

SENIOR LEADERSHIP POSITION DESCRIPTIONS



WORKING TOGETHER, LEARNING TOGETHER

It is the expectation that all Senior School leaders will:

- Represent the student body.
- Uphold the values of our school community and lead by example.
- Model exemplary behaviour in all aspects of college life
- Actively consult and put forward ideas raised by those involved in the sections of the community that that their portfolio overseas.
- Attend 90% of whole SRC meetings.
- Get involved in the planning and running of SRC organised events.

POSITION DESCRIPTION AND RESPONSIBILITIES

Captain

- Attend all SRC and executive meetings.
- Organising and running whole SRC meetings including setting and writing the agenda.
- Being involved in executive decision making.
- Ensure that all SRC members work as a team.
- Ensure all avenues of communication are clear and concise for both the whole SRC group and wider school community.
- Mentor the middle school SRC group.
- Talk with the SRC Coordinator, the school's leadership team and with teachers, as appropriate, about issues discussed by the SRC.
- Overseeing the organising and planning of events.
- Speak at school assemblies.
- Take part in the selection process of the following years SRC applicants.
- Collection of money during fundraising events.

Vice Captain

- Attend all SRC and executive meetings.
- Perform the duties of the School Captains in their absence or at the request of the executive.
- Remind SRC members about upcoming meetings and events.
- Taking and publishing meeting minutes from both SRC and executive meetings.
- Assisting in the organising and running of meetings.
- Recording attendance of meetings.
- Reading previous meetings minutes at the beginning of each meeting.
- Being involved in executive decision making.
- Overseeing the organising and planning of events.
- Collection of money during fundraising events.

Sports Captain

- Assist in the organisation and running of sporting events for students and staff.
- Organise meetings with the house captains to formulate, discuss and implement ideas for sports carnivals and school community days.
- Assist in building school and house spirit at sporting events and community days.
- Communicate any information regarding the sports program to the relevant parties in our school community.

Music Captain	<ul style="list-style-type: none"> • Assist in the organisation and running of events and programs within the music department. • Organise and run lunch time concerts and performances • Curate the music played during bell times • Organise meetings with staff to formulate, discuss and implement ideas for promoting the Music program within the college • Assist in the organisation and running of SRC planned events.
Visual Arts Captain	<ul style="list-style-type: none"> • Assist in the organisation and running of events and programs within the Visual arts department. • Assist in the running and promotion of Art Club • Curating and maintaining college art installations and exhibitions as well as communicating any information regarding the arts program to relevant parties. • Organise meetings with arts staff to formulate, discuss and implement ideas for promoting the arts within the college • Recruiting students for assistance e.g. face painting on school event days (athletics swimming) • Assist in the organisation and running of SRC planned events. • Design promotional material for SRC events and programs
Performing Arts Captain	<ul style="list-style-type: none"> • Assist in the organisation and running of events and programs within the Performing arts department. • Organise meetings with the house captains and other interested students to formulate, discuss and implement ideas for the development of a house performance for the Performing Arts Festival. • Assist in the organisation and running of SRC planned events. • Communicate any information regarding performing arts events to the relevant parties in our school community.
House Captain	<ul style="list-style-type: none"> • Organise and attend house events and programs across all year levels • Promote house spirit throughout whole school and house specific events • Attend house committee meetings • Work with SRC to promote events • Design promotional material for house events • Set agenda and take minutes for house committee minutes
International Captain	<ul style="list-style-type: none"> • Assist in the organisation and running of events and programs for the students and staff involved in our international program. • Foster a link between international students and the whole school community to allow everyone to belong.
Social Justice Captain	<ul style="list-style-type: none"> • Organise events and policy changes that aim to decrease and eliminate inequity in our school and community. • Promote inclusiveness and diversity in our school community • Help to establish environments that are supportive of all people in our community • Audit all SRC activities and initiatives to uphold our social justice principles
Environmental Captain	<ul style="list-style-type: none"> • Assist in coordination all programs run by the "Green team". • Engage students to join and become more active in the schools environmental policies and initiatives • Audit all SRC activities and initiatives to minimise environment impact. • Identify environmental issues within the school and implement changes through policy change

**Respectful
Relationships
Student Leader**

- Work with the student management and wellbeing team, DiSCovery leader and DSC Connect team to develop an action plan to promote Respectful Relationships
- Actively promote the development of DSC as a safe environment where peers can learn about gender equality and respectful relationships, in and out of the classroom.
- Model gender equality and respectful relationships
- Engage with opportunities provided by Department of Education and Training to promote Respectful Relationships in the wider community.
- Represent student voice at the DSC Wellbeing Action Team meetings

**Young Alumni
Leader**

- Collaborating with the Marketing and Communications Officer, Curriculum Leader, Sub-School Leaders and College Leadership to involve alumni in school programs, activities and events
- Inviting Alumni to the College to engage in opportunities to work with current students
- Co-hosting and moderating presentations, speeches and workshops to inform staff, students, parents and potentially School Council
- Collaborating with the Marketing and Communications Officer to promote alumni engagement through social media e.g. LinkedIn and Facebook
- Informing and generating interest in the developments of the alumni community and programs

**DSC Connect
Leader**

- Work with the student management and wellbeing team and DiSCovery leader to actively promote the development of DSC as a safe and inclusive environment, in and out of the classroom
- Model behaviour which promotes the development of a safe and inclusive environment, free from discrimination and harassment
- Schedule and facilitate group meetings
- Represent student voice at the DSC Wellbeing Action Team meetings