



# Engadine West Public School

## Student Leadership Procedures

Engadine West Public School places great value in actively developing student leadership capabilities through engaging experiences and opportunities for student voice. Student voice is most effective when students actively participate in decision-making at school on things which shape their educational experiences. We value the perspectives and opinions of students and act on them in a way that genuinely shapes learning and decision-making at the school.

Providing students leadership opportunities through formal leadership programs and practical leadership experiences recognises that students can be leaders across many different areas and that leadership skills learnt in primary school can lay the foundations for future leadership success. Opportunities are created for students to undertake leadership responsibilities within the school and to represent the school in the wider community.

Student leadership is based on our school values of:

- being safe,
- being respectful, and
- being a learner.

Our student leadership team of sixteen students comprises two school captains, two school vice-captains, four student prefects and eight sport house captains (two from each sporting house).

### **School Captains, School Vice-Captains and School Prefects**

#### **Role Description:**

- Provide a positive role model and leadership to the student body;
- Represent the student body at school and community functions;
- Coordinate and run/lead school assemblies;
- Encourage students to take pride in their school;
- Assist any student in need when necessary;
- Willingly help teachers and members of the community.

#### **Essential Criteria:**

- Ability and willingness to speak confidently and spontaneously in public;
- Ability to maintain acceptable standards of work and behaviour in class and school activities;
- Maintenance of a high standard of school uniform;
- Demonstration of school spirit and pride.

#### **This means:**

- Wearing correct school uniform;
- Following the school values;
- Participating in a number of school activities;
- Showing trustworthiness, honesty, courtesy, reliability and helpfulness.

### **Selection Procedures:**

- Prospective leaders are required to participate and complete the Leaders in Training program in Term 3 each year.
- Students will independently address one specific criteria set by the school leadership team prior to submitting their application. This part of the process will be completed at school.
- Students will obtain an application for the role of Student School Leader from the coordinating teacher and attach it to their one A4 page application addressing the selection criteria.
- Students are required to indicate their application preference:
  - School captains/school vice-captains/school prefects
  - Sport house captains (Gugara, Biriban, Djindoala, Buru)
  - Both positions
- The written application, complete with the application for the role of Student School Leader form, must be handed to the coordinating teacher by the due date. Failure to adhere to this date will result in disqualification from the student leadership application process.
- The written application is to address the following criteria:
  - 1. What qualities do you have that would make you a good student school leader? Provide evidence of how you have demonstrated these qualities.**
  - 2. Demonstrate your willingness and preparedness to be involved in school activities. This may include sport, performing arts, general curriculum, extracurricular and community events.**
  - 3. How have you implemented/demonstrated PBL school values?**
- To determine student suitability to proceed to interview, a panel consisting of Stage 3 teachers and a member/s of the school leadership team will convene to short list student applications. The panel will consider the criteria, contribution to the Leaders in Training program and observations made throughout the year. Students who have multiple incident entries with reference to the PBL schoolwide expectations within the current and previous two years will not be eligible to proceed to interview.
- Shortlisted candidates will be interviewed by a selection panel consisting of the principal, deputy principal and the student leadership coordinating teacher.
- Candidates who successfully proceed through the interview process will present a speech to students in Years 2 to 6.
- Students write their speeches at school on the day of the elections.
- Students will write their speeches according to the structured framework provided to ensure they address the selection criteria. Students are not to use props or make promises about delivering anything of monetary value.
- Election speeches for school captains, vice captains and prefects (maximum two minutes) will be made in the hall to students in Years 2 to 6. The role description and selection criteria will be made explicit to the voters.
- Following the speeches, students in Years 2 to 5 will return to their classes to vote on a ballot paper/digitally.
- All votes are collected, tallied and sent to the returning officer for overall counting.
- All teaching staff will vote. A staff member's vote is worth two counts to ensure potential, prospective leaders will uphold and maintain the school values.

The role description and essential criteria will be made explicit to voting students prior to the election. Students will be made aware that holding a student leadership position is subject to the fulfillment of their roles and responsibilities.



If a student has an exemption from attendance at school on the day speeches are delivered, the student is able to write a speech before they go on leave.

