



# Runcorn Heights State School

## Student Leadership Process

process occurs across Term 4

Date	Student Leadership Flowchart of Important Dates
<b>Phase 1:</b>	
Week 1	<ul style="list-style-type: none"> <li>Explanation of Student Leadership Process to entire year 5 student body</li> <li>Student Leadership information and application process sent home</li> </ul>
Week 1	<ul style="list-style-type: none"> <li>Student Leadership online survey opens – <b>all leadership positions</b></li> <li>Students speak to staff and ask if they can write them down as someone who will endorse their application</li> </ul>
End Week 2	<ul style="list-style-type: none"> <li>Student Leadership online survey closes – <b>all leadership positions</b></li> <li>Students responsible for checking with their teachers if their application submitted</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>Year 5 class teachers review applicants with classes to ensure everyone who wanted to has applied</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>Review of OneSchool data (behaviour, attendance) and confirmations of endorsement with student identified staff from the survey (uniform, STAR expectations, role model etc)</li> </ul>
End Week 4	<ul style="list-style-type: none"> <li>Phase 1 shortlisted School Captain nominees notified</li> </ul>
<b>Phase 2:</b>	
Week 5	<ul style="list-style-type: none"> <li>School Captain nominees deliver speeches to Year 4 and Year 5 classes and current student leaders and teachers</li> </ul>
Week 5	<ul style="list-style-type: none"> <li>Students and staff vote on preferred School Captains</li> </ul>
Week 5	<ul style="list-style-type: none"> <li>Phase 2 shortlisted School Captain nominees notified</li> </ul>
<b>Phase 3:</b>	
Week 6	<ul style="list-style-type: none"> <li>School Captain nominees interview with Principal/Deputy Principal, P and C representative and/or teacher representatives</li> <li>School Captain votes and panel notes reviewed</li> <li>Decision of School Captains positions made</li> <li>School Captain positions notified to students – successful and unsuccessful letters distributed personally to students</li> </ul>
Week 7 & 8	<ul style="list-style-type: none"> <li>House Captain nominees deliver speeches to Year 4 and Year 5 classes</li> <li>Students and staff vote on preferred House Captains</li> <li>Decision on wider Leadership positions made</li> </ul>
By end Week 9	<ul style="list-style-type: none"> <li>Wider successful leadership positions notified to students:               <ul style="list-style-type: none"> <li>House Captains</li> <li>IT Captains</li> <li>Languages Captain</li> <li>Arts Captains</li> <li>Band Captains</li> <li>String Captains</li> <li>Library Captains</li> <li>Eco Captains</li> </ul> </li> </ul>
Week 10	<ul style="list-style-type: none"> <li>All leaders announced at Whole School Assembly</li> <li>All leaders announced in Newsletter</li> </ul>
Week 10	<ul style="list-style-type: none"> <li>Incoming Captains farewell Year 6 Graduates on behalf of student community at Graduation</li> <li>Formal Captaincy Handover at final Whole School Assembly</li> </ul>
<b>Following Year</b>	
Term 1 Week 1	<ul style="list-style-type: none"> <li>Invitations to Badge Ceremony sent out</li> </ul>
Term 1 Week 2	<ul style="list-style-type: none"> <li>Badge Ceremony</li> </ul>

Please note: dates are a strong guide. There may be slight changes; however, the process will be in this order.

