



Eatons Hill State School

# Student Leadership Framework

2005

*Leadership is practised not so much in words as in attitude and in actions.*

## Rationale:

Developing leadership in our young people depends on our school providing opportunities to learn about ways in which they can make a difference in the world around them. At Eatons Hill State School, all students will be provided with opportunities to develop leadership abilities through a range of presentation and service modes. We offer students avenues to explore their potential for personal growth and leadership through working with others, developing teamwork, exploring their interaction and influence within the school community and commitment to valuing and improving the school environment.

## Key Principles:

- ❖ All students have the potential to develop and demonstrate leadership skills over time.
- ❖ Leadership is developed through learning, guidance, role models and opportunity.
- ❖ Leadership skills, knowledge, attitudes and values can be encouraged and developed through a wide range of school programs and activities.
- ❖ The school's student leadership program will be more valued and sustainable with support from students, parents, teachers, the school and the local community.
- ❖ Leadership opportunities should provide for and encourage equal participation by boys and girls.
- ❖ Student leadership opportunities and roles need to be perceived as valuable by the students and the school

## Learning Opportunities for the Development of Student Leadership Skills at Eatons Hill State School

Early Years	Middle Years	Upper Years
Rotate opportunities for significant classroom responsibilities or leadership positions	Lead classroom activities. Be involved in school wide projects and initiatives	Lead classroom activities. Take on roles and responsibilities for school wide projects and initiatives.
Present on assembly with peers	Present on assembly with peers or individually.	Lead gathering and special events with peers. Monitor the behaviour of the group eg. Give directions to speak quietly.
Conduct a new student around the school	Conduct a new student around the school.	Conduct a new student, parent or guest around the school. Meet and greet guests to school functions and escort them to the area. Explain a variety of school activities and initiatives.
Present acknowledgement of appreciation to classroom helpers/visitors on behalf of the class	Present acknowledgement of appreciation to classroom helpers/visitors on behalf of the class	Present acknowledgement of appreciation to classroom helpers/visitors on behalf of the class and in a public forum

Early Years	Middle Years	Upper Years
Creative and critical thinking skills eg 6 Thinking Hats re class rules/norms	Creative and critical thinking skills eg 6 Thinking Hats re class rules/norms	Creative and critical thinking skills eg 6 Thinking Hats re class rules/norms
"Buddy up" with new students to induct them into class/school routines and places.	"Buddy up" with new students to induct them into class/school routines and places.	"Buddy up" with new students to induct them into class/school routines and places.
Liaise with Preschool students to perform, share work or be an audience.	"Buddy up" with Early Years students to perform, share work or be an audience.	"Buddy up" with Middle years to perform, share work or be an audience.
Share information about the class activities at special events eg celebratory events.	Share information about the class activities/ school at special events eg induction days, celebratory events	Share information about the class activities/ school at special events eg induction days, celebratory events
Peer tutor a classmate in a computer program or other aspect to fulfil a learning need.	Peer tutor a classmate in a computer program or other aspect to fulfil a learning need.	Peer tutor a classmate in a computer program or other aspect to fulfil a learning need.
Contribute to production of a class web page.	Collaborate to produce a class web page. Take turns to update content for posting, editing and enhancing.	Collaborate to produce a class web page. Take turns to update content for posting, editing and enhancing.
Share knowledge of cultures, actual experiences, skills and celebrations with peers and others.	Share knowledge of cultures, actual experiences, skills and celebrations with peers and others. Organise and present a celebratory event to a school community audience.	Share knowledge of cultures, actual experiences, skills and celebrations with peers and others. Organise and present a cultural or learning sharing session/day within the school
Initiate student led play. Share interests with others	Initiate in student led play. Share interests with others	Facilitate play activities with younger children. Coordinate competitions and events eg Handball or chess competitions.

## Leadership Opportunities at Eatons Hill State School

Age appropriate opportunities for **all students** to undertake responsibility and develop leadership skills within the classroom and wider school setting

### **Senior Leaders**

Consist of final year student volunteers and facilitated by a staff member working in a nominated area to undertake and lead action in an area of school operations or interest.

