Student Leadership Policy at Robertson Public School

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Rationale

At Robertson Public School, leadership is an important area of student learning. We believe that everyone has the potential to exercise leadership, either through a formal position or informally. Equally we believe that it is as important for students to understand that sometimes or in some contexts they will be leaders and in other contexts they will be team members. Both the responsibilities of leadership and of being a team member (group member, community member or citizen) are important. Leadership is not a responsibility confined to the 'badge wearers' and is shared by all students and staff.

Policy statement

1.1   Definition

Leadership is defined as students taking responsibility for contributing in a positive way to their own and other people's lives within the Robertson Public School community and beyond. Every student can demonstrate leadership in a number of different ways.

1.2   Student leadership model

The student leadership model applied at Robertson Public School is defined as a set of school core values, skills and behaviours exhibited by student leaders. These encourage the participation as a leader and team player and the development of leadership qualities. This is combined with the ability of a leader to be heavily involved in school life and to lead by example.

The model aims to;
- Encourage learning amongst all students about the characteristics and behaviours of successful leaders, as well as developing an understanding of the role of team members and community members.
- Provide opportunities to develop an understanding of the values, skills and behaviours required for leadership.
- Broaden the base of student leadership by providing opportunities for all students to develop and demonstrate leadership values, skills and behaviours in a variety of contexts.
- Acknowledge and reward those students who take on leadership roles.
- Promote a culture of active team membership and good citizenship.

Audience and applicability

2.1

This policy applies to all students at Robertson Public School.

3.1 School leaders

3.1.1 Eligibility

All Year 5 students that are enrolled at Robertson Public School are eligible to submit an application. All students have an equal opportunity to become a school leader regardless of gender or which class they are from.

There are six student leaders from Year 6 who represent Robertson Public School every year. They are selected through an election process which begins in Term 4, when they are in Year 5.

If a student interested in applying for a leadership position knows they will be on approved school leave at the time of the election process, the student is able to approach the School leader committee to discuss their application and participation in the election process prior to the election process commencing.

3.1.1 Role description

- Provide a positive role model and leadership to the student body
- Represent the student body at school and community functions
- Speak at formal assemblies and meet and greet special guests to the school
- Chair student representative council meetings with the assistance of the teaching staff
- Encourage students to take pride in their school
- Assist any student in need when necessary
- Willingly help teachers and the community

3.1.2 Suitable candidates

- Ability to speak confidently and spontaneously in public;
- Ability to maintain acceptable standards of work and behaviour in class and school activities;
- Maintain a standard of dress and grooming in accordance with the school's uniform policy;
- Demonstrate school spirit and pride.

This means:
1. Wearing correct school uniform.
2. Following the school rules.
3. Participating in a number of school activities.
4. Modelling the school values of respect, responsibility and excellence
5. Showing trustworthiness, honesty, courtesy, reliability and helpfulness.

3.2 School leader committee

A school leader committee will form at the beginning of Term 4 every year. This team will comprise of the Principal and Assistant Principal and if necessary, a teacher.

3.3   Election timeline

The election process is sequential and begins in Term 4.
1. School leader committee is formed
2. Student applications are made available by the School leader committee
3. Students begin the enrolment process with an application to the principal
4. Interviews with the School leader committee are held
5. Speeches are given
6. Voting is conducted
7. School leader committee collates results and confirms successful candidates
8. Successful candidates are announced at the Presentation assembly by the current leaders
9. School leader committee team reviews election processes for the following year

3.4   Election process

Nominations will be called from Year 5 students who will be proceeding to Year 6 at Robertson Public School the following year. The leadership roles will be taken up at the commencement of the next year by the successful candidates.

Students must complete an application form for leadership positions and complete the enrolment process of an application, interview and speech in order to be successful.

The school leader election process includes four facets;

- an application to the principal,
- an interview with the School leader committee and
- a speech delivered at an assembly
- voting after speeches

The application, interview and speech are marked against criteria to ensure a fair and equitable process for all candidates (see Appendices A, B and C).

