

Glenroy College



Student Leadership 2014

Leadership.... Any action that makes the world a better place

Version Control V2 2014

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INTRODUCTION

At Glenroy College, leadership is an important part of student learning. We believe that everyone is a leader and has the capacity to contribute to making the college and community a better place. Leadership is not confined to those in formal positions such as College Captains but is shared by all students and staff. “Any action that makes the world in which we live a better place” is the mantra by which we wish our student leaders to live by.

Our goal is to have our students understand that:

- Everyone can be a leader
- Leadership is not about ‘position’
- A healthy and vibrant learning culture is the ‘collective’ responsibility of all students and staff
- Effective leadership is based on a ‘no blame’ and a ‘can do’ culture
- They can ‘make a difference’

Student leadership at Glenroy College aims to develop student’s leadership skills (confidence, problem solving, communication, inter and intra personal, public speaking, strategic planning) and understanding of ethical and effective leadership.

VISION AND VALUES

College Vision:

Students learn from the strategies that enable them to confidently and independently engage with the curriculum.

Our intention is to develop students who live our college values of ***Achieve, Respect, Integrity, Teamwork*** and ***Health and Wellbeing***, are lifelong learners and are equipped to make a contribution to their school, local community and society.

Students at Glenroy College are passionate about:

- Having a positive impact on the quality of student life
- Making a difference at their school and in the community
- Enhancing the school environment
- Being positive role models for the college at all times
- Supporting their fellow students
- Promoting a positive image of the college in the local community
- Developing an inclusive learning environment in which every individual is valued.

STUDENT LEADERSHIP AT GLENROY COLLEGE

Aims

- To develop student’s confidence and communication, conflict resolution, organisational, problem solving and decision making skills
- To develop student’s understanding of leadership
- To develop student’s understanding of how they can make a positive contribution to their college and community
- To develop student’s understanding of their responsibilities in establishing a positive learning environment
- To develop the leadership capability of students so they can be recognised as community leaders

- To develop a culture of active citizenship to provide high calibre leaders for the future
- To provide meaningful, authentic leadership opportunities for students
- To develop student's understanding of the world and issues confronting the leaders of today
- To acknowledge and reward students who accept the challenge to fulfil criteria for specific student leadership roles
- To develop pride in the college

The Leadership model

Student Leadership at Glenroy College is a whole school program that lays the foundation for the emergence and development of leadership qualities. Core elements of the student leadership model are:

The Personal Learning Program

Each week students in Years 7- 8 are engaged in a one period structured learning program.

Formal Leadership Positions

- College Captains
- Senior Student Leadership Team
- Class Leaders 7-9 (Junior Leadership Team)

Student Leadership Opportunities

- A Student Conference is held each semester to develop student's understanding of leadership and leaderships skills
- Specific leadership programs (GOALS, ABCN programs, debating, public speaking)
- Opportunities to participate in focus group discussions to support the school improvement agenda
- Links with other organisations

Principles of Leadership

Student leadership is defined as students taking responsibility for contributing in a positive way to improving themselves, their school and their community. Therefore everyone can demonstrate leadership in many different ways, with the understanding that some will demonstrate leadership at varying levels and degrees of effectiveness.

FORMAL LEADERSHIP POSITIONS

College Captains

College Captains are selected from preferably Year 12 students however in exceptional circumstances they may be Year 11. There is a male and female College Captain and a male and female College Vice-Captain. The College Vice Captains assist the College Captains and fill in for them when required. The tenure for the positions is 12 months.

Senior Student Leadership Team

The Student Leadership Team includes the College Captains and selected representatives for Years 10 and 11. The Student Leadership Team meets fortnightly in school time. The tenure for the positions is 12 months.

Class Leaders (Junior Leadership Team)

Each class in years 7 - 9 selects a student to act as the Class Leader. Each Class Leader is mentored by a member of the Senior Student Leadership Team. The Class Leaders participate in at least one Senior Student Leadership Team meeting each term.

GUIDELINES FOR THE SELECTION OF SCHOOL LEADERS

College Captains – Female and male College Captain and female and male Vice College Captains

The College Captains represent the student body at school and public forums, School Council, meetings with the college leadership and student leadership meetings. They also take a proactive role in modelling expected behaviour and attitudes to learning, raising the profile of student leadership and supporting other students.

Stage one of the selection process

The selection process for the College Captains will begin at the beginning of term 4 and be completed by week 5 each year.

The incumbents will take up their roles at the beginning of week 6 however the current Captains will complete their responsibilities at The Year 12 Graduation and Awards Night and other end of year activities.

During the first week of term 4 nominations for the College Captain positions will be called for from the Year 11 students. Students nominating for the position must complete the Expression of Interest in full and submit it to the Student Leadership Leader prior to the closing date.

