



INTERNATIONAL
BRITISH SCHOOL OF BUCHAREST
EDUCATION WITHOUT FRONTIERS

The Perfect Prefect



A Self Study Booklet
2011-12



Introduction

Congratulations! You have been selected to become an IBSB prefect and that means you have a number of special qualities that distinguishes as a model student to the other IBSB students. This handbook has been prepared with you in mind and is designed to give you a head start.

The very word prefect is significant in that it comes from the Latin *praefectus* or perfect participle of *praeficere*: “make in front” or “to put in charge.” Today, a school prefect is a position of leadership and responsibility. You are a role model for all other students and our school’s best representative of the student body for parents and our community.

Although being a prefect puts you in a position of responsibility, there are other factors to consider. Being a prefect requires hard work and resiliency. You will quickly learn that dedication to your job will pay off but there will be times when things don’t go the way you planned. Learn from your failures, find a different approach and move on. This is an opportunity for you to use your critical thinking skills because as we all know, life is not just about good grades but being able to “think outside the box”. These are the skills that will serve you later in life and in your career.

The pages in this handbook should guide you in your quest to be a successful prefect. All of the teachers at IBSB wish you a successful year and look forward to seeing you realize your full potential.



IBSB Prefects

IBSB Prefects for 2011-12

Head Prefect:

Alex Vlad Y13 **Academic Prefect**

Prefects:

Mara R.	Y13	Art Prefect
Robert N.	Y13	Hallway Prefect
Alina B.	Y13	Class Prefect
Raluca C.	Y13	Math Prefect
Mihai M.	Y13	Sports Prefect
Andrei M.	Y13	Social Events Prefect
Alexandra L.	Y12	TIV Prefect
Mihai I.	Y12	Dining Hall Prefect
Lana B.	Y12	Pastoral Care Prefect
Teresa S.	Y11	Eco Prefect
Catrinel V.	Y11	Social Events Prefect
Sonia S.	Y11	Uniform Prefect
David C.	Y11	Science and Utilities Prefect



IBSB Prefects

IBSB Prefects Requirements

Qualifications and experience

- i. Academic record must be above average (B/A IGCSE/A Level average)
- ii. Behavioural record must be exemplary, including absence or attendance record
- iii. Student must be registered in Year 10 or higher and have attended the IBSB for 2+ years

Personal skills and aptitudes

- i. Self-confident: be bold and assertive
- ii. Ability to speak in public, to students and adults
- iii. Team working skills
- iv. Be organised and resourceful
- v. Be polite, honest, reliable, punctual and hardworking
- vi. Demonstrable interest and ability in the area of the post applied for, be it health, sport, music

Accountability

- i. Prefects are ultimately responsible to the principal, vice-principal, Head of Secondary, and Head of Behavioural Committee
- ii. On a day to day basis prefects are responsible to the individual member of staff managing their post, as specified in the college guidelines for prefects

Responsibilities

- i. Prefects must adhere to School rules and regulations at all times
- ii. The main duty of prefects is to maintain an atmosphere of friendly cooperation, peace, discipline and unity in the college
- iii. Prefects should serve as councillors to junior students
- iv. Prefects must liaise and collaborate with each other, as a team, to ensure efficiency and smooth running of their own area of responsibility and of the school as a whole
- v. Prefects academic and behavioural standards must be maintained
- vi. Prefects will always work in the interest of the school
- vii. All discipline notes from prefects must be reported to the Head of Behavioural Committee
- viii. Certain Prefects will be given set roles and responsibilities:
 - TIV Editor x1
 - Year Book Coordinator x1
 - Sports Coordinator (Team Captain in interschool events and help to organise Sports Day) x1
 - Maths Coordinator x1 (Team Captain for interschool events)
 - Charity Events Coordinator x2
 - Social Events Coordinator x2

Limits to authority

Implementation of discipline is carried out by school authorities/employees. School authorities can use the services of prefects for supervision only

Removal from post of prefect

Prefects who fail to adhere to Prefect Code of Conduct and to maintain the role and responsibilities of Prefect will be given a notice of intention to remove their prefecture status. Students failing to address the area/s of concern will have their prefect status removed.