3.4.1   Application to the principal

Interested candidates will submit an application in the form of an Expression of Interest to the Principal by the closing date. The closing date for applications is final.

The school leaders address a number of key areas in their application that include

- school involvement
- leadership qualities
- commitment to the school core values of respect, responsibility, safety and learning
- leadership experience

3.4.2   Interview with school leader committee

Students will be placed on the interview schedule in the order that their names are drawn out of a hat to ensure random sampling occurs by the School leader committee. Students receive their interview time prior to interviews being conducted. Interviews are scored against criteria that ranks confidence during the interview, how well questions are answered and the student's demonstrated experiences in school participation and leadership opportunities.

3.4.3   Speech

School leader candidates prepare and present a 3 minute speech to the staff and students.

3.4.4   Voting

Ballot papers will be created prior to voting. Students will be placed on the ballot paper in the order that their names are drawn out of a hat to ensure that random sampling occurs by the School leader committee. The ballot paper will contain each students' name and their school photograph.

After speeches have been presented, students in Kindergarten to Year 6, including candidates and all teachers/staff nominate their preferred candidates. All votes are equal. The process will be a secret preferential ballot. Class teachers will collect completed ballot forms and return to the nominated School leader committee member by the end of the day.

3.5   Decision

All four elements of the election process are collated to create the School leadership team. After each stage, the children are ranked with 1 being the most successful candidate in that round, 2 being the second most successful candidate until all candidates receive a ranking. A first past the post election model is utilised. The candidate with the most votes is given a ranking of 1 during the voting round.

After the 4 rounds, each student will have received four ranked scores from their performance in each round. These scores are added together to form their cumulative total or ranking. The six students with the lowest cumulative ranking per gender will be declared the school leadership team for the following year making six in total. The only exception to this is when there is a tie.

The School leadership committee oversees and administers the leadership election process and their decision is final.

Gender	Captain allocation
Male	1 captain 2 vice captains
Female	1 captain 2 vice captains

3.5.1   Announcement

Successful applicants will be announced on Presentation Day in Term 4.

3.5.2   Privacy

Whilst any parent is entitled to request how school leaders are elected, the school is required to maintain the privacy of all students and is not able to outline the results of other students in relation to a specific child's performance.

3.6   Student leader performance

School leaders are expected to uphold the core values of respect, responsibility, safety and learning in all areas of schooling. Appropriate behaviour is an expectation of all school leaders at all times. School leaders are supported by school staff.

3.6.1   School leader contract

School leaders are required to sign a contract outlining their role as a school leader and their commitment to the role (see Appendix D).

3.6.2   Actions that may jeopardise student leadership

Student leaders involved in major inappropriate behaviour (see Appendix D) leading to a time out will have a formal contact to their parents.

If a second incident occurs, a letter of concern will be sent to their parents and a meeting with the principal will be held. In the event the Principal is unavailable, the Assistant Principal will chair the meeting.

If a third time out occurs while the student is a school leader, the student will forfeit their position as school leader.

3.6.3   Change of school leadership

In the event that a school leader chooses not to take up the position, or loses their leadership position, a vacancy on the School leadership team will become available. The School leader committee will invite the seventh ranking student from the election process to join the School leadership team.

4.1   School house captains and vice captains

4.1.1   Election process

For each house, there will be two House Captains and four House Vice Captains. Prior to the first major school sports carnival, the captains will be elected during school house meetings. House Captains will be from Year 6 and are not gender specific. Where possible, house captains and vice captains are not chosen from the newly elected school leaders allowing other students an opportunity within the leadership roles at Robertson Public School. In the event that positions are not filled due to low Year 6 student numbers, Year 5 students can be nominated.

