

2021

YEAR 12 STUDENT LEADERSHIP APPLICATION PROCESS AND TIMELINE



ST JOSEPH'S
COLLEGE MILDURA

Selection Criteria for Leadership Positions

Thank you for applying for a leadership position.

Being a leader requires determination, commitment, and a willingness to work collaboratively with others. As well as having to meet the specific criteria set for each position, all students must be able to demonstrate the following skills and attributes necessary for leaders at St Joseph's College.

1. Communication Skills

This may be demonstrated by:

- Participation in and leadership of various meetings, assemblies, masses/liturgies, etc.
- A willingness to participate in class discussions.
- A willingness to participate in Homeroom (reading prayer, bulletin).
- Being an active member of a college team.

2. Role Model and Ambassador

This may be demonstrated by:

- Supporting the college mission, vision and ethos in word, action and behaviour.
- Following college policies and rules regarding grooming, uniform and behaviour.
- Arriving on time for classes and Homeroom.
- Coping with peer pressure.
- Demonstrating a sense of responsibility.

3. Good Study Habits and Organisational Skills

This may be demonstrated by:

- Consistently handing work in on time.
- The ability to plan ahead and manage time effectively.
- The ability to balance study commitments and a leadership position.
- Being well prepared for class (bringing correct materials).
- Creating an effective balance between study and outside interests (e.g. sport).

4. Teamwork and Collaborative Skills

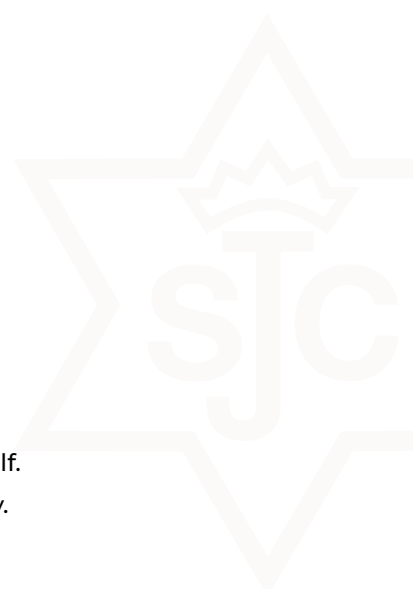
This may be demonstrated by:

- Mixing well with others and not belonging to one particular group.
- Using democratic processes and working well in a team.
- Consulting relevant people when necessary.
- Seeking help when necessary.
- Having the courage to make independent decisions when necessary.

5. Attitude of Service

This may be demonstrated by:

- Seeing the role as one of service to the college rather than service to oneself.
- Displaying school pride and spirit to all members of the college community.
- Exhibiting a good level of self-esteem and coping well with criticism.
- Assisting others to improve themselves and succeed.
- A willingness to accept responsibility and directing students when necessary.



College Captain Information and Process

The College Captain written applications open **Tuesday July 28, 2020** and close on **Wednesday August 12, 2020**.

From these applications, students will be approved for the next stage of the process by the Principal in liaison with the Deputy Principal, Students. Successful and unsuccessful candidates will be notified **verbally** by the Principal.

The election speeches for College Captain positions will take place in the Sacred Heart Hall **during** pastoral care time, on **Thursday August 20, 2020** for Years 10 and 11 students and staff. Voting ballots will open afterwards for Years 10 and 11 students and staff. Voting closes at the end of the school day (4:00pm) on **Friday August 21, 2020**.

Interviews will take place for the College Captain candidates following the voting. These interviews will be conducted by an interview panel comprising the Principal and senior staff as designated by the Principal.

The Principal will make the final decision on the 2021 College Leadership positions taking into consideration the applicant's ability to satisfy the selection criteria, their interview responses, and the results of the vote. An announcement will be made to the applicants for the positions of College Captains and Vice Captains before it is announced to the college community.

Students who nominate for College Captain are automatically nominated for House Captain unless they choose to withdraw.

TIMELINE SUMMARY – COLLEGE CAPTAINS

| | |
|---------------------------|---|
| Tuesday July 28, 2020 | Year 11 Leadership Seminar Day |
| Tuesday July 28, 2020 | College Captain applications open |
| Wednesday August 12, 2020 | College Captain applications close |
| Thursday August 13, 2020 | Submit 3-minute speech to College Principal |
| Thursday August 20, 2020 | College Captain and Vice Captain 2021 candidate speeches |
| Thursday August 20, 2020 | Voting ballots open |
| Friday August 21, 2020 | Voting ballots close |



~~TIMELINE SUMMARY – HOUSE CAPTAINS~~

| | |
|--|---|
| Tuesday July 28, 2020 | House Captain applications open |
| Wednesday August 12, 2020 | House Captain applications close |
| Wednesday September 2, 2020 | Submit 3-minute speech to House Leader |
| Thursday September 10, 2020 | House Captain and Vice Captain 2021 candidate speeches and elections |
| Thursday September 10, 2020 | Voting ballots open and close on this day |



College Captains Criteria

Role

To lead and support the college student community in a manner that reflects our commitment to our Mercy values and traditions. To consistently strive to make a positive difference for the future in both the college community and among its individual members. College Captains work collaboratively with the College Principal and Deputy Principal; Students on all college events.

