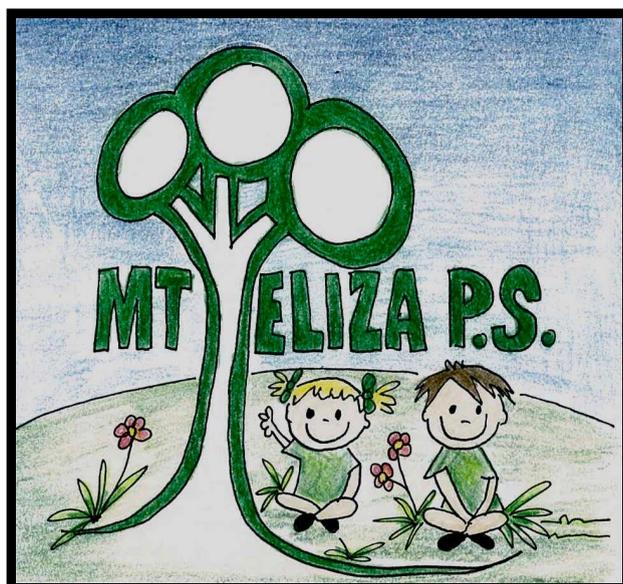


Mt Eliza Primary School



Student Leadership Handbook 2021

At Mt Eliza Primary School we choose to think and act safely, make wise choices, listen and speak respectfully and be brave enough to learn.

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Leader of Self and Others

Leadership is a quality that all students at Mt Eliza Primary School are encouraged and supported to develop. Students from Prep to Grade 6 take on the role of leaders of their own learning. Through the curriculum and extracurricular activities, all students are encouraged to develop the skills necessary to be a leader. This ensures that all students perceive themselves as leaders and have the opportunity and confidence to take on leadership roles.

Student leadership roles challenge individuals to develop a sense of vision and purpose as they take on responsibilities and use decision making skills in order to carry a project through to a successful conclusion. Students develop interpersonal and intrapersonal skills including communication, negotiation, teamwork and reflection. Students are given opportunities to develop the skills of active, reflective listeners who respond effectively as they work with others to determine and achieve collective goals.

Embedded in our programs are formalised student leadership roles. Through their actions, Mt Eliza Primary School student leaders reflect and demonstrate the school's Values of *Respect, Responsibility, Resilience, Connectedness and Challenge*.

The following Grade 6 leadership positions are available:

- Communication Leaders
- Sports Leaders
- MEET (Mt Eliza Environmental Team) Leaders
- Library Leaders
- Student Representative Council (SRC) Leaders

Each class in Years 3 - 6 elects a representative to join either the MEET or SRC team to be the voice of all the students. Projects initiated by the SRC or MEET teams are based upon feedback received from each class in the school.

Leadership Responsibilities

Communication Leaders

Communication Leaders develop student presence and voice within the school community and lead the student community in demonstrating citizenship throughout the school and across the wider community.

Communication Leaders:

- Will be an exemplary student role model & ambassador for Mt Eliza Primary School
- Support various committees throughout the year and help to run Assemblies; speak at Assembly by welcoming all students, parents & staff
- Raise and lower the Australian Flag each day & afternoon
- Attend Student Leadership Meetings with the Mt Eliza Leadership Team
- Represent all students at a variety of events that may include concerts, meetings, special events
- Be willing to thank guest speakers and visitors when required
- Work closely with the various school groups to organise and promote relevant events
- Write regular Communication Reports for inclusion in the Newsletter
- Take photographs and/or video of student work and activities for the Newsletter, Magazine, Presentation Night Video, etc
- Assist Sport House Captains and other Leaders during major events
- Be willing to undertake occasional duties such as being a Tour Guide during Open Days and any other duties as called upon by the school Principal Ms Kim Wheeler

Staff Mentors: School Principal Ms Kim Wheeler, Assistant Principal Ms Bev Harvey

Sports Leaders

In consultation with the PE/Sport teachers and all applicable staff:

- Assist the Communication Leaders wherever needed such as being a Tour Guide during Open Days and other similar important occasions
- Assist, advise, run and participate in each House event, such as House Athletics, Swimming, Cross Country etc.
- Promote participation and House spirit
- Work closely with the various School groups to organise and promote relevant events
- On a regular basis, meet with PE Teachers & other staff to plan for House competitions and/or events each term
- Communicate with school staff (giving plenty of notice - at least 24 hours) when practices have been scheduled to ensure adult supervision
- Write regular Sport Reports for inclusion in the Newsletter
- Take photographs and/or video of events, Newsletter, Magazine, Presentation evening Video, etc
- Speak at Assembly on a regular basis
- Be willing to undertake any other duties as called upon by the school Principal Ms Kim Wheeler

Staff Mentors: PE Teacher/s and School Principal Ms Kim Wheeler

Year 6 Area Leaders:

MEET (Mt Eliza Environmental Team) Leaders

- Help the MEET staff and students in their environment program
- Promote good habits to protect our environment
- Assist the School to be more proactive with its sustainable practices
- Implement and facilitate new environmentally sustainable initiatives
- Facilitate meeting for all MEET representatives from Years 3-6.
- Write regular Environmental Reports for inclusion in the Newsletter
- Take photographs and/or video of events, Newsletter, Magazine etc
- Speak at Assembly on a regular basis

Library Leaders

Assist the Library Assistant/ Literacy Priority Team to:

- Borrow and return books
- Organise, advertise and coordinate Book Week activities including Book Fair
- Maintain resources, and keep Library organised and clean
- Make recommendations and assist with ordering and purchasing of new books
- Implement and facilitate new Library initiatives

Student Representative Council (SRC) Leaders

The Student Representative Council (Years 3 to 6) supports and increases student voice and leadership in delivering the school's strategic intent.