Students nominate themselves during a house meeting for the opportunity to be the House Captain or House Vice-Captain. Elections are informal. The two students with the highest number of votes will become House Captains and House Vice-Captains.

4.1.2   Role description

The roles of School House and House Vice Captains include but are not limited to;

- Hold and run house meetings prior school carnivals
- Demonstrate good sportsmanship at all times
- Lead by example encouraging team support of the school house
- Encourage team participation and support during carnival days including cheering for team members and maintenance of team areas
- Coordinate and help school house members to make it to their races/events
- Coordinate and make banners to decorate and promote their house colours

Other leadership positions

Positions are available as part of the ministry and are filled on a needs basis. Students who already hold a leadership position are not eligible to immediately apply for these positions unless there is a vacancy after all other non-leadership holding Year 6 students have been offered the opportunity to apply.

All positions are based on application and listed below in alphabetical order.

5.1   Ministry for Administration

Ministry for Administration roles include but are not limited to;

- Reporting to the school office as required
- Checking with the school office staff for any tasks
- Delivering messages to teachers diligently and courteously
- Organising and performing jobs in preparation for assembly
- Delivery and collection of playground bum bags to the teachers on duty

5.2   Ministry for Environment

Ministry for Environment roles include but are not limited to;

- Collecting and managing recycling and composting
- Reporting to garden club
- Completing garden club tasks diligently and responsibly

5.3   Ministry for Flag Bearer

Ministry for Flag Bearer roles include but are not limited to;

- Reporting to the school office to collect the three flags
- Raising the flags at the beginning of each day
- Lowering the flags at the end of each day and returning them to their overnight location
- Treating each flag with respect and dignity

5.4   Ministry for Library

Ministry for Library roles include but are not limited to;

- Reporting to the school librarian as required
- Checking with the school librarian for any tasks
- Completing set tasks diligently and responsibly

5.5   Ministry for Sport

Ministry for Sport roles include but are not limited to;

- Reporting to the Sports coordinator as required
- Organisation and management of the school sports shed
- Management and leasing of school sports equipment
- Management and leasing of sports equipment during play breaks including the sandpit toys
- Checking with the Sports coordinator for any tasks
- Completing set tasks diligently and responsibly

5.6   Ministry for Technology

Ministry for Technology roles include but are not limited to;

- Reporting to the IT coordinator as required
- Checking with the IT coordinator for any tasks
- Completing set tasks diligently and responsibly
- Organisation and management of technology in classrooms
- Regularly clean the filters of the interactive whiteboards

Responsibilities and delegations

6.1   Principal

The principal is responsible for;
- Ensuring that the School leader committee is formed at the beginning of Term 4.
- Receiving and reviewing the student applications for all leadership positions.

6.2   School leader committee

School leader committee is responsible for;

- Outlining the election process to all eligible candidates and their families
- Planning and preparing the timeline for the election process throughout Term 4
- Supporting students through the election process
- Distributing all necessary documentation to support the process
- Interviewing all candidates and organising the speech day
- Preparing the ballot paper and collating the voting
- Reviewing the process and make any necessary changes for the following year

6.3   Students

Student leaders are responsible for;

- Fulfilling the roles and responsibilities of their leadership position.
- Wearing correct school uniform.
- Following the school rules and core values or respect, responsibility and safety.
- Showing trustworthiness, honesty, courtesy, reliability and helpfulness.

Monitoring, evaluation and reporting requirements

7.1

The principal, and School leader committee supervise the implementation of the policy.

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STUDENT LEADERSHIP APPLICATION
MARKING CRITERIA

STUDENT DETAILS

Student name: Class:

LEADERSHIP ROLES AND EXPERIENCE

Ability to demonstrate capacity of leadership roles

○ *limited*   ○ *sound*   ○ *high*   ○ *superior*

1 mark   *2 marks*   *3 marks*   *4 marks*

SCHOOL INVOLVEMENT / ACHIEVEMENT

Ability to demonstrate school involvement and achievement and a commitment to the school core values of respect, responsibility, safety and learning.

