

## **College Prefect of Discipline**

### **The duties and responsibilities of a College Prefect of Discipline include:**

- assisting students in special situations, including when requested by the College Principal, Service Manager Education Psycho-Social Services or by the parents of the student, and keeping the College/school authorities and the Students` Services team informed while acting under their direction;
- contributing to policy, procedures and activities that encourage good behaviour in the school communities within the College and offering support in this area to the whole college community.
- attending and participating in the College and National meetings;.
- being responsible for student behaviour management linked to specific role and function;
- assisting and collaborating with school/s within the College and other professionals with the aim of carrying out effective interventions;
- collecting and analysing information about the needs of the students who have behaviours that challenge schools, the support that is provided to meet those needs, and the outcomes of these students once they leave school;
- preventing challenging behaviour through the establishment of healthy inter-personal relationships with students and school personnel;
- implementing measures to support schools and offer appropriate alternatives when a student is in danger of exclusion;
- establishing a good relationship and acting as a liaison with College Principals, school staff and students;
- informing students of their rights and corresponding responsibilities;
- working with other professionals within and external to the DES, thereby ensuring maximum utilisation of resources for the benefit of the students;
- cooperating and participating in the planning and implementation of individual intervention programmes in connection with Learning Support Zones in schools and Learning Support Centre outside schools;
- acting as a liaison to the College Principal in investigating incidents of violations of disciplinary rules occurring in the school or on school property;
- collaborating with partners to ensure that the circumstances that cause students to behave in a challenging way are addressed;
- assisting the College administration in formulating programmes that promote good behaviour;
- participating in the School Council meetings as requested;
- being aware at all times of the responsibility to improve the corporate image of the schools that fall under your College;
- encouraging individual and small group discussions about challenging behaviour with stakeholder;
- monitoring constantly behaviour in the school building where s/he is assigned during the scholastic year;
- adopting towards the implementation of the school development plan of the particular College assigned to;
- providing reports and statistics to the College Principal and Service Manager, Education Psycho-Social Services;
- carrying out his/her duties under the direction of the College Principal and the Service Manager, Education Psycho-Social Services ;
- encouraging participation in EU projects in accordance with the SDP targets as agreed with the Senior Management Team;