



## **STUDENT LEADERSHIP ROLES AND RESPONSIBILITIES**

At Aberfeldie Primary School, student leadership plays a vital role in fostering a positive and inclusive environment. Through our student leadership program, we aim to empower young leaders by giving them opportunities to contribute to the school community and to develop valuable skills such as communication, teamwork, responsibility, and decision-making. This document outlines the key responsibilities, expectations, and the selection process for the school leadership roles.

### **Formal Student Leadership Roles at Aberfeldie Primary School:**

- School Captain & Vice Captains
- House Captains
- Junior School Council
- AV Team
- Art Leaders
- Sustainability Leaders
- Digital Technology Leaders

Please see the overview of all student leadership roles below:

### **School Captains**

The role of School Captain is the highest student leadership position at Aberfeldie primary School. School Captains are the face of the student body, representing the school in official capacities and leading the other student leaders. The role carries a great deal of responsibility, and successful School Captains are expected to set an exemplary standard for all students. There are 2 school captains and 2 vice captains, elected at the end of the year prior.

#### **Key Responsibilities of the School Captain:**

- **Representation:** Act as the primary student representative at school tours, functions, and external events.
- **Public Speaking:** Coordinate and deliver speeches at fortnightly school assemblies and events, such as Foundation Information Evening.
- **Leading the Student Leadership Team:** Attend all student leadership meetings, including JSC, and provide guidance, support, and encouragement to fellow student leaders, ensuring everyone works together effectively.
- **Event Coordination:** Help organise and lead whole-school events, including open afternoons, school fundraisers, and special assemblies.
- **Advocacy:** Communicate with the principal and teachers on behalf of students, sharing ideas and discussing areas where the student body can contribute to improving the school.
- **Role Model:** Demonstrate the school's values and SWPBS behaviour expectations at all times.

Additionally, the School Captain may be asked to represent the school in media opportunities or official publications.

## **Eligibility Criteria:**

Students are eligible to apply for School Captain if they:

- are in Year 5, going into their final year of primary school.
- demonstrate a strong commitment to the school's values.
- have a strong history of positive behaviour, including effort and attitude
- consistently demonstrate respect for peers and staff
- have a satisfactory attendance record, or a plan to improve attendance.
- have intention of attending Aberfeldie Primary School for the duration of their Grade 6 year.
- demonstrate leadership qualities, such as being a role model for other students.

## **Selection of School Captains:**

The selection process for student leadership roles, including the School Captain, is designed to ensure that students with the most suitable skills, qualities, and commitment are chosen. For this reason, the process for school captain has three key stages.

### **The Selection Process Involves:**

#### **Stage 1: Written Application**

- Applicants write a one page application letter addressed to the 'Selection Panel'. This application letter should include an introduction, an explanation of why the applicant wishes to be school captain, and examples of their leadership qualities and experience.
- The selection panel, made up of the Principal, Assistant Principal & Year 5/6 teachers use a criteria to assess applications individually. These scores are then combined to shortlist applicants for Stage 2. Major behaviour data and attendance data is also checked to ensure all students meet eligibility.

#### **Stage 2: Speeches**

- During Stage 2, invited candidates will conduct a speech to the Year 3-6 student body. Students from Year 3-5 will cast their vote for two students who they wish to represent them. Prior to the speeches, a short lesson is conducted with all students teaching them about the role, what to look for in a captain and how to conduct a fair vote.

#### **Stage 3: Interview**

- During Stage 3, successful candidates will be invited to an interview with the Principal, Assistant Principal, 5/6 Team Leader, a 5/6 teacher & previous school captains. Candidates are provided with 2-3 questions prior to the interview and they can use their notes in this interview.
- Panel members score the interviews in order from 1st to 5th.

#### **Stage 4: References & Decision:**

- All of the applicants have a reference sheet filled in by their class teacher, and all specialist teachers (PE, Art, Performing Arts and Japanese). This reference page includes key statements about leadership skills, behaviour, effort and attitude where students are ranked from always to never. These scores are tallied to get a holistic view of the student at school.
- The panel, excluding the current leaders, considers all stages including the students application, speech, student votes, interview, references and students history when making a final decision. All records are kept and stored at the school.

**Announcement of Selected School Captains**

- All applicants are told via a private meeting with the Principal or Assistant Principal, to respect the students privacy.
- The announcement of School Captains is made by the Principal to students and the community.