Applications will be read by a panel consisting of:

- Student Leadership Leader (chairperson)
- Year 11/12 Manager
- Two student representatives from the Student Leadership Team

Stage two of the selection process

Shortlisted applicants will be interviewed by a panel consisting of:

- Student Leadership Leader (chairperson)
- Year 11/12 Manager
- Two student representatives from the Student Leadership Team

On the basis of the written application and interview the panel will recommend to the Principal their nominations for the College Captain positions.

The Principal will then either accept the panel's recommendations or ask them to reconsider based on the reasons that he/she will provide to them. The Principal will make the final decision.

The strong preference is that the School Captains will come from the incoming Year 12 group however if the candidates are deemed unsuitable nominations will be called for from Year 10 students. The same selection process will apply.

Senior Student Leadership Team – College Captains, 6 Year 11 representatives and 6 Year 10 representatives

The Student Leadership Team is important in providing student voice to the college decision making process. Students on the Team represent student's views and ensure that the College Leadership Team, Principal and School Council are well informed and aware of their views. The Team is also important in providing opportunities for students to develop their leadership skills and take an active role the school improvement agenda.

Stage one of the selection process

The selection process for the College Captains will begin at the beginning of term 4 and be completed by week 5 each year.

Members of the Student Leadership Team will take up their roles at the beginning of the new school year. The tenure of the position is 12 months. If a vacancy occurs, a replacement will be nominated by the Senior Student Leadership Team and/or staff.

During week 4 of term 4 nominations for the Student Leadership Team positions will be called for from the Year 10 and 11 students. Students nominating for the position must complete the Expression of Interest in full and submit it to the Student Leadership Leader prior to the closing date.

Stage two of the selection process

Applicants will be interviewed by a panel consisting of:

- Student Leadership Leader (chairperson)
- Newly appointed School Captains for the following year

On the basis of the written application and interview the panel will recommend to the Principal their nominations for Student Leadership positions.

The Principal will then either accept the panel's recommendations or ask them to reconsider based on the reasons that he/she will provide to them. The Principal will make the final decision.

Class Leaders (Junior Leadership Team) – one representative from each Year 7 – 9 class

Class Leaders represent the students in their Year Level class and fulfil specific responsibilities to support the classroom teachers. They take a proactive role in modelling expected behaviour and attitudes to learning, ascertaining the views of their classmates and conveying these to the Senior Student Leadership Team, demonstrating leadership and supporting other students.

Selection process

In week 3 of the new school year each Year Level Class in Years 7 – 9 will elect a Class Leader. This process will be coordinated by the Personal Learning Teacher at Year 7 & 8 and as part of the Year 9

Project session. Students can self-nominate or be nominated by another student. A secret ballot will be held to inform the decision. Students will write the name of their preferred candidate on a piece of paper and hand it to the PL Teacher. The results of the ballot for each Year Level Class will be tabled at a meeting of the Year Level teachers at which time a final decision will be made. A recommendation will be made to the Principal who will make the final decision.

AWARDS PROCESS

All leadership positions

The new College Captains will take up their positions in week 6 of term 4 each year however they will be formally introduced at a college assembly and at the Awards Night.

The College Captains, members of the Senior Student Leadership Team and Class Leaders will be presented with a badge denoting their position at a special assembly in week five of term 1 in the new school year. Parents will be invited to the assembly.

Following the assembly a special morning tea will be held for students and their parents.

ROLES AND RESPONSIBILITIES

College Captains

Duties of the College Captains could include, but are not limited to:

- Providing a positive role model to other students
 - Representing the college at official functions
 - Assisting in conducting college assemblies
 - Delivering a School Captains report at college assemblies
 - Leading the Student Leadership Team
 - Meet fortnightly with the Principal to discuss proposals from the students and inform the decision making process
 - Attending meetings of the School Council
 - Representing the whole school student body on working parties and focus groups
 - Taking a leading role in the college Awards Night
 - Writing articles for the college newsletter
 - Participating in the Year 7 Orientation program
 - Mentoring and coaching future college leaders
- ❖ ***Vice Captains are expected to support the College Captains in their role, act as their replacement when required and assist in conducting college assemblies.***

Senior Student Leadership Team

Members of the College Leadership Team are expected to:

- Meet **fortnightly** and work closely with the Student Leadership Leader
- Identify and initiate projects to improve the college eg. a coffee shop, lunchtime borrowing of sport equipment
- Take a leadership role in college activities
- Develop newsletter articles
- Take a leadership role in information nights and public meetings

- Provide advice to the Principal and College Leadership through participation in various focus groups on such things as the Student Attitudes to School survey
- Publish a student newsletter at least three times a term
- Organise and conduct college assemblies
- Identify and support various community projects
- Provide a report to school council each term
- Mentor the Class Leaders
- Include Class Leaders in meetings at least once a term
- Participate in Leadership training