Gathering Team  
Playground Support Team  
Hospitality Team  
Workplace Health and Safety Team  
Public Relations Team

### **Student Council**

Comprised of elected representatives from each class explore ways of raising issues within the school environment , implementing strategies to improve them and actively raising funds that will benefit worthy causes or facilities at the school

### **House Captains - one boy, one girl**

Elected by students in each house in Middle and Upper Years

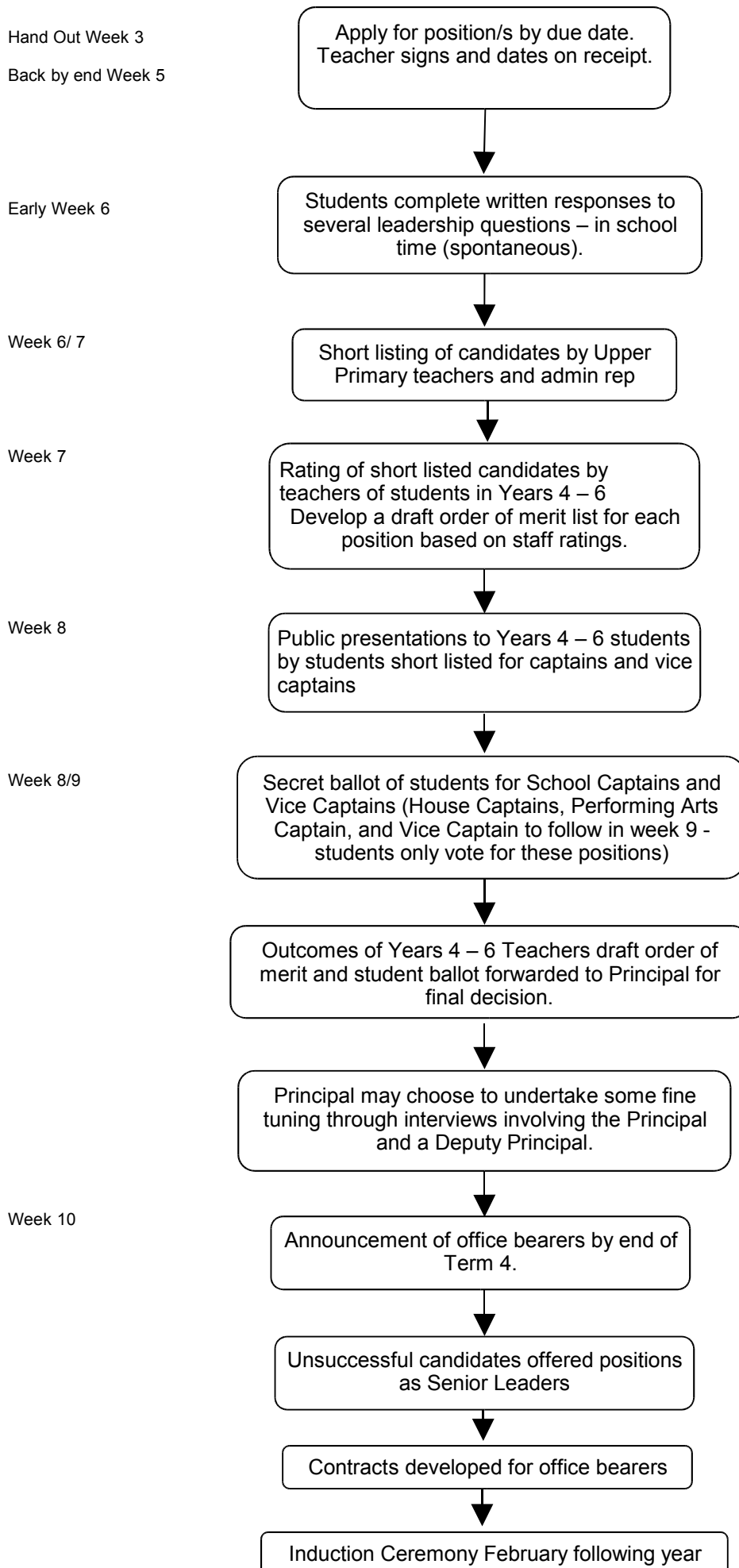
### **Performing Arts Captain and Vice Captain**

