

Head Boy Team – Applications

Letter of application

If you are interested in applying for a position on the Head Boy Team, you will need to write a letter of application stating your reasons as to why you want the position and what you could offer the role.

In your application you should include:

- The position(s) that you are interested in applying for
- The reasons why you are interested in that position(s)
- The reasons why you are the best person for that position(s)

Your application should be no longer than 1 side of A4 paper.

Reference

In addition to your letter of application you will need to supply a reference from a member of staff at school. This could be your form tutor, a subject teacher, your Head of Year, or any other member of staff in school.

Please ask the member of staff to complete the reference below.

The deadline for your letter of application and reference is:

*Friday 3<sup>rd</sup> May 2024*

Please hand **both** your letter of application and reference to Miss Bishop (Room A2.4)

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**Reference from a member of Staff**

I support the application of \_\_\_\_\_

for a position on the Head Boy Team. I support this application because \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_



## Head Boy Team Role Descriptions

### Head Boy

- Supervise and monitor the overall leadership activities of the school.
- Make sure students in student leadership positions uphold the STRIVE values and meet our school's expectations.
- Represent the school at events both in and out of school.
- Deliver public speeches in front of different year groups, the school, or attendees to the events they are present at. E.g., open evening, transition evening, community events, etc.
- Attend meetings with the senior leadership team and governors to provide updates about all leadership programmes run at KNBS.

### Deputy Head Boy(s)

- Assist the Head Boy to carry out the assigned duties to the Head Boy.
- In the absence of the Head Boy, carry out his duties as the acting Head Boy.
- Ensure that the school website is kept up to date with the student leadership programmes run at school.
- Co-ordinate the prefect team and ensure they are present at whole-school events.
- Collate the Head Prefect(s) articles for the newsletters/eagle additions.

### Head Prefects:

#### Sports Head Prefect(s):

- Represent sport in school.
- Help organise and oversee interhouse sporting competitions and assist with the running of sports day.
- Promote sporting activities and support the PE department with the organisation of running sporting fixtures.
- Promote the attendance of student spectators to sporting fixtures.
- Report results of fixtures to the school.
- Create a termly 'Sports Update' for the school newsletter/ Eagle.

#### School Council Head Prefect(s):

- Take a lead in school council and run the school council meetings.
- Organise and chair school cabinet meetings once a term with elected cabinet members.
- Ensure that detailed minutes are kept for each school cabinet meeting and distributed to the Head Boy upon completion.
- Hold a whole School Council meeting once a term and present notes from the last cabinet meeting to all form reps to take back to their forms.
- Attend meetings with the senior leadership team and governors to update on any School Council proposals and progress.
- Create a termly 'School Council Update' for the school newsletter/ Eagle.



### Outdoor Community Team Head Prefect(s):

- Organise and oversee the outdoor community team (eco, travel and outdoor).
- Liaise with Mr Julian regarding the Eco-Schools Action Plan.
- Ensure that the school achieves their Green Flag award by confirming the outdoor community team are completing specific roles/tasks.
- Develop the outdoor learning student programme with Mr Julian.
- Attend meetings with the senior leadership team and governors to update on the progress of the outdoor community team.
- Create a termly 'Outdoor Community Update' for the school newsletter/Eagle.

### Peer Mentoring Head Prefect(s):

- Help organise and assign mentors specific roles and responsibilities on transition day/evening and during summer school.
- Assign Year 9 and 10 mentors to specific Year 7 forms to assist with the running of one-form time session each week.
- Collect information from form tutors regarding peer mentors' involvement during form-time sessions.
- Help assign and match one-to-one Year 9 and 10 mentors to individual mentees when they are referred to a mentor.
- Help monitor one-to-one mentoring sessions between mentors and mentees.

### Academic Mentoring Head Prefect(s):

- Attend and assist the organisation of the training sessions for new academic mentors.
- Help assign academic mentors to specific Year 7 and 8 students to ensure the best fit of personalities.
- Help monitor academic mentoring sessions between mentors and mentees and ensure attendance is high.
- Be available to help assist and counsel lower-school students when necessary.
- Attend meetings with the senior leadership team and governors to update on any mentoring progress.
- Create a termly 'Peer Mentoring Update' for the school newsletter/Eagle.

### Philanthropy (Charity) Head Prefect(s):

- Take a lead on the philanthropy (charity) team
- Lead the philanthropy (charity) team to nominate a charity to fundraise for the year.
- Organise and chair meetings once a term with elected charity form members to organise charity fundraising events throughout the year.
- Ensure that detailed minutes are kept for each charity meeting and distributed to the Head Boy upon completion.
- Create a termly 'Philanthropy (Charity) Update' for the school newsletter/ Eagle.



### House Competition Head Prefect(s):

- Take a lead on the house competitions run in school.
- Liaise with teachers in school to organise and inter-house competitions with all year groups.
- Ensure there is a good mix of both sporting and non-sport competitions.
- Collect the results of each competition and keep a record of the points for each house.
- Provide regular updates of the competition by keeping notice boards up to date
- Provide regular updates to the form house reps to report back to forms.
- Create a termly 'House Competition Update' for the school newsletter/ Eagle.

### Media Literacy Head Prefect(s):

- Attend and assist the organisation of the training sessions for new Media Literacy Ambassadors
- Help assign MLA groups to teach year 7 Personal Development teaching groups
- Help monitor the success of the delivery – analysing Student Voice findings of before and after the session, making adaptations where needed.
- Lead and assist with updated media literacy advice when world events can lead to the risk of fake news being spread amongst peers
- Attend meetings with the senior leadership team and governors to update on any progress within the Ambassador program
- Create a 'Media Literacy' update for the Eagle

### Reader Leader Head Prefect(s):

- Create and assist the organisation of the training sessions for a new cohort of Reader Leaders
- Help assign lead readers to students in need of literacy intervention
- Monitor the weekly delivery of the Reader Leader program
- Collate Student Voice on the program and make adaptations where needed
- Attend meetings with the senior leadership team and governors to update on any progress within the Reader Leader program
- Help assign and support with a Reading for Pleasure article for the Eagle