



PREFECT ROLE SPECIFICATIONS

Westlake Girls High School Prefects hold a very important position in the school and in our wider school community. They are primarily responsible for upholding and enhancing the high standards and culture of Westlake Girls as a leading girls' school with a national and international reputation.

As significant role models, all Prefects must demonstrate the high standards and values of Westlake Girls every day, in and out of the School.

All School Prefects are expected to:

- Be positive, set high standards, exercise good judgment and adhere to school rules
- Demonstrate high standards of uniform and attendance, punctuality, and a sound academic focus
- Be a good ambassador for the school
- Be cooperative, helpful, trustworthy and responsible
- Be respectful toward teachers, peers and the school environment
- Assist with school assemblies and events e.g. Open Evening, Parent Evenings, Career & Guidance Evenings and Presentation Evenings
- Motivate and encourage students to participate in School and House events throughout the year
- Show initiative and be able to work independently and as part of a team, in order to generate new ideas and develop them
- Willingly assist with the smooth running of the school during the school day by regularly and reliably performing duties
- Be involved with all aspects of school life, both within the school day and outside school hours, including extracurricular activities, House assemblies and events

Head Prefect

- Be exemplary in all duties as a role model and ambassador, promoting the ethos of the school
- Lead the Prefect Team
- Liaise with the Principal and Senior Leadership Team
- Attend weekly Prefect Executive meetings with the Principal
- Represent Westlake Girls High School at events inside and outside School
- Promote and support House and School events

Deputy Head Prefect

- Act as a positive role model and promote the ethos of the school
- Assist in leading the Prefect Team
- Liaise with the school's Senior Leadership Team
- Attend weekly Prefect Executive meetings with the Principal
- Represent Westlake Girls High School at events inside and outside School
- Promote and support school events

House Captain

- Lead the House Prefect Team
- Lead assembly or coordinate its leadership using other Prefects
- Represent your House at School events
- Attend weekly Prefect Executive meetings with the Principal

Academic Prefect

- Promote academic excellence
- Promote the importance of focus, effort and aiming for excellence academically
- Develop and promote academic support programmes to assist students to achieve their academic potential
- Organise and promote House events with an academic theme – e.g. Mastermind, Spelling Bee
- Inform students of academic successes at the weekly House assembly

Arts Prefect

- Promote creative excellence
- Promote student involvement in Creative Arts activities: Talent shows, Theatresports, Art exhibitions, Debating etc.
- Encourage students to participate in extracurricular activities: choirs, orchestras, drama groups, school productions etc.
- Acknowledge students' successes at assembly

Cultural Prefect

- Promote and embrace cultural diversity and global citizenship
- Assist with cultural events: Cultural week, Chinese and Korean nights
- Organise and run mixed cultural night (during Cultural Week) for Indian, Polynesian, Maori, Japanese and other nationalities
- Work with the International Department and International Student Prefects to assist with the integration of international students into the school
- Promote and assist with organisation of events for 40 Hour Famine

Environmental Prefect

- Promote and develop sustainable practices, liaising when required with the Envirogroup
- Promote a clean, litter-free school environment, with special responsibility for recycling
- Liaise with Junior School Prefects to promote sustainability practices to juniors
- Assist with events: Earth Hour, Trash to Fashion, beach clean-up, community tree-planting
- Promote bio-diversity and the protection of vulnerable species in NZ

International Student Prefect

- Assist with all new International students to integrate successfully in WGHS
- Be a link with other senior prefects so the International Students can participate in everything the school offers
- Run/assist with the International Assembly
- Organise activities each term for International Students
- Organise Festivals and Celebrations for International students and assist with orientation

Service Prefect

- Promote service to others
- Help with all fundraising opportunities
- Encourage students to support the House charity, by participating in House related events
- Organise school events to promote and support the House charity
- Assist in the organisation of schoolwide service events: Daffodil day, Anzac day etc.
- Build an awareness of community engagement and the benefits of giving back to the community
- Volunteering time

Sport and Wellbeing Prefect

- Promote nutrition, health, wellbeing and physical activity
- Encourage students to participate in sporting activities offered at school
- Assist in the advertising and organisation of sports events
- Organise sporting House events that instil school spirit and culture
- Inform students of sporting successes at the weekly assembly
- Attend a number of sporting fixtures and support the teams
- Assist in the organisation of the Sporting Excellence Award Evening

Junior School Prefect

- Assist Year 9 students to integrate successfully into Westlake Girls High School
- Encourage and support junior students to get fully involved in school life
- Work closely with one Year 9 form class
- Promote the Citizenship Award in Year 9 and encourage students to participate
- Organise and implement a programme for Year 9 students which embraces Key Competencies, study skills etc.