Elected by students involved in Performing Arts Groups (only available to students involved in Performing Arts Programs)

### **School Captains/Vice Captains - one boy, one girl**

Elected by staff and students in Middle and Upper Years

## Selection Process for Elected Student Leaders



## **Guidelines for the Election of Elected Student Leadership Positions**

1. Office bearer positions for Eatons Hill State School will be determined in Term 4 of each year, with the new office bearers taking up positions at the commencement of the new school year. Students who will be in Year 7 the following year are eligible for nomination. A student may hold only one elected position. The position of Performing Arts Captain is only open to students involved in Performing Arts programs within the school.
2. All elections are based on Secret Ballot and allocating preferences.
3. Students wishing to nominate for a position must complete and hand in to the class teacher an Application for Nomination for Elected Student Leadership. The closing date for nominations is final. The class teacher will sign and date the application as a record of receipt.
4. Students nominating for the positions will complete a written response to several leadership questions and a scenario at a time and place to be decided by administration in the week after nominations close.
5. Upper primary teachers and an admin representative will then hold a moderation meeting to assess each applicant using the information on the application, the completed response sheet and teacher knowledge of the students. During this meeting, students will be short listed to continue to the next selection round for the position for which they have nominated. Students will be assessed as Adequate (1), Good (2) or Excellent (3) on each of the Criteria. Their results will be tallied and a cut-off determined as the point for short listing candidates. Students who achieve at or above the cut-off point will proceed to the next round.
6. Students who have been nominated will be informed of the outcomes of this process.
7. The first positions elected will be School Captains and Vice Captains. A boy and a girl will fill each position. Students will address the student body and staff with a speech outlining their vision and capabilities for School Captain. Students in Years 4 – 6 will then allocate preferences alongside the name of each candidate. The ballots will be collected and tallied by two nominated staff members.
8. The short list of candidates will be submitted to Middle and Upper Years teaching staff for ranking in order of merit as preferential voting. Their votes will be collected separately to students.
9. When the election has been held, the outcomes from student voting will be considered alongside the teacher vote by admin.
10. A panel consisting of at least two admin may conduct interviews with students at this point to assist with the final selection and ratification of the School Captains and Vice Captains positions.
11. Elections for House Captains will then take place. Students in each house group in Years 4 - 6 will vote by secret ballot following speeches by the nominated candidates. Teachers in charge of houses will tally the votes following the ballot.

12. The results will be forwarded to the Principal. An admin panel may conduct interviews with students at this point to assist with the final selection and ratification.
13. Elections for Performing Arts Captains will involve students in Years 4 - 6 who are involved in Performing Arts programs. Students will vote by secret ballot following speeches by the nominated candidates. The Music Specialist teacher will conduct the voting and tally the votes with another staff member following the ballot.
14. The results will be forwarded to the Principal. An admin panel may conduct interviews with students at this point to assist with the final selection and ratification.
15. All successful candidates will be asked to read and sign a leadership contract. Announcements will be made to the School Community in the final week of school.
16. Students will receive their badges and be inducted into their positions at a special Gathering in February of the following year.

### **Considerations for Students Nominating for These Positions**

Elected leadership positions require students to undertake specific roles in relation to the position. Students aspiring to these positions need to be aware that the school community will often be involved in events at which they are presenting or leading. It is important then that, these positions be filled by students who are committed to sustaining their efforts in the following areas:

- ❖ Abiding by school rules
- ❖ Endorsing rules and reminding others of inappropriate behaviour and preferred options
- ❖ Wearing the designated school uniform on a daily basis
- ❖ Willingness to assist and lead others in school projects or initiatives
- ❖ Supporting teachers with activities
- ❖ Demonstrating initiative in situations in the playground and school improvement
- ❖ Relating well with peers and other members of the school community
- ❖ Being active within the school community
- ❖ Presenting with confidence to a variety of audiences
- ❖ Having a positive attitude to school work and a commitment to best effort

