register file (bottom of the stairs near reception) each day to see if there are any messages
- Check screens and make form members aware of any messages
- If lessons are not covered by a teacher, report to Mrs Pearson or School Office
- Oversee the cleanliness and tidiness of the classroom and locker areas - this does not mean doing all yourself

- Assist the Form Tutor and Form Prefect with assemblies, fundraising, Christmas decorations and other form activities.
- Attend Deputy Dozen sessions when invited

Remove Form Captains will be elected at the end of September and at February Half-term. Lower Four to Upper Five will have new captains appointed each term. All Form Captains will receive a metal badge. Girls in Remove and Lower Four will have their badges awarded in Lower School assemblies. Badges will be handed back at the end of their serving time.

The Tutor may decide to use a ballot or other suitable method to appoint the Form Captain.

### **School Council Committee**

These girls nominate themselves in the Trinity Term to represent their form and year group for one year. Remove students nominate themselves in first half of the Michaelmas term. They are required to listen to the needs of others and express ideas and views at the Council meetings and provide feedback to their tutor group. It provides an opportunity for students to be involved in the way the College runs and address issues that impact on the school environment and ethos. The representatives should develop skills in negotiation and gain in confidence in communicating to the whole year group. The Chair of School Council is a member of the Sixth Form and has a responsibility for leading the group in effective decision making. The members of the School Council will be awarded badges in a full school Assembly on the first day in the Michaelmas Term.

### **Charity Committee**

This group of Sixth Form students take responsibility for identifying charities they want the College to support. The girls will meet regularly with the Assistant Principal to draw up a list of charities they wish to support, propose dates for mufti days and fully involve themselves in promoting event. The Chair will be considered the main spokesperson for the committee.

### **Music Prefects**

The Music Prefect is chosen by the Director of Music. They assist the Director of Music with the following:

- practical arrangements at concerts and other musical events.
- organising a rota of girls to operate the projector in assembly when hymns are sung.
- taking registers at co-curricular rehearsals as and when required.
- other miscellaneous assistance may be required throughout the year; e.g. helping at visits to residential homes.

### **Ilex Editor/team member**

The Upper Sixth and Lower Sixth Ilex Team are responsible for the annual creation of the Ilex. The Ilex is The Ladies' College record of each academic year and it is created in the Michaelmas Term. The Upper Sixth and Lower Sixth girls write articles themselves and also liaise with Heads of Department and younger girls, who submit articles and photographs for inclusion. This is organised by The Ilex Editor, an Upper Sixth girl who applies and is selected to have this role. The Editor is responsible for the overall look and presentation of the Ilex, in conjunction with the teacher supervisor and the Principal. Two Degrees North produce the finished version.

## **Librarian**

A Librarian is expected to work as part of a team in the Library issuing, renewing, reserving and collecting returned books. They should maintain a professional attitude when assisting girls to find specific books and tidying shelves. They should turn up punctually for shifts, be competent users of the library software and be organised in running a weekly book club.

Girls nominate themselves to train as librarians and undertake duties for a probationary period assisting a Librarian. A final practical task is set to ensure commitment. Successful completion of these standards will see a girl issued with a Librarian's badge.

## **Department Awards holders - Red girdles**

These are awarded to girls for 'deportment'. This is defined as a girl who consistently fulfils the following criteria:

- Is polite and well mannered
- Wears smart uniform
- Adheres to the dress code with hair tied neatly back
- Does not wear obvious jewellery or make-up
- Brings the correct clothing & equipment for PE, Sports, Drama, Music, Art etc..
- Keeps track of her possessions and does not leave books and equipment scattered throughout the school
- Is punctual to lessons
- Shows a willingness to giving up own time for school related activities
- Is kind, considerate and tries her best in all that she does

In September, girls (around 5-10 per class) will be awarded Red Girdles. Each Tutor will observe their tutees and make recommendations on a class list to the Year Coordinator. The Year Coordinator will check the list and add their recommendations and pass the list onto the Deputy Principal. Girls will be presented with a certificate in a Full School assembly and they will keep the 'red girdle' for the duration of the school year and hand in at the end of June the following year. Remove Red Girdles are awarded at the end of the Michaelmas Term. Every girl receives two House points for this honour and these are totalled for each House. The House with the highest total receives the Department House Shield in the July Mark Reading. This in turn counts towards the all-important 'Cock House'. Any girl who retains their Red Girdle throughout their time at Ladies' College will receive a silver badge – Department Award.