



Student Leadership Policy

(Ratified by School Council: August 2015)

PURPOSE:

As a part of their learning students are offered the opportunity to develop their leadership skills. At Glen Waverley Primary School we foster a leadership culture with all students, specifically targeting Year 5 students as they move into and through their final year of Primary Education. Leadership is demonstrated through the actions of people, and can be demonstrated without the need of a title.

There are many Leadership positions made available to students with a particular interest in developing their skills more formally, however all students are provided with the opportunity to learn about leadership.

GUIDELINES:

At Glen Waverley Primary School we have balanced the need for a large range of leadership opportunities, with the understanding that it is not possible for every student to have a formal leadership position. The following leadership roles are available;

School Captains & Vice School Captains

The School Captains represent the school and the student body. They are recognised across the school, and as such, have greater accountability for all their actions. They are responsible for preparing the agenda for school assemblies, running assemblies and presenting Certificates of Success. The School Captains also greet guests to our school and speak at a range of school functions and events.

House Captains

The House Captains are responsible for assisting with sporting events across the school. They help younger students engage in sports by hosting lunch time sports events for each year level, aimed at developing student wellbeing. The House Captains are also in charge of collecting and announcing the House Points each week.

ICT Captains

The ICT Captains have several responsibilities and are a crucial part of the school. They are relied upon to set up the necessary technology for assemblies for the school and each year level. They also help organise and run multimedia projects such as the school radio station and several film projects.

Art Captains

Art is an important part of Glen Waverley Primary School, and the Art Captains play a significant role in promoting Art in the school community. They assist with setting up the Art Room to ensure students have access to materials, as well as helping with art projects around the school.

Music Captains

The Music Captains have a promotional and organisational role within the school. They participate in assemblies by ensuring that things are in order for musical numbers. As part of their role, the Music Captains are heavily involved in either the band or choir. They are also involved in helping to lead musical performances to the school community.

Language Captains

Language Captains are responsible for encouraging a love of language within the school. They play a vital role in the organisation and running of Cultural Diversity Week. The Language Captains assist the Languages teachers with building the profile of language within the school.

Peer Mediation Captains

Glen Waverley Primary School has a friendly and open student community. A wonderful example of this is the Peer Mediation program in the school. The Peer Mediation Captains are responsible for the smooth running of the program, along with the teachers who support them.

Peer Mediators

A team of up to 30 students that work with the Peer Mediator Captains and Teachers to deliver this program. All Year 5 students participate in Peer Mediation Training, and can volunteer to become a member of this team.

Library Captains

The Library Captains play a significant role in ensuring the Library is accessible for all students. They achieve this by returning books to make them available to students and assisting the Librarian with organising literary events.

Science Captains

Science is a valued part of the Glen Waverley Primary School curriculum. The Science Captains are relied upon to help organise materials for science units. They also play a large role in ensuring the Science Fair is a success. Science captains participate in the John Monash Science Program "Little Scientists, Big Science" when this program is offered.

Environment Captains

The Environment Captains are responsible for raising awareness within the school. They take initiative in promoting different environmental causes as well as implementing programs that ensure the Glen Waverley Primary School environment is well cared for.

Other Issues to be aware of;

- Students may hold no more than one formal leadership position
- Elections are held in the last six weeks of Year 5 in preparation for the following year.
- Students are advised of their positions prior to completing Year 5, usually at the second last assembly for the year.
- A child's leadership position may be suspended or withdrawn under certain circumstances, e.g., breaking the Student Code of Conduct.
- The Principal has the right to veto a selection or election.

IMPLEMENTATION:

The following guidelines outline the process and timeline for each of the formal Leadership Positions.

Process

School Captains & Vice School Captains

1. Write and submit an application by the due date.
2. Applicants are interviewed by a team that includes the Student Leadership Leader (teacher) and Principal.
3. A shortlist of up to 5 girls and 5 boys is created following interviews.
4. Each of the 10 short listed students prepare a speech that is delivered to the school community at assembly.
5. Elections are conducted, the boy and girl with the most votes is elected as the School Captains.
6. The runners up (boy and girl) become the Vice School Captains.
7. If there no male applicants or no female applicants, based on merit, 2 girls or 2 boys can be elected.

House Captains

1. Applications are written and submitted by the due date.
2. All applicants prepare a speech that is delivered to the student members of their House (Mitchell, Hume, Fawkner & LaTrobe) at a special student meeting.
3. Elections are conducted once all speeches have been delivered.
4. The boy and girl with the most votes are awarded the position of House Captain for each of the four houses.
5. If there no male applicants or no female applicants, based on merit, 2 girls or 2 boys can be elected.

All Other Captains

1. Applications are written and submitted by the due date.
2. Applicants will be interviewed by a teacher who oversees the position that has been applied for (eg. The Music teacher interviews the applicants for Music Captain etc.)
3. The teacher decides on two captains based on the application, the interview, and general observations. These captains may be any combination of the following;
 - One girl and one boy
 - Two girls, or,
 - Two boys

Timeline

The election timeline informs the school community of the scheduled events for the student leadership applicants. It includes due dates for applications, dates for interviews and speeches, when the election is held and when the announcement of the new student leaders will be made.

The timeline will be set once Monash City Council advises us of the date for the Youth Leadership Day, which introduces the newly elected leaders to their roles.

The timeline will be made available to the school community via Edmodo and TiqBiz. In addition to this, a printed copy of the timeline will be in each Year Five classroom and discussed with the students. Those applying for leadership positions will also be provided with a printed copy of the timeline.