## Responsibilities of Designated Roles

<b>School Captains and Vice Captains</b>	<b>House Captains</b>	<b>Captain/Vice Captain of Performing Arts</b>
<ul style="list-style-type: none"> <li>❖ Provide an appropriate role model for other students at all times in behaviour, work ethic and dress</li> <li>❖ Undertake roles in special events, gatherings and public performances</li> <li>❖ Prepare speeches and reports and speak publicly on behalf of the staff and students</li> <li>❖ Represent the school at a variety of functions</li> <li>❖ Work with the Principal, Deputies and other staff members on various projects and programs</li> <li>❖ Demonstrate leadership by identifying opportunities for drawing attention to issues of concern and celebrating successes.</li> <li>❖ Hold a position on the Student Council</li> <li>❖ Assist with organising and conducting the Graduation Events</li> </ul>	<ul style="list-style-type: none"> <li>❖ Liaise with PE teacher and house Teachers for selection and training of House teams.</li> <li>❖ Set up and put away equipment for training sessions and Sports Day</li> <li>❖ Ensure all students know the War Cries and lead them on Sports Day and Swimming Carnival Day</li> <li>❖ Participate in all activities and events</li> <li>❖ Assist teachers to coordinate teams and groups on Sports Day and Swimming Carnival Day eg little kids, relays</li> <li>❖ Write/coordinate news-letter articles and a report at the end of year</li> </ul>	<ul style="list-style-type: none"> <li>❖ Help coordinate musical and other school performances</li> <li>❖ Make announcements re upcoming events at gathering</li> <li>❖ Assist with set up and ensuring all items have been packed up at the end of performances</li> <li>❖ Assist with management of other students and groups at performances</li> <li>❖ Participate in all activities and events related to the position</li> </ul>

## Qualities to be assessed Following Nomination for the Position/s

1. Demonstrates behaviour in accordance with school and class rules/norms
2. Willingness to undertake responsibility
3. Demonstrates commitment and reliability
4. Demonstrates enthusiasm and initiative in problem solving
5. Strives to produce best efforts in class work
6. Involvement in school activities
7. Involvement in community activities
8. Relates well to fellow students and staff
9. Performs with confidence to an audience
10. Works well in a team
11. Wears the designated school uniform on a daily basis

## Teacher Rating Form To Be Used In Moderating Applications

<b>R a n k</b>	<b>1. Behaviour</b>	<b>2. Responsibility</b>	<b>3. Commitment and Reliability</b>	<b>4. Enthusiasm and Initiative in Problem Solving</b>	<b>5. Efforts in Class</b>	<b>6. Involvement in School Activities</b>
1	Adequate	Adequate	Adequate	Adequate	Adequate	Adequate
2	Good	Good	Good	Good	Good	Good
3	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent
<b>R a n k</b>	<b>7. Involvement in community activities</b>	<b>8. Relationships</b>	<b>9. Public Performance</b>	<b>10. Team Player</b>	<b>11. Uniform</b>	<b>Total</b>
1	Adequate	Adequate	Adequate	Adequate	Adequate	
2	Good	Good	Good	Good	Good	
3	Excellent	Excellent	Excellent	Excellent	Excellent	
<b>Additional Comments:</b>						

## **STUDENT COUNCIL**

The Student Council consists of class representatives selected through a class voting process. Students hold the position for a year and meet each Thursday to explore ways of raising issues that are of student concern around the school, implementing strategies to improve them and actively raising funds that will benefit worthy causes or facilities at the school. Mrs Symons facilitates the Student Council.

In 2005, the Student Council will focus on the Environment and undertake activities to

- Develop and maintain school recycling program
- Foster energy conservation within the school
- Raise awareness of environmental issues with the school
- Develop program for class allocation of Environmental Development and Protection areas (gardens, paths, grass etc)
- Explore issues related to the school and Land Care
- Lead the school in developing and maintaining a green environment

## **SENIOR LEADERS**

The aim of the Senior Leaders program is to provide opportunities to develop leadership skills by offering students the chance to undertake responsibility and action in an area of school operations or interest. Students will form teams to develop opportunities to assist the school in promoting their chosen aspect. A teacher or admin staff will facilitate the group by meeting with them regularly as a mentor and facilitator. The position of Senior Leader is one of self nomination and is available to all students in Year 7. Students will be asked to nominate for the position in Term 4 of the year they are in Year 6.

New students entering the school or students wishing to join the Senior Leaders program may submit their application to the Principal.