IBSB Prefects

Prefect Code of Conduct

- i. Prefects shall carry a badge that distinguishes their office of service.
- ii. Each prefect shall have a document defining his/her area of competence, roles and duties.
- iii. Prefects shall, in discharging their duty, act in kindness, assuming the role of senior brother/sister to the junior ones placed in their charge.
- vi. The head prefect shall consult with the school administration on matters of policy, and sanctions.
- v. Prefects shall promote discipline in all their domains, coordinated by the head prefect.
- vi. Prefects will ensure the smooth functioning of the school in matters of peace, order and discipline and strict respect of school rules and regulations without fear or favour.
- vii. The school administration represented by the Head of School will convene prefects meetings to revamp, revitalize and concert on matters affecting the day to day student life in the community.
- vii. The members of government prefects shall be boys/girls of integrity, who will teach by examples respecting the rules and regulations of the institution.
- ix. The prefects will respect hierarchy, honour, and obey their teachers and at no time will they usurp the place of the administration.
- x. The prefects must give students appearing to have broken rules or regulations, an opportunity to give themselves a fair hearing, so they be corrected in love to deter any future occurrence of the crime.
- xi. The prefects shall not sublet their authority to their friends for convenience.
- xii. They will in all school activities lead and serve.
- xiii. The prefect will in everything represent the school image positively. He/she shall ensure the pursuit of academic excellence and orderly behaviour.
- xiv. His/her moral and academic life shall always be a model for the student community to emulate.

Leadership attributes

You might not see a direct link between leadership and being a prefect, but there is one. In fact there are several.

You will have been chosen as a prefect based on certain skills and qualities that you already have or for the potential that has been recognised in you. Many of these skills and qualities are common with leadership, such as: courage, confidence, decisiveness and the ability to communicate effectively.

Although it is an arguable point, leadership can be learned. Some people believe that you are born as a leader or you are not, but these days this view is not widely accepted. When you analyse leadership you find that it is made up from a number of individual skills that can be learned.

The Basic Skills of Outstanding Leadership

- **Integrity**

Integrity means honesty and more. It refers to having strong internal guiding principles that one does not compromise. It means treating others as you would wish to be treated.

Integrity promotes trust, and not much is accomplished without trust.

Integrity is a skill to the extent that we see it in action. Integrity (or lack of) is reflected in thinking, attitudes, and actions. People can't directly see your level of integrity, but they judge it pretty accurately on a gut level based on your actions and your words.

- **Communication**

Communication in the context of leadership refers to both interpersonal communications between the leader and followers and the overall flow of needed information throughout the organisation.

Leaders need to learn to be proficient in both the communication that informs and seeks out information (gives them a voice) and the communication that connects interpersonally with others.

- **Relationships**

Networking is also a relationship skill. Relationships develop good interpersonal and group communication skills.

A leader who likes dealing with people issues, who can initiate and deepen relationships with others, has a great leadership advantage. This is a leader who can build a team and achieve impressive results.



- **Persuasion**

The ability to influence others and cause them to move in a particular direction is a highly important skill in leadership.

Your ability to be persuasive is directly related to how much people trust you and how good your communication and relationships are.

- **Adaptability**

Adaptability and flexibility in not being bound by a plan are important success factors.

The leader must move easily from one set of circumstances (the plan) to the next (the plan is not going as expected) and take them all in stride, even when the circumstances are unexpected.

The good leader has to embrace change and see it as opportunity.

- **Teamwork**

Teamworking is an important and often neglected part of being a prefect. A school does not simply have a number of individual students who are identified as prefects. There is more to it than that. It has a team of prefects who are part of a prefect system.

No one person can do it all. That's why a team, comprised of others with different skill sets, is essential. A leader must know how to build and nurture such a team.

- **Decision-making**

A leader must be able to wade through information, comprehend what's relevant, make a well-considered decision, and take action based on that decision. Making decisions too quickly or too slowly will impede your leadership effectiveness.

Key questions to ask yourself:

Integrity

How deep are your convictions on the things you believe in? What do you believe in SO MUCH about your work that you will stand up to anyone about it? How much are you willing to compromise your important beliefs? To what extent do your behaviour and the choices you make align with your guiding values and principles?

Communication

How much and how willingly do you speak out and keep information flowing? Conversely, can you keep confidential information private? How often can and do you listen more than you speak in conversations with your peers? How do you handle "bad news" when you receive it?



Relationships

What is the level of trust and respectful feelings you have with each of your employees? With each of your peers? How easy or difficult is it for you to initiate new relationships? Deepen existing relationships?

