

STUDENT LEADER SELECTION PROCESS

1. INTRODUCTION

The Freshwater Bay Student Leadership Policy provides a framework for the development of student leadership skills across all year levels. Student leadership may take many forms and all students are encouraged to apply these skills and qualities in both formal and informal leadership opportunities throughout the school.

2. SCOPE

This document outlines the process for selecting students in Year 5 to fill formal leadership roles within the student executive team in Year 6. However, all year 6 students are considered leaders as they are the senior year group and are expected to model leadership qualities and behaviours for the rest of the students.

All year 5 students are eligible to nominate for a formal leadership position within the student executive team (refer to [Positions](#) below).

3. APPLICATION AND SELECTION CRITERIA

Students are required to submit a written application for a formal leadership role (refer to [Appendix A Student Leader Application](#)). When completing the application, students must describe how they have demonstrated each of the selection criteria, and how they will continue to demonstrate these if they are successful in gaining a formal leadership role.

Students are to include examples of the following in their application:

- How they have demonstrated strong leadership in the community and school.
- How they live the Freshwater Bay Primary School motto (wisdom, respect, courage), and demonstrate working together, nurturing, supporting each other and excellence.
- How they demonstrate their sense of pride in the school.

4. PRESENTATION

Applicants must have good oral communication skills and be able to speak confidently in front of an audience of peers and adults, both at school and in public. Applicants will be required to prepare and present their nomination to all year 5 students and teachers, who will vote for their preferred candidates.

5. SHORTLISTING AND INTERVIEW

The Student Leader Selection Team (consisting of the Principal, Deputy Principal and Year 5 teachers) will review the applications and voting results, and shortlist candidates for interview.

Students who have been selected to the interview stage will be notified in writing and be advised when their interview is to be held. The interview will be conducted by the Student Leader Selection Team.

6. POSITIONS

The Student Leader Selection Team will determine the successful candidates for all the formal leadership roles. Selection will be based on a combination of observations from current and previous teachers, peer and teacher votes, performance at interview and written application.

The following positions will make up the Student Executive Team:

Positions	Number of positions
School Captains	2 Positions (1 boy & 1 girl)
House Captains	2 positions x 4 houses = 8 total (4 boys & 4 girls)

7. ROLES & RESPONSIBILITIES

The School and house captains will receive leadership training and mentorship from the Principal and Deputy Principals to enable them to fulfill the requirements of their roles.

7.1 School Captains (2 Positions)

- Contribute to the “student voice” in school decision making, including reporting to the school Board.
- Represent the students with suggestions and ideas to improve our school.
- Organise and present at school assemblies.
- Help to organise activities, competitions, and other special events for the students.
- Represent the students at school functions.
- Welcome and thank guests visiting the school.
- Complete activities as request by the Principal, Deputy Principals, and Teachers.

7.2 House Captains (8 Positions)

- Promote a positive house culture and motivate students within the house.
- Run House assemblies and present commendations.
- Lead portfolio areas and represent students with suggestions and ideas to improve our school.
- Help organise sporting and cultural events.
- Represent the school at external sporting and cultural events.
- Keep sports equipment in good order.
- Complete activities as request by the Principal, Deputy Principals, and Teachers.

The following areas are important to our school and each House Captain will take a leadership role in one of these portfolio areas based on their interests.

Two Captains will be assigned to each area and will work with a nominated teacher who will mentor them to fulfill their duties.

House Captains are encouraged to recruit fellow students who have expressed an interest in their portfolio area to assist with larger projects and events.

Students with ideas for portfolio projects are encouraged to approach the House Captains or the teacher responsible for the portfolio area with their suggestions.

Portfolio areas are:

Community

- Raise the profile of issues and causes that are important to the Freshwater Bay community.
- Lead the school in promoting a culture of giving, not just financially, but in time and service (doing things to support others).
- Initiate and organise school community events and activities (including supporting P&C events and other school activities).

Sustainability

- Lead the school to be a Resource Smart School.
- Provide sustainability tips at assemblies and maintain our paper recycling program.
- Initiate sustainability projects to raise awareness, empower and inspire students to live in a sustainable way (for example Clean Up Australia Day, National Tree Day and National Recycling week).
- Support the school's STEM focus.

Arts

- Raise the profile of the Performing, Creative and Visual Arts in the school.
- Participate in the Arts program.
- Support and lead music performances.
- Support and lead our art exhibition and assist with art displays.

Technology

- Assist with the use of appropriate technology in our school.
- Provide technical support for assemblies.
- Promote awareness of our internet footprint.
- Support the school's STEM focus.

8. LOSS OF STUDENT LEADERSHIP

Holding a formal Student Leader position within the Student Executive team is a privilege. All student leaders are responsible for always modelling the school values.

In the rare circumstance of a serious breach of the school code or suspension, the Principal (in consultation with the Deputy Principals and relevant teachers) may decide that a student leader should lose his/her position temporarily or permanently.

If a student leader loses his/her leadership position permanently, a replacement will be chosen from the previously shortlisted candidates.

9. TIMELINE

Term 3, Week 4

Selection process for formal Student Leader position is explained to the year 5 students.

Student Leadership Policy, Student Leader Selection Process (this document) and application forms are distributed to students.

Term 3, Week 6

Written applications are submitted to the Principal's office by 9am on Friday.

Term 3 Week 8

Applicants present to year 5 students and teachers who are invited to cast their votes. Shortlisted candidates are notified on Friday.

Term 3 Week 9

Interviews take place throughout the week.

Term 3 Week 10

Applicants will be informed of outcome. The Year 6 School Captains and House Captains will be announced to rest of school.

Term 4

Incoming School and House Captains shadow the current Captains who mentor them in the role. Incoming School and House Captains also assist in the organisation and running of the end of year graduation assembly and morning tea.

The incoming School and House Captains will be presented with a certificate at the end of year assembly. Badges will be presented at the beginning of the following school year.

Related Documents:

Student Leadership Policy

Ratified by School Board: 11 May 2021

Review: This process will be reviewed every 3 years.

HISTORY OF CHANGES

Effective date	Last update date	Policy version no.	Ref no.	Notes
01 June 2021	May 2021	1		

Appendix A – Student Leader Position Application

FRESHWATER BAY PRIMARY SCHOOL
STUDENT LEADER APPLICATION

Please include the following information in your application.

1. Name:
2. The position you are applying for:
 - School Captain
 - House Captain
 - School or House Captain (with the understanding you will only be selected for one role).

Please include examples of the following:

3. Leadership and values (examples in the community and school) and explain how you would lead.
4. How you live the Freshwater Bay Primary School motto (wisdom, respect, courage), and demonstrate working together, nurturing, supporting each other and excellence.
5. How you demonstrate a sense of pride in the school.
6. Communication skills to speak in front of an audience or individual (peers & adults) both at school and in public with confidence.
7. Effective organisational skills and initiative.
8. Explain how you could assist in promoting one or two from the below list:
 - Community
 - Sustainability
 - Arts
 - Technology

Applications are due by **9 am on Friday (Term 3 week 6)** to the Principal, marked confidential. We are looking for knowledge, passion and enthusiasm. Please keep your application to one A4 side of paper.

The final decision will be made by the Student Leader Selection Team.