Areas for nomination may be:

**Gathering Team**  
**Playground Support Team**  
**Hospitality Team**  
**Workplace Health and Safety Team**  
**Public Relations Team**

**Possible roles for each team include:**

### **Gathering Team**

- Develop confidence and speaking ability in hosting Gathering
- Set up and use sound equipment
- Develop techniques to maintain attention and settle audience
- Contribute to organising entertainment on Gathering
- Develop research skills to provide quality information for segments on Gathering
- Encourage and acknowledge the efforts of others contributing to the program
- Be punctual and reliable in carrying out duties

## **Playground Support Team**

- Assist teachers and teacher aides with monitoring playground areas on rostered basis
- Be a helper in the playground (maybe wear a different coloured hat or vest to identify student on duty)
- Assist with before school supervision
- Run small group games sessions with groups of Early Years students
- Investigate lunch time “clubs” as an option for playground activities for some groups
- Raise the profile of students “doing the right thing” through recognition or awards

## **Hospitality Team**

- Greet visitors to the school for special events and escort them to the area
- Take new students and parents on guided tours of the school and facilities
- Assist with setting up and clearing for morning/afternoon teas or other events conducted by the school
- Assist Early Years Teacher with set up of special events and equipment

## **Workplace Health and Safety Team**

- Inspect playground equipment and outdoor environment for dangerous or unsafe practices or equipment
- Report problems to Workplace Health and Safety Officer
- Monitor and inform classes of circumstances and practices that may be potentially unsafe eg. Lunchboxes left out, ports lying around, school bags in the sun.
- Promote a safe school environment campaign
- Speak on Gathering about problems that need to be improved
- Monitor and collect data on problem issues

## **Public Relations Team**

- Find ways to raise awareness of events in the school
- Take photos and liaise with a teacher to promote school events in the media
- Run fun “thinking” competitions eg Junk Car Roll off, Chess Competition, etc
- Write or coordinate articles for the newsletter about the good things the school is doing
- Speak on Gathering about upcoming events and successes

## Appendix 1

### APPLICATION FOR NOMINATION FOR ELECTED SCHOOL LEADER

NAME: \_\_\_\_\_ HOUSE: \_\_\_\_\_

CLASS: \_\_\_\_\_

#### Elected Student Positions (Please circle those you wish to nominate for)

School Captain (1 boy, 1 girl)

House Captain (1 boy, 1 girl)

School Vice-Captain (1 boy, 1 girl)

Performing Arts Captain (1 student)

Performing Arts Vice Captain (1 student)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Parent/Carer:

I support my child's nomination for a position as an elected student leader at Eatons Hill State School in 2005.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Application Received: \_\_\_\_\_ Signature: \_\_\_\_\_

### **Nominations close Friday 5<sup>th</sup> November, 2004.**

**No nominations received after this date.**

#### **Important Information for Prospective Candidates**

Elected leadership positions require students to undertake specific roles in relation to the position. Students aspiring to these positions need to be aware that the school community will often be involved in events at which they are presenting or leading.

It is important then that, these positions be filled by students who are committed to sustaining their efforts in the following areas:

- ❖ Abiding by school rules
- ❖ Endorsing rules and reminding others of inappropriate behaviour and preferred options
- ❖ Wearing the designated school uniform on a daily basis
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- ❖ Supporting teachers with activities
- ❖ Demonstrating initiative in situations in the playground and school improvement
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## Student Validation

On the following page, students are required to gain the signature of several different adults (other than the class teacher) who can support their application by endorsing qualities they have seen the student demonstrate. These adults may be school staff, family, neighbours, coaches or other adults with whom the student regularly interacts. The same adult may sign for more than one attribute. The adult needs to sign their name and record their relationship to the student below the signature.

Students are required to list in points 10 and 11, the school and community activities or groups in which they have participated during the last two years.

### Student Validation Sheet

**1. Demonstrates behaviour in accordance with school and class rules/norms**

Signature: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

**2. Willingness to undertake responsibility**

Signature: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

**3. Demonstrates commitment and reliability**

Signature: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

**4. Demonstrates enthusiasm and initiative in problem solving**

Signature: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

**5. Strives to produce best efforts in class work**

Signature: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

**6. Relates well to fellow students and staff**

Signature: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

**7. Performs with confidence to an audience**

Signature: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

**8. Works well in a team**

Signature: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

**9. Wears the designated school uniform on a daily basis**

Signature: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

10. **Involvement in school activities** (Please list.)

