



Application for Year 7-9 Leadership Positions

Thank you for your interest in a leadership position in 2025. Please read the information in this booklet carefully and ensure that you follow all instructions accurately.

This booklet contains the following information:

- A. Information about the positions.
- B. Role descriptions.
- C. Selection procedures.
- D. Timeline.
- E. Selection Criteria.
- F. References.

These must be submitted with your application. Applications are to be submitted to the following staff by Friday 14 February.

- Year 7 – Mrs Mann
- Year 8 – Mr Doyle
- Year 9 – Ms Colling

A. Information about the positions

In 2025, we will have:

- 2 x School Captains (Year 9 only)
- 2 x Vice Captains (Year 9 only)
- 6 x Year 7 Student Leaders
- 7 x Year 8 Student Leaders
- 6 x Year 9 Student Leaders

These are important positions, held in high regard by staff, students and parents, but they also involve considerable time commitment from the successful applicants. It is important to consider your ability to manage requirements of duties in balance with your study commitments. Leaders are expected to maintain a dedicated attitude to their studies.

B. Role description

1. To be responsible role models at all times.



2. This involves following school rules, wearing full uniform and having high attendance.
3. To represent the school in public forums such as assemblies, parent information evenings, local primary school and media promotions.
4. To attend and assist at school events.
5. To act as ambassadors for the school community, and represent the student body.
6. To communicate and meet regularly with Year Level Assistant Principals.
7. To act as a resource for the Principal and School community.
8. To assist with the organisation of the Whole School and Year level assemblies.
9. To undertake any additional duties as specified by the Principal or other members of School Leadership (Assistant Principals, Leading Teachers and Learning Specialists)

***Failure to follow this role description may result in a review and removal from the position.**

C. Selection process for School Captains and Student Leaders

1. Students read role description.

Written Application

2. Students complete a written application that includes:
 - Responses to the set criteria.
 - Any further documents or evidence to support their application.

Decisions Made by the Selection Panel

3. Following the interviews, the panel will consider each student's application. Where applicable, an interview may be conducted where there are multiple applicants. The selection panel will also take into account other information, such as the student's record (Academic, Effort, Xuno behaviour records, attendance %) when making their final decision.

Students and Community Notified

4. All applicants will be notified of the status of their application. Student leaders will be shared with the school community.

D. Timeline for the Selection of Leadership Positions

The timeline will be as follows:



Term 1 - Applications open Monday 3 February.

Term 1- Applications close Friday 14 February 9am.

Term 1 - By Monday 15 February: Selection panel to read written applications and convene for shortlisting if interviews are required.

Term 1 - Tuesday 16 February - Interviews for leadership positions conducted as necessary.

Term 1 – Thursday 20 February – Student leaders will be announced and all applicants notified.

E. Selection Criteria

Your application must address the following selection criteria. **A maximum of two (2) A4 pages with size 12 font will be accepted for the selection criteria.**

Please note, it is permissible to draw on your experiences both from your school life and life outside of school. You may include examples from **both inside and outside of school** to substantiate your claims.

1. Personal Statement

Provide a statement about who you are. Provide details of your interests, strengths and why you feel you would be the best person for a leadership position at Saltwater P-9 College. For Year 9 applicants, please ensure it is clear if you are interested in the role of School Captain and/or Student Leader. In this section you may also wish to demonstrate your commitment to the School.

- *Future endeavours* - How would you demonstrate commitment to the school through your actions and involvement in extra-curricular activities?
- *Participation* - School productions, sport, instrumental music, other involvement in school life or extra-curricular activities.
- *Key roles undertaken* - detail your involvement, how did you assist or lead, membership of committees, assisting on Info Nights or with special activities etc.

2. Good organisational skills

How would you ensure that they would effectively perform in your desired leadership position in addition to your completing your regular learning? If applicable, describe activities that you have organised. What needed to be done?

Explain how you currently balance your school and other commitments:

- sporting commitments
- work, including volunteer work (if applicable)
- social activities.



4. Demonstrated ability to speak and/or perform in public

Describe activities either within the School or activities out of school time.

E.g. Speaking at Year Level Assemblies, School Assemblies, in front of your class, debating, School production, gym, dancing performances, scouts/guides, sporting or other pastimes.

If you haven't had experience, explain how you will build your capacity to speak in public.

5. Demonstrated ability to relate well to other students and staff

Give examples of how you have worked well with teachers/staff.

Give examples of how you have worked well with other students.

How will you use this to assist in leading and supporting your teachers and peers?

6. Leadership Experience

List any leadership experiences that you have had either in or out of school. These may include experiences in:

- Scouts/Guides, Sports Clubs, volunteer associations
- Work
- Peer Support, Peer mediation or similar
- Student leadership positions (in previous years)

F. Selection Criteria

Include two names of staff (teachers or non-teachers) who will act as referees for this position.

These staff will be asked to comment on your suitability for this position if deciding between the suitability of more than one applicant.

Staff Name	Staff Signature