



Student Leadership Program

Courage . Kindness . Respect

Introduction

Leadership is a quality that all students at TDPS are encouraged and supported to develop. Students from Foundation to Year 6 take on the role of leaders of their own learning. Through the curriculum and extracurricular activities, all students are encouraged to develop the skills necessary to be a leader. This ensures that all students perceive themselves as leaders and have the opportunity and confidence to take on leadership roles.

We are determined to use all opportunities to work strategically, collaboratively and courageously to inspire students to contribute to positive change in our community and the larger communities in which we live.

School Mission Statement

To inspire a community of learners, who are curious, kind and empowered to be the best they can be.

Leadership Roles

Student leadership roles challenge individuals to develop a sense of vision and purpose as they take on responsibilities and use decision making skills in order to carry a project through to a successful conclusion. They develop interpersonal and intrapersonal skills including communication, negotiation, teamwork and reflection. Students are given opportunities to develop the skills of active, reflective listeners who respond effectively as they work with others to determine and achieve collective goals.

Embedded in our extra-curricular program are formalised student leadership roles. Through their actions TDPS's Student Leaders reflect and demonstrate the School's Values; **Courage, Kindness and Respect.**

The key leadership roles are School Captains and class representatives on the Student School Council (from every class). Other roles of responsibility for Year 6 students change year-on-year but can include Music Leaders, Library Leaders, Art Leaders, Green Team Leaders, Sports Leaders, ICT Leaders, River Detective/Science Leaders. Some roles include involvement in organising one off yearly events: Gala Sports, Concert/Bush dance, Year 6 Graduation.

Leadership Skills

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, even 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. It is also important to consider all students when making decisions.

Leadership Responsibilities

School Captains are leaders of the student leadership team who support the Principal and teachers in delivering the school mission and activities. They develop student presence and voice within the school community and lead the student community in demonstrating citizenship throughout the school and across the wider community.

School Captains:

- Act as student leadership representatives at events such as assemblies, whole school events and events where TDPS are represented to the wider community.
- Conduct tours of the school for special guests.
- Attend and represent the school at extra-curricular events (e.g. concerts, Celebration night, ANZAC ceremony) and other events that may arise during the year as advised by the Principal.
- Independently investigate and develop other potential leadership opportunities, meeting as the need arises to organise events and develop self-devised leadership roles.

Student School Council:

- Two representatives are nominated by each class.
- Act to support and increase student voice and leadership in delivering the school mission.
- They share student ideas, develop student presence and voice within the school community and lead the student community in demonstrating citizenship within the school and across the wider community.
- The senior class representatives lead the Student School Council.

- Senior class representatives work as leadership liaison between Student School Council, school council and teachers by meeting with them, delivering a progress report on matters arising from Student School Council and other student lead activities, and to receive advice.
- Senior class representatives assist younger SRC reps in leading and minuting meetings and communicate these to the school community via e.g. assemblies, website, app, noticeboard and notices.

Green Team Leaders:

Green Team Leaders lead the school's 'green' initiatives and the green team members from all classes. The Green Team leaders will be involved in projects and tasks such as:

- Sustainability
- Organising 'green' events throughout the year
- Developing the gardens areas around our school including the sensory garden
- Placing Green Team news and environmental tips in school newsletter
- Being responsible for coordinating classroom recycling program
- Organising nude food activities
- Monitoring and educating classes about water and energy conservation
- Biodiversity planting initiatives
- Representing the school to develop links with Trentham Landcare and Junior Landcare
- Reporting at assembly
- Maintaining a visual presence of our initiatives to the school community via e.g. assemblies, website, app, noticeboard and notices

Sports Leaders:

Sports Leaders support the PE teacher, class teachers and the Principal. They also lead sporting initiatives and clubs. Sport leaders will be involved in projects and tasks such as:

- Organising and running the recess and lunchtime sports equipment borrowing
- Keeping both sports sheds tidy and organised
- Reporting damaged equipment to the Principal / PE Teacher
- Setting up for the School's Sports Day
- Sports equipment activities during end of term whole school rotations
- Running a lunchtime physical games club for one day a week for one term
- Reporting results at assembly

Music Leaders:

Music Leaders support the Music teacher, instrumental teachers and the Principal. They also lead musical initiatives and clubs. Music leaders will be involved in projects and tasks such as:

- Annual concert or bush dance
- Preparing the microphone, national anthem and any visual presentations for assembly
- Preparing facilities for visiting performances, e.g. dance workshops or theatre performances
- Ensuring the music room is tidy for all users
- Running a lunchtime music club for one day a week for one term
- Music and dance activities during end of term whole school rotations

Art Leaders

Art Leaders support the Art teacher to set up for the day. They also lead the school's art initiatives and club. The Art leaders will be involved in projects and tasks such as:

- Start-up program whole school collaborative activity
- Book Week activities
- NAIDOC or other specific whole school event activities
- Art activities during end of term whole school rotations
- Running a lunchtime art club for one day a week for one term
- Mounting artwork for the end of year show
- Assisting the Art teacher set up and dismantle the end of year art show

Library and Publishing Leaders:

Library and Publishing Leaders support the teachers and Principal. They also lead the school's literary initiatives and club. The Library and Publishing leaders will be involved in projects and tasks such as:

- Ensuring the libraries are kept tidy
- Book Week activities
- NAIDOC or other specific whole school event activities
- Asking students across the school to determine book titles for a purchase wish list
- Repairing damaged books
- Stamping and labelling new books
- Writing book reviews to promote reading
- Writing articles for the school newsletter and various external publications
- Editing articles written by other students for the school newsletter and various external publications
- Supporting the 'Words in Winter' writing by running a lunchtime writing club for a number of days leading up to the closing date

River Detectives & Science Leaders:

River Detective Leaders support the teachers and Principal. They also lead the school's River Detectives program. The River Detective leaders will be involved in projects and tasks such as:

- Ensuring water sampling and macroinvertebrate equipment is clean and correctly stored
- Preparing resources for a River Detectives session
- Inputting the data
- Teaching peers from other classes
- Reporting findings in assembly
- Writing articles about the findings
- Science Week activities
- Running a lunchtime Science club for one day a week for one term

Application and Selection Process

School Captains:

Towards the middle of term 4, potential candidates submit an application based on the selection criteria. See Appendices: *School Captain application, Application Success Criteria*. They then make a presentation (speech) based upon their application to all Year 3-5 students and their teachers. Students will have the opportunity to vote, as will TDPS staff, based upon the students' applications.

Selection for the role of school captain will be solely merit-based. We will make a 'gender - neutral' choice based on what is best for the school and for the students chosen. (*We will not restrict ourselves to always having to have a boy and a girl as school captain!*)

Once chosen school captains will get to spend time with the outgoing school captains and they could be part of the establishment program at the start of the following year.

All other leadership positions:

Aspiring leaders complete and submit an application based on the selection criteria. Successful applicants will be notified at the start of the new school year.

Potential applicants for all roles should consider:

- *"What skills / interests do I have that I would like to share with my school community?"*
- *"What things have I done in the past that would help me in this role?"*
- *"How do I see the values of our school incorporated into how I will do this job?"*
- *"Why do I think the leadership role is important to our school and to me personally?"*

Student School Council Representatives (all classes):

At the start of each year each class will elect two representatives.

Preparing an Application

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 wider 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.

Preparing and Delivering a Presentation

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 an:

- 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, proof-read 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. 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 presentation

Practise 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 but keep your eyes up. This is why keywords 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 emphasise 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.

Leadership Education Programs Appendices:

- Application for School Captain Letter
- Application for other leadership positions
- Application success criteria

SCHOOL CAPTAIN APPLICATION

Your task is to write a letter addressing the selection criteria.

Set out as a letter. The format should include:

Dear Classmates,

2 sentences explaining who you are:

e.g. My name is (your name). I have been at this school since Prep and have been involved in (list some of the roles you may have had).

e.g. My name is (your name) and my family has been a part of the Trentham District Primary School community for the past 10 years. My sister Mary is in Year 3.

2 to 3 Paragraphs addressing the selection criteria below

Yours sincerely, (Your name)

Tips:

- Include examples from in and out of school.
- Don't use headings in your letter
- Use specific examples that set you apart from others – don't be general

APPLICATION FOR ALL LEADERSHIP ROLES

Your task is to write a letter addressing the selection criteria and clearly state which leadership role you would like to take on. This could be one of the roles suggested above, or a different role which you believe you have the skills to carry out.

Set out as a letter. The format should include:

Dear Classmates,

I am applying for the position of [write which leadership role or roles you would like to be considered for]

2 sentences explaining who you are:

e.g. My name is (your name). I have been at this school since Prep and have been involved in (list some of the roles you may have had).

e.g. My name is (your name) and my family has been a part of the Trentham District Primary School community for the past 10 years. My sister Mary is in Year 3.

2 to 3 Paragraphs addressing the selection criteria below

Yours sincerely, (Your name)

Tips:

- Include examples from in and out of school.
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Application Success Criteria

SC1 LEADERSHIP

- What does leadership mean to you? Explain in detail.
- We want to know that you are passionate about leadership and the reasons you are passionate about it.
- Make sure you write about what a good leader is and how you can fulfil this role.
- Give your reasons for applying for a position of responsibility.

I have held positions of responsibility and/or been involved in . . .

- **School activities** e.g. Junior Student Council, Sporting Captain, work, other community activity, Debating Teams, a role (front or backstage) in the Musical, the Social Committee, the Magazine Committee etc.
- **Community activities** e.g. Scouts, Church Groups, Youth Centre, doorknock collections, Meals on Wheels etc.

SC2 SCHOOL VALUES

- Explain what the school values are and how you demonstrate these qualities.
- Provide examples of how you show **Courage**, **Kindness** and **Respect** while at school and in the local and wider community.

SC3 INTERPERSONAL RELATIONSHIPS

- Personal qualities: e.g. friendly, outgoing, good listener, etc

I have demonstrated the ability to . . .

- relate well to staff and fellow students by
- to work as a member of a team by
- to assist others to achieve their goals by e.g. coaching younger students at sport in/out of school
- to follow instructions by

SC4 ROLE MODEL

I am a positive Role Model as demonstrated by . . .

1. Commitment

- Managing study, work and other commitments
- Ability to work independently
- Displaying organisational skills
- Being able to set and achieve realistic goals

2. Behaviour

- Honesty
- Integrity
- Reliability

SC5 INITIATIVE

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.

What activities/areas of improvement in the school you would like to initiate or help to develop next year.