# Student Leadership Application

## APPLICATION PROCESS

- \*Students must complete the self nomination online survey to be considered for a leadership position
- \*Students must select all positions they are interested in to be considered for the position
- \*Class teachers will review with their classes who has applied across application process
- \*No late applications accepted
- \*Students responsible for checking with their class teachers that their application submitted to the online survey platform
- \*It is possible that a student may hold more than 1 position



### Positions Available:

- School Captains x4
- House Captains x3 per house
- IT Captains x4
- Languages Captains x2
- Arts Captains x 2
- Band Captains x2
- Strings Captains x2
- Library Captains x2
- Eco Captains x2

**Please note: Part of this process is obtaining staff endorsement. Prior to submitting your application, you need to let the staff members know that you have requested the Student Leadership Review Team to confirm their endorsement of your application.**

**\*\*Number of positions each year may change dependant on school and teacher requirements\*\***

## SELECTION PROCESS

### School Captains:

#### Phase 1:

Up to 12 students will be shortlisted for School Captain

Students are shortlisted based on the following:

- \*Completion of self nomination survey
- \*Written responses to the questions below
- \*OneSchool data - academic achievement, effort, extra curricular involvement, attendance, behaviour
- \*Staff endorsement - STAR expectations, leadership qualities, following of dress code etc

#### Phase 2:

\*Speech: shortlisted students will prepare a 2 minute speech to deliver to the current year 4 and year 5 students, and staff who are available to attend

\*Students and staff will vote for their preferred School Captains

\*Shortlist revised to approximately 8 students

### **Phase 3:**

- \*Interview: revised shortlisted students will participate in an interview with a panel consisting of Principal/Deputy Principal, P and C representative and/or teacher representatives
- \*Panel will assess the shortlisted students
- \*School Captains positions finalised based on aligning votes and interview criteria
- \*Shortlisted students informed if they have been successful/unsuccessful in a private conversation
- \*School Captains announced at Whole School Assembly
- \*Incoming Captains present at outgoing Graduation Ceremony
- \*Handover at Final Assembly

### **All other leadership positions:**

#### **Phase 1:**

- \*Completion of this self nomination form (including **demonstrated capacity** to lead)
- \*Written responses to the questions below
- \*OneSchool data - attendance, behaviour, academic achievement, extra curricular involvement
- \*Staff endorsement - STAR expectations, leadership qualities, following of dress code etc

#### **Phase 2:**

- \*House Captains shortlisted
- \*Shortlisted House Captains present a speech to their House peers
- \*Students and staff will vote for their preferred House Captains

#### **Phase 3:**

- \*School Leadership Positions finalised based on written application and staff endorsement (and votes for House Captains)
- \*Nominees informed if they have been successful/unsuccessful in a private conversation
- \*Leadership positions announced at Whole School Assembly

### **CRITERIA for all positions:**

Throughout this application process, we are looking for:

#### **Demonstrated capacity to lead.**

Think about what you do at Runcorn Heights SS (in class, specialist lessons, playground, eating areas, extra curricular activities eg Gala Days, Camp, Excursions)

or at OSCH (Jabiru etc)

or outside of school (sporting teams, scouts, dance groups, music lessons, chess club, church groups etc)

or even in your family (chores, helping out younger family members eg siblings / cousins or older family members eg grandparents or even pets)

where you show leadership skills.

#### **Demonstrated capacity to be able to hold a leadership position.**

Do you follow our STAR expectations?

Do you attend school and are only absent / late / go home early on rare occasions with good reason?

Are you achieving well in most of your subjects? This is important as there will be times when you will be out of class and your teacher needs to know that you have the ability to catch up on what you miss.

#### **Demonstrated capacity to be a role model in our school community.**

Do you wear your school uniform with pride?

Do you show integrity and follow our STAR expectations at all times?

### **School Captains extra criteria:**

#### **Demonstrated capacity to speak clearly**

Can you present a 1-2 minute speech clearly using eye contact, pace and volume?

Can you engage with adults in a formal setting?

### Questions to be answered:

1. What qualities do you have that will make you a good Student Leader at Runcorn Heights State School?
2. How have you demonstrated these qualities at Runcorn Heights State School (eg Prep Buddies, in the classroom, in the school community) or in the community (eg sporting teams, dance troupes, Scouts etc)
3. What are the 3 most important school priorities to you? As a student leader, how will you address these and how will they benefit our school?