RELATED DOCUMENTATION:

“Applying for Student Leadership” A publication written for students to support the process of applying for a leadership position. (Appendix A)

RELATED POLICIES:

Student Engagement and Wellbeing Policy

POLICY EVALUATION:

Evaluation will be conducted by the Leadership Team in consultation with the Principal.

DUE DATE FOR REVIEW:

Due for review in August 2017



Applying for Student Leadership

Glen Waverley Primary School



Educating Global Citizens



Leadership Skills Overview

It is often said that when you are elected into a leadership position that it is your time and chance to “**step up**”, but what does that mean?

“Stepping up” is a term used in baseball to describe the action of a new batter when he comes in to face the pitcher and “Steps up to the plate”. It means that it is your chance to face challenges and take action.

What are leadership skills and how can you develop them?

Leadership skills are qualities that a person needs to be an effective leader. The main characteristics of a leader are **responsibility, confidence, respecting others** and **organisation**.

Confidence

One of the most important leadership skills is confidence. A leader must have confidence, so they can speak in public and represent their school in the community. Confidence is behaviour as well as a feeling. When you act in a more confident way you will begin to feel it.

Organisation

Remember when you become a leader you need to be ready to take on extra responsibilities. You will be relied upon by others to get jobs done! This will be easier if you are organised.

Responsibility

Being responsible means being accountable for your actions. It involves making decisions and taking action, rather than waiting to be told what to do. Remember that leadership involves realistic responsibility. There are many things that, as a school leader, are out of your control.

Respecting Others

A big part of being a school leader is to respect others. It is important to listen to what your peers have to say and give them positive feedback on their ideas. You should utilise what you have learnt through participation in the “You Can Do It” program – remember the 5 keys to success and the 12 ways of thinking.

Writing an Application

Your Leadership Application is an important document. It communicates your desire to be a leader, outlines and what kind of leader you wish to be. It is the starting point of your leadership campaign. It is also your opportunity to demonstrate leadership skills by being organised and responsible for writing and submitting your application (on time).

What To Include In Your Application

Why you want to be a leader

We want to know that you are passionate about leadership and the reasons you are passionate about it.

Leadership Qualities

Make sure you write about what a good leader is and how you can fulfil this role.

What you can bring to the school

Leadership is about serving others. Therefore it is very important that you explain what you want to do for the school and how you will serve the school community. Remember to be realistic and truthful – there is no point promising an extra day at home each week, as you cannot deliver on this promise.

Writing Tips:

- Use the information in this booklet to help you write your application.
- Make sure you draft your application and revise it several times.
- Ask your family and friends to 'proof read' your writing and give feedback.
- Edit your work to ensure your punctuation, grammar and spelling are correct.

Public Speaking

Public speaking is a skill and a quality that every leader should develop strengths in. As leaders, you will be making speeches all the time. You will have to speak with confidence, clarity and enthusiasm. You will normally do most of your public speaking at assembly in front of the whole school.

To become strong in this area you must “act strong”.

How do you “Act Strong”?

- Adopt a comfortable stance with your feet approximately shoulder width apart.
- Make solid eye contact with at least three different people.
- Smile.
- Use a strong, clear voice and strong hand gestures.

Writing A Speech

Firstly, to make a speech you will need a topic, whether it’s giving out an award or talking about someone/something. Jot down some dot points that you want to include, so you don’t forget them. In your plan you will need a . . .

- Introduction
- Middle – information about the topic
- End/Conclusion – sum it up nicely

When writing a speech, you always need to consider the type of audience that would be listening. This makes a huge impact on how the speech should be written and performed. You will need to use appropriate language, so the audience understands your message or what you are saying.

Make sure everything is set out nicely by putting it in order so the speech flows. It doesn’t matter if the first draft is messy, as long as you can read it. Once you think you’re done, proofread and edit. Check over your work by reading it to yourself, a family member or friend. Ask for feedback to improve your speech.

Once you’re happy with your speech, it’s time to make speech cards or ensure the font size and lay out is readable on your iPad. You don’t need to write the whole speech down; you can write keywords into dot points so they help you

remember. If using speech cards, use neat handwriting and number each card in order.

A Really Important Tip:

The better organised and rehearsed you are with this, the less nervous you will feel at the time of the

Practice

Practice your speech. Here are some things to think about

- **Eye Contact:** You need to scan the audience, so that they feel part of it. Making direct eye contact with a few people also can calm your nerves. Glance at your speech cards or iPad but keep your eyes up. This is why key words work best as they will prompt you if you are stuck.
- **Expression:** You will require facial expression as well as voice and body control. When you are speaking, alternate the tone of your voice and emphasize phrases and words. Smile at the audience and match your facial expressions to what you are saying. Keep your stance strong and straight, don't slouch, rock, sway or lean on anything.
- **Pausing:** Don't rush your speech. Pause after a sentence. Take a breath. Say everything slowly and clearly, so it's easier to listen to and calms your nerves. When people are nervous they have a tendency to rush so make sure you are aware of the pace at which you are speaking.

Putting together a Campaign

- A good speech is the most important part of your campaign because it is presented to the whole school community.
- Your conduct throughout the campaign should be positive. This means focusing on your ideas and how you will help the school.
- You must promote yourself by getting to know your school community and speaking to students of all ages.
- Your campaign is about your long term passion and ideas for the school. Handing out items to students, or promising items for voting are not in keeping with the spirit of the election, and is therefore prohibited.

Leadership Roles

School Captains

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