Specific Duties

- Work collaboratively and meet regularly with the Deputy Principal; Students.
- Celebrate the life of the college, especially by hosting assemblies and major events.
- Act as a link between the student body and the College Principal.
- Be active in getting to know the student body and to be a voice on their behalf.
- Attend functions out of school time which require college representatives.
- Facilitate, encourage and support the Student Representative Council (SRC).
- Encourage students to become involved in SRC initiatives.
- Write regular articles for the College Newsletter and the College Yearbook.

Essential Qualities

- A positive role model for all students.
- An ability to engage and involve others.
- A passion and commitment to the college.
- Works well within a team.
- Leadership qualities.
- A willingness to be involved in all college activities.

House Captains Criteria

Role

House Captains work collaboratively with the House Leader in organising and leading all House-related activities and events.

Specific Duties

- Work collaboratively and meet regularly with the House Leader.
- Provide leadership at the regular House and college assemblies.
- Work with the House Leader to organise House celebrations.
- Initiate and allocate presentation of reports from members of the House regarding achievements in academic, sporting and other activities.
- Organise students into House activities such as debating and sport.
- Provide leadership at the inter-House sporting carnivals and other inter-House events. (This includes completion of competitor lists and coordination of competitors on the day of the carnival.)
- Attend functions out of school time which require college representatives.
- Record House events for the College Newsletter and the College Yearbook.

Essential Qualities

- A positive role model for all students in the House.
- An ability to engage and involve others.
- A passion for the college and the House.
- Works well within a team.
- Leadership qualities.
- A willingness to be involved in all House-related activities.

House Captain Information and Process

House Captain written applications open **Tuesday July 28, 2020** and close on **Wednesday August 12, 2020**.

The relevant House Leaders and the Deputy Principal; Students will approve the successful applicants for the next stage of the process. Successful and unsuccessful candidates will be notified verbally by their House Leader.

All successful candidates are to submit a 3-minute [speech](#) to their House Leader by **Wednesday September 2, 2020**.

The election speeches for House Captain positions will take place in house assemblies on **Thursday September 10, 2020** for all students and staff in the house. Voting ballots will open afterwards and will be completed during the house meeting time.

Interviews will take place for successful candidates following the voting. These interviews will be conducted by an interview panel comprising the House Leader and senior staff as designated by the Deputy Principal; Students.

The Principal will make the final decision on the 2021 College Leadership positions taking into consideration the applicant's ability to satisfy the selection criteria, their interview responses, and the results of the vote. An announcement will be made to the applicants for the positions of House Captains and Vice Captains before it is announced to the college community.

TIMELINE SUMMARY – HOUSE CAPTAINS

| | |
|-----------------------------|---|
| Tuesday July 28, 2020 | House Captain applications open |
| Wednesday August 12, 2020 | House Captain applications close |
| Wednesday September 2, 2020 | Submit 3-minute speech to House Leader |
| Thursday September 10, 2020 | House Captain and Vice Captain 2021 candidate speeches and elections |
| Thursday September 10, 2020 | Voting ballots open and close on this day |



Position Descriptions for Specialist Leaders

Candidates for the positions below will be selected from an interview process. These interviews will be conducted by an interview panel comprising the respective patron and senior staff as designated by the Deputy Principal, Students.

Faith Captains (2)

Role

Faith Captains work collaboratively with the Director of Catholic Identity, the Parish Priest, the Religious Education Coordinator and Religious Education staff to organise the various liturgies, celebrations, and ceremonies during the school year.

Specific Duties

- Promote a respectful and prayerful atmosphere at our various celebrations.
- Recruit helpers to organise and set up venues.
- Speak at assemblies.
- Liaise with singers and musicians on the choice of appropriate music for liturgies.
- Suggest and plan themes and celebrations.
- Allocate duties to individuals e.g. readers, special ministers, etc.
- Assist in the planning and organisation of the Commencement Mass.
- Record liturgical events for the College Newsletter and Yearbook.

Essential Qualities

- A strong sense of faith and spirituality.
- An ability to involve and include others.
- A love of school.
- An ability to work within a team.
- Leadership qualities.

Mercy Action Captains (2)

Role

Mercy Action Captains work collaboratively with the Director of Catholic Identity and other key relevant staff involved with the Mercy Action Group to publicise and promote social justice issues throughout the college community, in the spirit of the Gospel.

Specific Duties

- Attend and participate in other justice committees and report back to college community.
- Speak at assemblies and publicise justice issues within the college community.
- Encourage students to become involved in various justice campaigns.
- Suggest issues which need to be highlighted.
- Attend relevant forums on justice.
- Record justice activities and events for the College Newsletter and College Yearbook.
- Represent the college at interschool Mercy justice gatherings.