Class Leaders (Junior Leadership Team)

Duties of the Class Leaders could include, but are not limited to:

- Meet twice a term as part of the Junior Leadership Team and work closely with the Student Leadership Leader
- Work closely with the PL teacher to identify issues to be referred to the Senior Student Leadership Team
- Participate in leadership training
- Work closely with a member of the Senior Student Leadership Team in a mentoring relationship
- Participate in college assemblies when required
- Participate in Senior Student Leadership Team meetings at least once a term
- Support the classroom teacher by taking on roles of responsibility eg collecting and reading the newsletter to the class
- Providing a positive role model to other students
- Taking a leadership role in Personal Learning sessions (7-9) and working closely with their PL Teacher
- Showing initiative and confidence
- Sharing ideas and achievements

ACTIONS THAT MAY JEOPARDISE STUDENT LEADERSHIP

The college has high expectations of all students and especially of its student leaders. In exceptional circumstances it may be deemed appropriate for a student to lose their leadership position. Such circumstances may include:

- Consistently failing to be a positive role model for other students
- A serious infringement of the college expectations
- Regular unexplained or inadequately explained absences from class or school
- Regular adverse reports concerning behaviour and/or attitude
- Consistently failing to fulfil the expectations of their role as a student leader

Infractions that are so serious, anti-social and/or detrimental to the image of the college will result in immediate removal of the leadership position. In most instances this would be permanent. This may include anti-social and/or inappropriate behaviour outside the school that comes to the attention of and requires action from the school. Parents will be informed of this decision through a meeting with the Principal.

APPENDICES

Student Leadership Selection Timeline

TERM 4	
WK 1	Call for nominations for College Captain positions from Year 11 students
2	Students shortlisted for interview for College Captain positions
3	Shortlisted applicants interviewed for College Captain positions Panel makes decision on College Captains
4	Recommendation of the College Captains selection panel forwarded to the Principal Call for nominations for Senior Student Leadership Team positions from Year 9 and 10 students
5	Decision of new College Captains announced to the College community (College assembly and newsletter)
6	New College Captains take up their positions Applicants for the Senior Student Leadership Team interviewed Recommendation of the selection panel for the Student Leadership Team forwarded to the Principal
7	Current and new College Captains assist with Year 6-7 Orientation Day
8	New College Captains introduced at Awards Night
9	
10	
NEW SCHOOL YEAR	
WK 1 & 2	College Captains involved in Year 7 program
3	Class leaders selected Recommendations to Year Level Team
4	
5	Student leaders presented with their badges at a college assembly

STUDENT LEADERSHIP AT GLENROY COLLEGE

Purpose:

- To build a school culture in which all students understand how they impact on the overall school environment
- To develop a school environment in which students respect and support each other and take 'communal' responsibility
- To develop the leadership capacity of all students and empower them to contribute to the college continuous improvement process
- To develop confident, motivated, resilient students who understand and are capable of meeting their social responsibilities

LEADERSHIP CAPACITY	EXPECTATIONS OF A STUDENT LEADER	ROLE AND RESPONSIBILITIES	SELECTION PROCESS
<p>COLLEGE CAPTAINS</p> <p>(A female and male student preferably from Year 12 but possibly from Year11)</p>	<ul style="list-style-type: none"> • Be an appropriate role model for all other students • Take a leadership role in college activities • Talk positively about the college but raise issues of concern in an appropriate manner 	<ul style="list-style-type: none"> • Represent the college and student body at in-school and community forums • Take a leadership role at college assemblies • Lead the Student Leadership Team • Meet with the Principal fortnightly to discuss issues and achievements • Mentor and coach future college leaders • Attend School Council meetings when appropriate • Work closely with the Student Leadership Leader to improve student leadership in the college 	<ul style="list-style-type: none"> • Selection process begins in term 4 and is completed by week 5 of term 4 each year • Students in Year 11 self-nominate for the positions through completing an Expression of Interest • On the basis of the Expression of Interest students are shortlisted for interview • Shortlisted applicants are interviewed by a panel including the Student Leadership Leader, Year 11/12 Manager and 2 representatives from the Student Leadership Team • The panel makes a recommendation to the Principal
<p>COLLEGE VICE CAPTAINS</p> <p>(A female and male student preferably from Year 12 but possibly from Year11)</p>	<ul style="list-style-type: none"> • Identify ways in which student leaders can support college activities – be proactive • Actively participate in meetings to identify initiatives to improve the college • Identify opportunities to contribute to the local and wider community • Complete assigned tasks on time • Represent the college in various forms 	<ul style="list-style-type: none"> • Support the College Captains in their role • Assume the responsibilities of the College Captain if required • Take a leadership role at college assemblies • Be an productive member of the Student Leadership Team • Meet with the Principal fortnightly to discuss issues and achievements • Take a leadership role in identified projects and initiatives • Work closely with the Student Leadership Leader to improve student leadership in the college 	<p>❖ <i>If the Year 11 applicants are not deemed suitable by the panel and/or Principal nominations will be reopened to Year 10 students and the above process will be repeated.</i></p> <p>The incumbent College Captains take up their positions in Week 6 of term 4 each year however the current College Captains fulfil their responsibilities at the Year 12 Graduation, Awards Night and other end of year activities.</p>