Candidates will be notified whether they are successful or unsuccessful in gaining a leadership position. The specific positions of successful candidates, however, will not be disclosed until the Year 5 presentation assembly. Following the Year 5 presentation assembly the Student Leader Code of Conduct will be signed by the newly inducted student leaders and their parents/carers.

## **Sport House Captains**

### **Role Description:**

- Provide a positive role model and leadership to the student body;
- Represent the student body at school sports activities and sports carnivals;
- Coordinate activities, house songs and manage teams;
- Encourage students to take pride in their house colours;
- Encourage students to participate in all sporting activities and carnivals;
- Help teachers in coordinating special sports activities and days;
- Willingly help teachers to maintain sports store and sports equipment.

### **Essential Criteria:**

- Ability to speak confidently and spontaneously in public;
- Ability to maintain acceptable standards of work and behaviour in class and school activities;
- Maintenance of a high standard of school uniform;
- Demonstration of school spirit and pride.

### **This means:**

- Wearing correct school uniform;
- Following the school values;
- Participating in a number of school activities;
- Showing trustworthiness, honesty, courtesy, reliability and helpfulness.

### **Student Leader Structure:**

- One boy and one girl sport house captain for each sport house (Gugara, Biriban, Djindoala, Buru)
- In the absence of a boy to fill either of the roles, a girl will be elected.
- In the absence of a girl to fill either of the roles, a boy will be elected.

### **Selection Procedures:**

- Prospective leaders are required to participate and complete the Leaders in Training program in Term 3 each year.
  - Students will independently address one specific criteria set by the school leadership team prior to submitting their application. This part of the process will be completed at school.
  - Students will obtain an application for the role of Student School Leader from the coordinating teacher
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and attach it to their one A4 page application addressing the selection criteria.

- Students are required to indicate their application preference:
  - School captains/school vice-captains/school prefects
  - Sport house captains (Gugara, Biriban, Djindoala, Buru)
  - Both positions
- The written application, complete with the application for the role of Student School Leader form, must be handed to the coordinating teacher by the due date. Failure to adhere to this date will result in disqualification from the student leadership application process.
- The written application is to address the following criteria:
  - 1. What qualities do you have that would make you a good student school leader? Provide evidence of how you have demonstrated these qualities.**
  - 2. Demonstrate your willingness and preparedness to be involved in school activities. This may include sport, performing arts, general curriculum, extracurricular and community events.**
  - 3. How have you implemented/demonstrated PBL school values?**
- To determine student suitability to proceed to interview, a panel consisting of Stage 3 teachers and a member/s of the school leadership team will convene to short list student applications. The panel will consider the criteria, contribution to the Leaders in Training program and observations made throughout the year. Students who have multiple incident entries with reference to the PBL schoolwide expectations within the current and previous two years will not be eligible to proceed to interview.
- Shortlisted candidates will be interviewed by a selection panel consisting of the principal, deputy principal and the student leadership coordinating teacher.
- Candidates who successfully proceed through the interview process will present a speech to students in their house groups..
- Students write their speeches at school on the day of the elections.
- Students will write their speeches according to the structured framework provided to ensure they address the selection criteria. Students are not to use props or make promises about delivering anything of monetary value.
- Students can apply for both school captain and sport house captain. Should a student be elected for both roles, the positions of either school captain, school vice-captain or school prefect will take precedence over sport house captain.
- Election speeches for sport house captains (maximum two minutes) will be made within sport house groups to students in Years 2 to 5. The role description and selection criteria will be made explicit to the voters.
- Following the speeches, students in Years 2 to 5 will complete a paper voting slip.
- All votes are collected, tallied and sent to the returning officer for overall counting.
- All teaching staff will vote. A staff member's vote is worth two counts to ensure potential, prospective leaders will uphold and maintain the school values.



## **Maintenance of positions**

In order to maintain their position, student leaders are expected to:

- Provide a positive role model and leadership to the student body;
- Represent the student body at school and community functions;
- Coordinate and run/lead school assemblies;
- Encourage students to take pride in their school;
- Assist any student in need when necessary;
- Willingly help teachers and members of the community.

If a student leader consistently fails to meet these expectations, the school leadership team will initiate an improvement process that starts with an official warning and parents will be contacted. If the student leader does not demonstrate the required improvement and receives another warning, their badge will be removed for up to a fortnight. A third warning will result in loss of position.