Persuasion

How persuasive and influential are you? Under what circumstances can you persuade others to your point of view? To what extent do people value your opinion and follow your lead?

Adaptability

To what degree can you relinquish rigidity? Control? When is it easy and when difficult for you to embrace change? How do you react when things don't go as planned?

Teamwork

To what extent do you value working cooperatively as part of a group? How do you promote teamwork among those you lead? In what ways do you work collaboratively with your peers? How do you handle team conflict?

Decision-making

How comfortable are you with having to make the "final decision" on things? Do you have any tendency to decide too quickly without due consideration or, conversely, to gather data, analyze and ponder endlessly and be unable to decide? In what areas do you struggle with making firm decisions and standing up for what you believe?

Roles and Responsibilities

Prefects play a vital part in the running of IBSB; assisting and supporting both staff and pupils.

The main role of a prefect is to aid in the running of the school by providing their time to perform a particular duty on an everyday basis.

Roles are responsibilities and they describe **what** you do, not **how** you do it.

The role of a Prefect falls into four main categories:

- **Maintaining discipline**
- **Helping staff**
- **Supporting younger pupils**
- **Organising events**

You may be a Prefect for one particular area in the school (see separate responsibilities), but you will also be required to cover all four areas. It is important you, and the whole school community, are very clear about your role and responsibilities:

- To act as a role model for students and promote the ethos of the school
- To maintain an atmosphere of friendly cooperation, peace, discipline and unity in the school
- To wear the correct uniform at all times
- To adhere to school rules and regulations at all times
- To help ensure school rules are adhered to by pupils
- To report all discipline notes to the Head of Behaviour Committee
- Academic and behavioural standards must be maintained
- To report any issues to the Head Prefect
- To fulfil the specific responsibilities allocated below
- To attend all meetings as required
- To assist in the Primary school if and when required.
- To liaise and collaborate with each other as a team, to ensure efficiency and smooth running of their own area of responsibility and of the school as a whole.
- To be an approachable Prefect to whom students can come to for assistance or support
- To serve as councillors for younger students
- To always work in the interest of the school



- To help organise school events
- To attend school events when required

Additional Duties

All prefects are required to do at least two duties each week either at break time or at lunchtime.

It is important that you know and remember where and when you are on duty. It is vital that you always turn up for your duties on time, that you are active and that you do not leave until the end of your duty time. If you fail to turn up to your duty you are letting yourself and fellow prefects down and weakening the Prefect system.

Prefects that persistently fail to turn up to their duties will forfeit their right to be a prefect.

If you know in advance that you are unable to do your duty, it is your responsibility to ensure that the duty is undertaken by arranging a swap with another prefect.

Assemblies

Setting Up - The absolute minimum for setting up the assembly rooms is four prefects. If you know that you are unable to attend then it is your responsibility to arrange a replacement.

Check when there is a whole school assembly. Setting up of chairs should begin at 2.15pm in the lunch room. Please remember to find out if there are any guest speakers and include reserved chairs for them. Check if the projector and laptop are required by asking the person responsible for the assembly (see calendar).

Wait until everyone exists to see if there is anything left around. Return the projector and Laptop to where it belongs.

Two prefects to attend Primary School assemblies and Key Stage 3 assemblies (when applicable) on a Friday to assist when required.

Primary School Presence

In order that school prefects have a presence in the Primary school we also require that each prefect select a Primary School Class. Throughout the prefect will join in a number of class activities in order to foster a big brother/sister relationship with the students. This is considered to be a very important part of the role of school prefect.



Job Descriptions

Post	Responsible to	Function/ duties include -
Head Prefect	Head Teacher	<ul style="list-style-type: none"> • Maintain collaboration amongst prefects. • Coordinate prefect activity • Provide link between prefect body and administration • Represent the student body
Art Prefect	Art teacher	<p>Ensure cleanliness and order in the art room Help prepare the art room before classes Coordinating the Year Book Organise and run Art Day and other Art related school events.</p>
TIV Prefect		<p>Oversee the selection and collection of articles. Remind writers of date deadlines and events come up to ensure photos are taken and events covered. Write any missing articles at the last minute if students do not make their submissions on time.</p>
Science Prefect	Head of science	<p>Ensure cleanliness and order in the laboratory. Help prepare the lab before classes.</p>
Maths Prefect	Head of Maths	<p>Help prepare students for inter school maths competitions</p>
Pastoral Care Prefect		<p>Help to coordinate in year programmes. Provide support to students in need. Observe students who are perhaps alone and take the time to be a friend to them. Assist for tutors when required. To be involved with the IBSB Mentor Programme Help develop links with the Primary School</p>
Sports Prefect	P.E teacher	<p>To assist in supervising and organising games and other sporting activities in an orderly and disciplined manner. Ensure correct use and maintenance of sports equipment and facilities Promote sports and encourage orderly involvement and achievement in sport Help to organise the annual IBSB Sports Day</p>