STUDENT LEADERSHIP AT GLENROY COLLEGE

<p>SENIOR STUDENT LEADERSHIP TEAM</p> <p>(College Captains and Vice Captains plus 6 elected representatives from Year 10 and 6 from Year 11)</p>	<ul style="list-style-type: none"> • Be an appropriate role model for all other students • Take a leadership role in college activities • Talk positively about the college but raise issues of concern in an appropriate manner • Identify ways in which student leaders can support college activities – be proactive • Actively participate in meetings to identify initiatives to improve the college 	<ul style="list-style-type: none"> • Meet fortnightly and work closely with the Student Leadership Leader • Identify and initiate projects to improve the college eg. a coffee shop, lunchtime borrowing of sport equipment • Take a leadership role in college activities • Develop newsletter articles • Take a leadership role in information nights and public meetings • Provide advice to the Principal and College Leadership through participation in various focus groups on such things as the Student Attitudes to School survey • Publish a student newsletter at least three times a term • Organise and conduct college assemblies • Identify and support various community projects • Provide a report to school council each term • Mentor the Class Leaders • Include Class Leaders in meetings at least once a term • Participate in Leadership training 	<ul style="list-style-type: none"> • Selection process begins in term 4 and is completed by week 6 of term 4 each year • Students in Years 10 and 11 self-nominate for the positions through completing an Expression of Interest • Students are interviewed by a panel including the Student Leadership Leader and the newly appointed College Captains • The panel makes a recommendation to the Principal
<p>CLASS LEADERS (JUNIOR LEADERSHIP TEAM)</p> <p>(One student from each class in Years 7-9)</p>	<ul style="list-style-type: none"> • Identify opportunities to contribute to the local and wider community • Complete assigned tasks on time • Represent the college in various forms 	<ul style="list-style-type: none"> • Meet twice a term as part of the Junior Leadership Team and work closely with the Student Leadership Leader • Work closely with the PL teacher to identify issues to be referred to the Student Leadership Team • Participate in leadership training • Work closely with a member of the Student Leadership to in a mentoring relationship • Participate in college assemblies when required • Participate in Student Leadership Team meetings at least once a term • Support the classroom teacher by taking on roles of responsibility eg collecting and reading the newsletter to the class 	<ul style="list-style-type: none"> • Selection process occurs in week 3 of term 1 each year • The process is coordinated by the Personal Learning Teacher in each 7 – 8 class • Year 9 selection process will occur in a Year 9 Project session • Students in each class can self-nominate or be nominated by other students • Students in each class vote for their preferred candidate by writing the name on a piece of paper • The votes are counted by the PL Teacher • The results of the vote and the recommendation will be tabled at a Year Level Team meeting where a decision on the final recommendation to the Principal will be made.

Proposed Student Leadership Organisation and Meeting Dates

Date	College Captains and Principal meetings	Student Leadership Team	Planned activities/events
TERM 1			
Wk 1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
TERM 2			
Wk 1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
TERM 3			
Wk 1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
TERM 4			
Wk 1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



GLENROY COLLEGE

APPLICATION FORM: COLLEGE CAPTAINS

NAME: _____

CLASS: _____

Please complete the following application:

1. Why do you want to be a School Captain?

2. Please give a brief outline of your previous leadership roles and how you have made a positive contribution at this or another school.

3. What attributes and skills do you possess that would make you an excellent School Captain?

4. What do you believe are the strengths of our college?

5. What are some of the challenges at the college and how do you think we should address them?

Thank you for your application

Referees:

(Who could the panel speak to to find out more about your leadership skills?)

Applicant's signature: _____

Date: _____



GLENROY COLLEGE

APPLICATION FORM: SENIOR STUDENT LEADERSHIP TEAM

NAME: _____

YEAR LEVEL/CLASS: _____

Please complete the following application:

1. Why do you want to be a member of the Student Leadership Team?

2. What do you believe the role of the Student Leadership Team is?

3. How do you believe the Student Leadership Team can help to make our college a better school?

4. What attributes and skills do you possess that would make you a valuable member of the Student Leadership Team?

5. Please give a brief outline of how you have made a positive contribution at this or another school.

Thank you for your application

Applicant's signature: _____

Date: _____