### Role Descriptions:

#### School Captains:

- Commit to and model all of RHSS STAR Expectations
- Lead school assembly
- Represent Runcorn Heights SS at official functions on and off campus
- Welcome and escort visitors
- Make introductions and propose votes of thanks
- Actively participate in Student Council
- Assist with the organisation of school functions
- Model appropriate behaviour to others in the school
  - Helping younger children and supporting students generally
  - Assisting staff when required
  - Reporting and attempting to prevent harmful situations
- Wear the Runcorn Heights State School uniform with pride and in alignment with 'Sun Safe Policy.'
- Report to Deputy Principal

#### House Captains:

- Commit to and model all of RHSS STAR Expectation
- Assist with organisation and set up of school sports carnivals
- Assist PE teacher as required
- Lead house group on Sports Days with cheering and support
- Represent Runcorn Heights SS at official functions on and off campus
- Model appropriate behaviour to others in the school
  - Helping younger children and supporting students generally
  - Assisting staff when required
  - Reporting and attempting to prevent harmful situations
- Wear the Runcorn Heights State School uniform with pride and in alignment with 'Sun Safe Policy.'
- Present Sports information to student body at assemblies as required
- Report to the PE teacher and Year Six teachers

#### IT Captains:

- Commit to and model all of RHSS STAR Expectations
- Photography and videography of school events
- Set up PA system for parade
- Run electronic display for parade
- Set up AV equipment for special event days
- Represent Runcorn Heights SS at official functions on and off campus
- Model appropriate behaviour to others in the school
  - Helping younger children and supporting students generally
  - Assisting staff when required
  - Reporting and attempting to prevent harmful situations
- Wear the Runcorn Heights State School uniform with pride and in alignment with 'Sun Safe Policy.'
- Present IT information to student body at assemblies as required
- Report to Deputy Principal

### **Languages Captains:**

- Commit to and model all of RHSS STAR Expectations
- Advocate language learning to other students within the school
- Assist Sensei with Japanese Tour groups throughout the year
- Actively participate in Buddy system for tour groups
- Assist Sensei and Deputy Principal with Japanese Study Tours and Professional Teacher Tour groups
- Assist with duties in the lead up to tours – gift packs, welcome banners, room preparation
- Wear the Runcorn Heights State School uniform with pride and in alignment with ‘Sun Safe Policy.’
- Present Languages information to student body through Assemblies
- Report to Sensei

### **Arts Captains:**

- Commit to and model all of RHSS STAR Expectations
- Advocate language learning to other students within the school
- Assist Arts Teacher with events
- MC events as required
- Wear the Runcorn Heights State School uniform with pride and in alignment with ‘Sun Safe Policy.’
- Present Arts information to student body through Assemblies
- Report to Arts Teacher

### **Band and Strings Captains:**

- Commit to and model all of RHSS STAR Expectations
- MC at Music performances as required
- Assist with the set up and pack up of rehearsal equipment
- Assist with the set up and pack up for performances
- Assist with organisation of school performance events
- Deliver teacher messages to other performance group members
- Wear the Runcorn Heights State School uniform with pride and in alignment with ‘Sun Safe Policy.’
- Present Music information to student body through Assemblies
- Report to the Instrumental / Strings coordinators

### **Library Captains:**

- Commit to and model all of RHSS STAR Expectations
- Assist with duties in the Library
- Assist with book circulation (re-shelving etc)
- Wear the Runcorn Heights State School uniform with pride and in alignment with ‘Sun Safe Policy.’
- Present reports and messages to student body through Assemblies
- Report to the Teacher Librarian and/or Library Aide

### **Eco Captains:**

- Commit to and model all of RHSS STAR Expectations
- Assist with Nature Play program
- Promote importance of taking care of our environment
- Wear the Runcorn Heights State School uniform with pride and in alignment with ‘Sun Safe Policy.’
- Present reports and messages to student body through Assemblies
- Report to Science Teacher