



School Leadership Roles & Responsibilities

Building Tomorrow's Leaders Through Student Representation



Pupil Leader

Head Boy/Girl - Lead Student Council



Assistant Leader

Deputy Head Boy/Girl



Class Prefects

Classroom & Discipline



House Captains

House Leadership

**Life is meaningless
with out God**



School Pupil Leader

Head Boy/Girl - Student Council Leadership

LAKE MONTFORT SCHOOL



★ Top Leadership Position

Role Overview: The School Pupil Leader serves as the primary student representative, leading the Student Council and ensuring effective communication between students and administration. This position requires strong leadership skills, excellent communication abilities, and a commitment to maintaining school discipline and spirit.



Lead Student Council ●

Lead and coordinate all Student Council activities, meetings, and initiatives to ensure effective student representation.



Represent Students ●

Act as the primary voice for students, addressing their concerns and advocating for their needs to school administration.



Ensure Discipline ●

Maintain school-wide discipline standards and ensure students follow school rules and regulations.



Organize Initiatives ●

Plan and execute major school initiatives, events, and activities that enhance student life.



Role Model ●

Set a positive example for all students through exemplary behavior and academic performance.



Preside Over Assembly ●

Lead school assemblies, deliver speeches, and coordinate with teachers for smooth proceedings.



Collaborate with Leaders ●

Work closely with all student leaders to ensure coordinated efforts and shared goals.

**"Leadership is
action, not a position"**



Assistant Pupil Leader

Deputy Head Boy/Girl - Supporting Student Leadership

LAKE MONTFORT SCHOOL



Deputy Leadership Position

Role Overview: The Assistant Pupil Leader supports the School Pupil Leader in managing Student Council operations, coordinating communication between council and classes, and ensuring smooth execution of school events and initiatives.



Support Pupil Leader

Assist the School Pupil Leader in daily operations and decision-making processes for the Student Council.



Coordinate Communication

Facilitate communication between Student Council and class representatives.



Organize Events

Assist in planning and executing school events and activities.



Maintain Records

Keep accurate records of Student Council meetings and activities.



Zone Discipline

Oversee zone-wise discipline and report to PET Department.



Lead Teams

Lead delegated teams or projects as assigned by the Pupil Leader.



Class Prefects

Classroom Leadership & Discipline

LAKE MONTFORT SCHOOL



 Class Representatives

Role Overview: Class Prefects are responsible for maintaining classroom discipline, assisting teachers, and representing their class in Student Council meetings. They serve as the bridge between students and teachers, ensuring smooth classroom operations.



Maintain Discipline

Ensure students follow classroom rules and maintain proper behavior during lessons.



Report Absentees

Take attendance and report absent students to teachers and administration.



Lead Assembly Lineup

Organize and lead students in forming proper lines for school assemblies.



Distribute Materials

Collect and distribute classroom materials, books, and supplies to students.



Ensure Cleanliness

Monitor and maintain classroom cleanliness and organization.



Assist Teachers

Help teachers with classroom activities and student management.



Report Misconduct

Report bullying, misconduct, or any issues to teachers and school authorities.



Represent Class

Attend Student Council meetings and voice class concerns and suggestions.



House Captains

Leadership & Team Management - House System

LAKE MONTFORT SCHOOL



House Leadership

Role Overview: House Captains serve as the primary leaders of their respective houses, responsible for motivating members, organizing teams for inter-house events, maintaining discipline, and fostering house spirit. They work closely with teachers-in-charge to ensure effective house operations.



Lead House Members ●

Lead and motivate all house members, inspiring them to participate actively in house activities and events.



Select Teams for Events ●

Select and form teams for inter-house competitions, ensuring fair representation and optimal performance.



Ensure Discipline ●

Maintain discipline within the house and ensure all members follow school rules and regulations.



Maintain Points Records ●

Keep accurate records of house points, performance, and participation in various activities.



Coordinate with Teachers ●

Work closely with teachers-in-charge to plan and execute house activities effectively.



Foster House Spirit ●

Create a sense of unity and pride among house members, promoting positive house culture.



Represent House in Council ●

Attend Student Council meetings to represent



Assistant House Captains

Supporting House Leadership & Event Coordination

LAKE MONTFORT SCHOOL



House Support Role

Role Overview: Assistant House Captains work closely with House Captains to support house operations, coordinate team formations, manage attendance, and ensure smooth communication for all house events and activities. They play a vital role in maintaining house spirit and discipline.



Support House Captain ●

Assist the House Captain in daily operations, decision-making, and leadership duties for the house.



Form Teams & Manage Attendance ✕

Help form teams for inter-house events and maintain accurate attendance records for all house members.



Oversee Junior Groups ● ✕

Supervise and guide junior house members, ensuring their participation and well-being.



Communicate Event Details ●

Clearly communicate event schedules, requirements, and updates to all house members.



Record Participation Results ✕

Document and track participation results, scores, and performance metrics for all house events.



Motivate Less Active Members ●

Encourage and motivate less active members to participate in house activities and events.



Report Issues to PET Dept. ●

Report any issues, concerns, or incidents to the Physical Education & Training Department.

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LAKE MONTFORT SCHOOL, BENGALURU-49
CHECK LIST FOR DISCIPLINE-2026-27

Name of the Teacher : _____ Month - _____

GRADE	CRITERIAS								TOTAL (100)	
	Assembly		Break		In between the class hours (10)	Moving to Lib, Lab, PT Class etc(10)	Class room maintenance(10)	Uniform, Hair style, Nails (20)		Remarks from office (10)
Points	Before (5)	After (5)	Morning (10)	Lunch (20)						
6A										
6B										
6C										
6D										
6E										
6F										
7A										
7B										
7C										
7D										
7E										
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8A										
8B										
8C										
8D										

GOD

BLESS

Have a Great day