Post	Responsible to	Function/ duties include -
Uniform Prefect		To ensure that school uniform policy is respected at all times
Hallway prefect		To ensure student are moving from class to class effectively
Social Prefect		To coordinate student social events Ensure effective functioning of school clubs Responsible for order during social activities Responsible for care of equipment and facilities used for school social events Represent the students in external social events
Eco Prefect		Ensure that students/teachers are turning off lights, using resources effectively
Sanitation Prefect		Ensure general cleanliness of school
Class Prefect		Ensure that classes are clean, orderly and that irregularities are reported to administration
Dining Hall Prefect	Teachers on Lunch Duty	Ensure students are eating quietly and properly in dining hall. Ensure cleanliness of dining room Help maintain discipline in the room
Academic Prefect		Report on aspects relating to academic issues to Head

All prefects are to be assigned to a Primary Class and will assist the class in events and activities during the course of the academic year.



Prefect Contract

Prefects have to sign a ten-point contract in front of witnesses and this is then kept in the Principal's office. If any prefect reneges on the contract, their badge and office are taken away.

Code of Conduct for IBSB Prefects

I accept my badge as a prefect at IBSB for this year. I agree to carry out the following duties and responsibilities.

- To maintain a high standard of behaviour and conduct and to wear my prefect's badge with pride.
- To obey the school rules in their entirety and without question.
- To help members of the teaching staff to perform their daily duties according to a planned roster.
- To take an active part in school affairs and lead others by example.
- To take an active part in school functions, helping and organising whenever I am asked.
- To represent the school at any public function whenever I am asked.
- To take an active part in all house activities, leading by example.
- To help new pupils, especially new pupils during their introduction to the school.
- To assist visitors to school at all times by being polite, friendly, and courteous.
- To maintain a high standard of cleanliness and tidiness in the prefects' room (when established) and throughout the school.

Over and above this code of conduct it is expected of all IBSB students to always represent IBSB as ambassadors of the school.

I, _____ have read and understood my Prefect's Code of Conduct and I agree to carry it out to the best of my abilities.

Prefect

Kendall Peet
Head of School

Aura Bogdan
Executive Director



Skills and Qualities

You are a Prefect, so you must have possessed several of the skills and qualities that are listed below. If you think you still need work on certain areas this will be the academic year to obtain all of these skills:

1. You must be cooperative, helpful and a well - mannered student, who is trustworthy and responsible.
2. You must show respect for teachers, your peers and the school environment.
3. You must display leadership qualities:
 - Be willing to take on extra responsibility
 - Complete tasks without supervision.
 - Show initiative and follow instructions carefully
 - Be able to encourage and motivate fellow students
 - You must be positive and enthusiastic when underrating your duties
4. Be able to encourage and motivate your peers.
5. You must be dressed appropriately on all occasions.
- 6 You must be punctual for your duties.
7. You must demonstrate that you can work independently and as part of a team.
8. You must be committed to your duties and take responsibility for your actions.
9. You must be a good ambassador for the College.
10. You must be cooperative and self-disciplined, on and off College grounds.
11. You must have and maintain an excellent attendance record.
12. You must maintain a good academic record.



Prefect Self-evaluation Questionnaire

Write down your **five** strongest *personal skills* that will be useful as a Prefect:

- 1.
- 2.
- 3.
- 4.
- 5.

Write down your **five** strongest *qualities* that will be useful as a Prefect:

- 1.
- 2.
- 3.
- 4.
- 5.

Leadership and communication skills :

Place a tick ✓ showing your rating – 5 being the *strongest*

	1	2	3	4	5
I rate my leadership skills as					
I rate my communication skills as					

I believe that my **three** leadership and communication assignments as a Prefect should be:

- 1.
- 2.
- 3.

In the way I conduct myself as a Prefect I will **always** be:

- 1.
- 2.
- 3.