Essential Qualities

- A personalised sense of justice.
- Commitment to, and knowledge of social justice issues.
- An ability to involve others.
- An ability to work within a team.
- Leadership qualities.
- A love of school.
- A willingness to learn more about social justice issues.

Academic Captains (3)

Role

Academic Captains work collaboratively with the Deputy Principal; Learning and Teaching, the Director of Learning and Teaching, and the Head of VCE/VET/VCAL. They promote the academic achievements of students within the college and act as a student voice on academic matters. One of the Academic Captains will be a VCAL student.

Specific Duties

- Be a student voice on curriculum and academic matters.
- Ensure VCE/VET/VCAL students are represented.
- Promote various academic competitions and celebrate individual learning area activities.
- Speak at assemblies and publicise academic news within the school community.
- Encourage students to become involved in various academic activities.
- Suggest ideas to promote academic achievement amongst the college community.
- Assist with the organisation of academic events.

Essential Qualities

- Commitment to academic excellence and work ethic.
- An ability to involve and include others.
- A love of school.
- An ability to work within a team.
- Leadership qualities.

Sports Captains (2)

Role

Sports Captains work collaboratively with the Health and Physical Education Learning Leader and the Sports Co-ordinator to assist the PE Learning Area in the organising and running of all carnivals, including both inter-House and inter-school events, as well as any other college sporting events.

Specific Duties

- Assist House Leaders with inter-House sporting carnivals.
- Speak at assemblies and publicise sports news within the school community.
- Encourage students to become involved in various sporting activities.
- Suggest ideas to promote sport amongst the college community.
- Assist with the organisation of cross-campus sporting events.
- Organise staff vs. students sporting events.
- Record sporting events for the College Newsletter and the College Yearbook.

Essential Qualities

- Display interest in all sporting activities.
- Involvement in at least one school sports team.
- A love of school.
- An ability to involve and motivate others to be involved in sport.
- An ability to work within a team.
- Leadership qualities.

Arts Captains (2)

Role

Arts Captains work collaboratively with the Arts Learning Area Leader to organise and assist with the various Visual and Performing Arts activities in the school calendar, both inside and outside the college.

Specific Duties

- Liaise with the Arts Learning Area Leader and Visual and Performing Arts staff in the organisation of the Arts at the college.
- Liaise with students and assist in the organisation of the Production/College Play.
- Liaise with the Liturgy Captain and the Liturgy Committee in the celebration of college liturgical events.
- Take an active role in college co-curricular programs such as the Choir and Concert Band.
- Assist with College Arts Week, Awards Night and other college events where the Arts will be represented.
- Record Performing Arts events for the College Newsletter and College Yearbook.

Essential Qualities

- Ability to communicate easily and effectively between staff and students.
- Proven performer in the performing/visual arts.
- A love of school.
- An ability to work within a team.
- Leadership qualities.

Wellbeing Captain (1)

Role

The Wellbeing Captain will work collaboratively with the Head of Wellbeing and College Counsellors to organise and assist with various wellbeing activities and events in the school calendar.

Specific Duties

- Provide a student voice for the extended pastoral care program.
- Develop activities and events to improve student wellbeing.
- Speak at assemblies and publicise wellbeing news within the school community.
- Record wellbeing events for the College Newsletter and the College Yearbook.

Essential Qualities

- A passion for student wellbeing.
- Approachable demeanour.
- An ability to involve and include others.
- A love of school.
- Leadership qualities.

SRC Representatives (2 per year level)

SRC Representatives advocate for all students and develop initiatives which will benefit the entire college community in collaboration with the College Captains.

SRC representatives will be selected from the students undertaking leadership positions.

LEADERSHIP APPLICATION FORM

Student Details

| | |
|----------|------------|
| Surname | First Name |
| Homeroom | House |

Position

| | |
|--------------------------------|--|
| College Captain / Vice Captain | |
| House Captain / Vice Captain | |
| Faith Captain | |
| Mercy Action Captain | |
| Arts Captain | |
| Academic Captain | |
| Sports Captain | |
| Wellbeing Captain | |
| SRC Representative | |



Number the positions you have applied for in order of preference. **If you wish to apply for more than one position only one application is necessary.**

SELECTION CRITERIA

Under each of the criteria for college leadership, discuss why you believe you would be suitable for the position(s) you have applied for.

1. Communication Skills

2. Role Model and Ambassador

3. Good Study Habits and Organisational Skills

SELECTION CRITERIA

Under each of the criteria for college leadership, discuss why you believe you would be suitable for the position(s) you have applied for.

4. Teamwork & Collaborative Skills

5. Attitude of Service

FURTHER EVIDENCE OF SUITABILITY

Outline any other qualities which you believe you possess which would make you suitable for the specific position/s you are applying for. You are encouraged to support your application with scanned documentary evidence (e.g. certificates of achievement, positions of leadership held, written references, etc.).

Please email your application to ~~the~~ Ms Danielle Virgona, Executive Assistant to the Principal
by **3.30pm Wednesday August 12, 2020.**

Please type '**(insert your name here) Leadership Application**' in the subject line.