



Monitor Process and Job Specification

Policy number	US017
Applies to	Upper School
Endorsed by	Head Master
Responsibility	Head Master
Date reviewed	March 2021
Next review	March 2022

General

The 'prefect' system at Bedford School is that of Monitors. Monitors are prefects: there are usually some 20 Monitors which include the Head of School, Deputy Head of School and one (or exceptionally more) Monitors of Senior Monitor rank.

Responsibilities

Monitors are chosen for their suitability for and willingness to do the tasks traditionally allocated to them, rather than by right, seniority or academic or games prowess alone. They are expected to set an example to other members of the School community: this implies not only a strict adherence to general school rules, an understanding and empathy with the aims, objectives and ethos of the School but also a courteous and helpful attitude at all times.

A job description is published by the Vice Master and given out as part of a starter pack in advance of an induction and training afternoon.

The position of Monitor allows the development of personal and organisational skills, and is an important part of the education of those chosen for such responsibility.

Discipline

The responsibilities of a Monitor go beyond individual or specific tasks. Those chosen should display continual and consistent awareness of the feelings of others, which is a more difficult and far-reaching responsibility than the straightforward maintenance of School discipline.

Monitors may give out conduct warnings but these must be recorded in a book which must be seen by the Vice Master on a regular basis.

Punishments should always be applied carefully and fairly. Monitors are reminded that leniency is often a sign of strength rather than weakness.

In some cases, a problem will best be referred to a higher authority. The School's view is that recognition of this shows sensitivity to the special demands of a situation, and is a sign of responsibility rather than a lack of it.

Accountability

Monitors are accountable for their actions. This is not an indication of lack of confidence, but recognition of the fact that all who hold authority and carry responsibility should be thoughtful, reflective and reliable.

The Monitor Process

Each member of the Lower Sixth who wishes to be considered for the position of Monitor should write a letter of application to be submitted to their Housemaster by the end of the Spring term. They **MUST** consult with their Housemaster in advance before making the application.

As a guide, the letter should demonstrate three things:

- An understanding of the role
- Details of relevant experience
- Details of relevant personal characteristics

The job description can be found below.

The timetable will then be as follows:

1. A meeting will take place early in the summer term between Housemasters, Vice Master and the Head Master. Housemasters (after consultation with tutors, other relevant staff and senior boys) will make their recommendations.
2. At that meeting, approximately ten boys will be chosen as Monitors and will take on some duties in the Summer Term.
3. Also at that meeting, a shortlist of other candidates will be drawn up. All unsuccessful candidates at this stage will be notified by their Housemaster.
4. Towards the end of the Summer Term, another meeting will take place between Housemasters, Vice Master and the Head Master.
5. At that meeting the rest of the Monitors will be chosen. Those unsuccessful at this stage will be notified by their Housemaster or the Vice Master.
6. The Head of School and the Senior Four will be chosen by the Head Master and announced at Speech Day.

A Job Specification for Monitors

1. The role of a Monitor at Bedford School is to act as a leader among boys of the School, in the interests of both the boys themselves and of the whole School community. His leadership will be exercised by example as well as by action, and he must be prepared at all times to uphold the rules of the School. He is expected to show a strict adherence to the general rules, an understanding and empathy with the aims, objectives and ethos of the School and to be courteous and helpful at all times.

2. Monitors are called upon to assist with the running of various aspects of daily School business, and with the management of special School functions. They should be prepared to respond as best they can to emergencies and accidents of all sorts around the School, and to assist staff and boys where necessary. Sometimes a situation may require immediate action by the Monitors; at other times it may be sufficient to report a problem to a senior authority. In every case, Monitors have a duty to act responsibly and as judiciously as possible.
3. An important part of the Monitor function is concerned with communication, whether 'upwards' (to the Head Master, Vice Master, Senior Housemasters or teaching staff), or 'downwards' (to the boys). They have an essential role to play in the School community as channels of information and opinion; they must be conscious at all times of the need to exercise this function prudently and with restraint.
4. Among the more specific responsibilities are the following:
 - The maintenance of good discipline at all times among boys.
 - The maintenance of good appearance at all times among the boys
 - Serving as Duty Monitor according to a regular rota both at Short Break and at Lunchtimes
 - Taking part as required in the management of Chapel, School Assemblies, Late Assemblies, and movements on to and off the buses
 - Special duties as assigned, e.g. supervision of School tours (in liaison with the Registrar), Monitor for Great Hall events, Theatre events, Dining Hall, Chapel, Library, Charities Committee, CCF.
 - Supervising, in liaison with their own housemasters, the good order of their own House.
5. All of the duties should be seen to be part of a role that is at least in equal measure a pastoral role and not simply an administrative one. Monitors should expect to be aware of the needs of the boys in their care and able to communicate those needs to others (both to other boys and to members of staff), cater for them and know when and how to pass on important information – especially where a boy may be in some form of difficulty. A Monitor may well find himself to be the confidant of another boy but should **never** guarantee absolute confidentiality.
6. Monitors are appointed by, and are directly answerable to, the Head Master. They will have regular meetings with the Vice Master and Senior Housemasters, and will also meet with them more informally at regular lunches. Monitors have the right of access to the Head Master at any reasonable time. They will have most frequent contact with the Vice Master. Monitors have access to the Vice Master at any reasonable time.
7. Monitors also enjoy certain privileges. They should remember as they exercise these privileges that they do so in the public eye and may be judged by how they do so. They should also remember that they are on duty as School officials and carry both their authority and responsibilities with them.

8. Monitors have the power to punish other boys by the imposition of Conduct Warnings and may recommend to the Vice Master, Senior Housemasters or a boy's Housemaster that a boy receives a Conduct Detention. All punishments should be recorded in a book kept by the Head of School and this book should be signed regularly by the Vice Master. Monitors should on no account devise their own punishments. Boys who have been punished by a Monitor may appeal, in the first instance, to the Head of School and thereafter to appropriate masters. Appeals should be prompt and never undertaken lightly.