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11. **Involvement in community activities** (Please list.)

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**Qualities to be assessed Following Nomination for the Position/s**

1. Demonstrates behaviour in accordance with school and class rules/norms
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8. Works well in a team
9. Wears the designated school uniform on a daily basis
10. Involvement in school activities
11. Involvement in community activities

**These will be ranked using the Student Validation component, the written response sheet completed at school and teacher knowledge of the student.**

<b>R a n k</b>	<b>1. Behaviour</b>	<b>2. Responsibility</b>	<b>3. Commitment and Reliability</b>	<b>4. Enthusiasm and Initiative in Problem Solving</b>	<b>5. Efforts in Class</b>	<b>6. Relationships</b>
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1	Adequate	Adequate	Adequate	Adequate	Adequate	
2	Good	Good	Good	Good	Good	
3	Excellent	Excellent	Excellent	Excellent	Excellent	
<b>Additional Comments:</b>						

**Recommendation:**

Position/s: \_\_\_\_\_

- Included in group of short listed students for next round
- Not included in the group of short listed students

Signed: \_\_\_\_\_ (for the panel)

Date: \_\_\_\_\_

## **Appendix 2**

### **APPLICATION FOR SENIOR LEADERS PROGRAM**

The aim of the Senior Leaders program is to provide opportunities to develop leadership skills by offering students the chance to undertake responsibility and action in an area of school operations or interest. Students will form teams to develop opportunities to assist the school in promoting their chosen aspect. A teacher or admin staff will facilitate the group by meeting with them regularly as a mentor and facilitator. The position of Senior Leader is one of self nomination and is available to all students in Year 7. Students will be asked to nominate for the position in Term 4 of the year they are in Year 6.

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Areas for nomination may be:

**Gathering Team**

**Playground Support Team**

**Hospitality Team**

**Workplace Health and Safety Team**

**Public Relations Team**

**Possible roles for each team include:**

**Gathering Team**

- Develop confidence and speaking ability in hosting Gathering
- Set up and use sound equipment
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- Contribute to organising entertainment on Gathering
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**Playground Support Team**

- Assist teachers and teacher aides with monitoring playground areas on rostered basis
- Be a helper in the playground (maybe wear a different coloured hat or vest to identify student on duty)
- Assist with before school supervision
- Run small group games sessions with groups of Early Years students
- Investigate lunch time “clubs” as an option for playground activities for some groups
- Raise the profile of students “doing the right thing” through recognition or awards

**Hospitality Team**

- Greet visitors to the school for special events and escort them to the area
- Take new students and parents on guided tours of the school and facilities
- Assist with setting up and clearing for morning/afternoon teas or other events conducted by the school
- Assist Early Years Teacher with set up of special events and equipment

## Workplace Health and Safety Team

- Inspect playground equipment and outdoor environment for dangerous or unsafe practices or equipment
- Report problems to Workplace Health and Safety Officer
- Monitor and inform classes of circumstances and practices that may be potentially unsafe eg. Lunchboxes left out, ports lying around, school bags in the sun.
- Promote a safe school environment campaign
- Speak on Gathering about problems that need to be improved
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## Public Relations Team

- Find ways to raise awareness of events in the school
- Take photos and liaise with a teacher to promote school events in the media
- Run fun “thinking” competitions eg Junk Car Roll off, Chess Competition, etc
- Write or coordinate articles for the newsletter about the good things the school is doing
- Speak on Gathering about upcoming events and successes

### NOMINATION FOR SENIOR LEADER

(nomination for this round closes Friday 5<sup>th</sup> November)

NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Parent/Carer:

I support my child's nomination for a position as a Senior Leader at Eatons Hill State School in 2005.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Application Received: \_\_\_\_\_ Signature: \_\_\_\_\_

#### Preferred area:

- Gathering Team
- Playground Support Team
- Hospitality Team
- Workplace Health and Safety Team
- Public Relations Team