○ *limited*   ○ *sound*   ○ *high*   ○ *superior*

1 mark   *2 marks*   *3 marks*   *4 marks*

KNOWLEDGE OF LEADERSHIP THROUGH BELIEFS

Demonstrates knowledge of effective leadership qualities

○ *limited*   ○ *sound*   ○ *high*   ○ *superior*

1 mark   *2 marks*   *3 marks*   *4 marks*

COMMENT

TOTAL

CANDIDACY GRANTED   ○ *yes*   ○ *no*

ROBERTSON PUBLIC

STUDENT LEADERSHIP INTERVIEW
MARKING CRITERIA

STUDENT DETAILS

Student name: Class:

CONFIDENCE

Level of confidence when answering questions

◯ *limited*	◯ *sound*	◯ *high*	◯ *superior*
1 mark	*2 marks*	*3 marks*	*4 marks*

RESPONSE TO QUESTIONS

Level of ability to answer questions with understanding and clarity

◯ *limited*	◯ *sound*	◯ *high*	◯ *superior*
1 mark	*2 marks*	*3 marks*	*4 marks*

THE ROLE OF A SCHOOL LEADER

Level of awareness of the importance and role of the school leader

◯ *limited*	◯ *sound*	◯ *high*	◯ *superior*
1 mark	*2 marks*	*3 marks*	*4 marks*

COMMENT

TOTAL

ROBERTSON PUBLIC

STUDENT LEADERSHIP SPEECH
MARKING CRITERIA

STUDENT DETAILS

Student name: Class:

CONFIDENCE

Level of confidence when speaking in front of an audience

○ *limited*	○ *sound*	○ *high*	○ *superior*
1 mark	*2 marks*	*3 marks*	*4 marks*

DICTION / TONE

Ability to effectively use tone and diction when addressing an audience

○ *limited*	○ *sound*	○ *high*	○ *superior*
1 mark	*2 marks*	*3 marks*	*4 marks*

LEADERSHIP

Level of understanding of leadership qualities presented in speech

○ *limited*	○ *sound*	○ *high*	○ *superior*
1 mark	*2 marks*	*3 marks*	*4 marks*

LEADERSHIP CAPACITY

Demonstrated knowledge of how the candidate will lead or has led

○ *limited*	○ *sound*	○ *high*	○ *superior*
1 mark	*2 marks*	*3 marks*	*4 marks*

COMMENT

TOTAL

TRUTH   HONOUR   COURAGE

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STUDENT LEADERSHIP
ROLES AND RESPONSIBILITIES

STUDENT LEADER ROLES

- Provide a positive role model and leadership to the student body
- Represent the student body at school and community functions
- Speak at formal assemblies and meet and greet special guests to the school
- Encourage students to take pride in their school
- Assist any student in need when necessary
- Willingly help teachers and the community

STUDENT LEADER RESPONSIBILITIES

- Fulfil the roles and responsibilities of their leadership position
- Wear correct school uniform and leadership badge
- Follow the school rules and core values of respect, responsibility, safety and learning
- Be an active citizen in a range of school activities
- Show trustworthiness, honesty, courtesty, reliability and helpfulness

BEHAVIOUR THAT WILL JEOPARDISE MY ROLE AS LEADER

- Abusive language / swearing
- Continued defiance / disrespect / non-compliance
- Behaviour that endangers others including physical, agressive contact
- Intimidation / bullying including racism
- Property damage / vandalism / theft
- Absconding

STUDENT TO COMPLETE

◯ *I understand the roles and responsibilities required of my role as a school leader*

◯ *I understand that if I do not uphold these rules and responsibilities, I will forfeit my leadership*

STUDENT ACCEPTANCE AND SIGNATURE

Date: _____ / _____ / 20 _____

Student name: _____

Student signature: _____   Principal's signature: _____