SRC members:

- Share student ideas
- Develop student presence and voice within the school community
- Lead the student community in demonstrating citizenship within the School and across the wider community

SRC Leader responsibilities include, but are not limited to:

- Facilitate regular SRC meetings with school staff
- Actively seeking and representing the views, concerns and issues of their classmates at the SRC meeting
- Meeting weekly to plan for coming meetings and discuss ongoing progress
- Establishing and maintaining a year-long planner for SRC events and actions; organising events and activities for students.
- Leading and minuting meetings and communicating actions to the school community via Assemblies and Newsletter
- Developing and running an end of year reflection session and report on findings

1. Application and Selection Process

Students will have the opportunity to write a written application for their number one leadership choice during school time. The applications should follow the formal process as set out in the Appendices.

Students wishing to apply for more than one position may do so, however, any applications for additional leadership positions will need to be completed at home.

2. Shortlisted Applicants

Based on the written applications, a number of student applicants may be shortlisted for interview. These students will be interviewed by a panel which may include the following: Principal, Assistant Principal, mentor teacher etc.

Students will be asked to respond to a number of questions, which may include but are not limited to:

- 1. What things have you done in the past that would help you in this role?*
- 2. How do you see the values of our school incorporated into how you will do this position?*
- 3. What ideas or initiatives do you have to promote your leadership area?*
- 4. How do your skills suit this role?*
- 5. How would you support the leaders if you were not successful?*
- 6. Why do you think this leadership role is important to our school and how would you personally be able to contribute?*

Appendices

- 1.1 Communication Leader Application Process
- 1.2 Sports Leader Application Process
- 1.3 Year 6 Area Leader Application Process
 - Library Leaders
 - MEET Leaders
 - SRC Leaders

1.1 Communication Leader Application

- To be written/typed during class time (at school)

Your task is to write a letter to the Principal Ms Kim Wheeler addressing the 3 criteria listed below. Your application should include:

Paragraph 1: Introductory paragraph 'what makes you, you'.

This is where we get to know you. Be clear as to why you are applying for this role.

Paragraph 2: Addressing Criteria 1. *Organisational Skills*

As part of your role, you will be assisting and organising a wide range of events across the School community. Include examples of how being organised has been key to past successes you have had. Make sure you give specific examples that will be relevant to the role of Communication Leader.

Paragraph 3: Addressing Criteria 2. *Communication Skills*

You need to be able to work with a range of people of different ages, including students, parents, teachers and members of the wider community. You need good communication skills to work with others and also help to promote the school. Give examples of how you think you could do this.

Paragraph 4: Addressing Criteria 3. *Being open to new learning experiences*

You will learn a range of new skills such as conducting meetings, doing administrative tasks, running promotional campaigns and liaising with others. List how you would learn these skills to help you in the future, for example "I'm a good listener, I take on constructive criticism and I'm open to new and challenging experiences." Please list some examples of past experiences.

Conclusion: Sum up your thoughts.

Tips:

Include examples from in and out of School.

- Use specific examples that set you apart from others – don't be general
- Due by Friday 5th February 2021 by the end of the School day

1.2 Sports Leader Application

- To be prepared/written during class time (at school)

Your task is to write a letter to the Principal Ms Kim Wheeler outlining why you would be an exceptional Sports Leader, addressing the criteria listed below:

Paragraph 1: Introductory paragraph

This is where we get to know you. Be clear as to why you are applying for this role.

Paragraph 2: Addressing Criteria 1. *Organisational Skills*

As part of your Sports Leader role you will be assisting and organising a wide range of events across the school community. Include examples of how being organised has been key to past successes you have had. Make sure you give specific examples that will be relevant to the role of a Sports Leader.

Paragraph 2: Addressing Criteria 2. *Communication Skills*

You need to be able to work with a range of people of different ages, including students, parents, teachers and members of the wider community. You need good communication skills to work with others. Give examples of how you think you could do this.

Paragraph 3: Addressing Criteria 3. *Increasing House/sport participation and spirit*

You will need to engage and enthuse the members of your House. Some students will need encouragement and others may need direction. Explain how you might go about this. Please list some examples of past experiences and/or new ideas for promoting your House and developing increased participation in your House members.

Conclusion: Sum up your thoughts.

Tips:

Include examples from in and out of School.

- Use specific examples that set you apart from others – don't be general
- Due by Friday 5th February 2021 by the end of the School day

1.3 Year 6 Area Leader Application

- Library Leaders
- MEET Leaders
- SRC Leaders

Your task is to write a letter to the Principal Ms Kim Wheeler for a Library/MEET and/or SRC Leader role addressing the criteria listed below. Please be clear about the role for which you are applying.

Paragraph 1: Introductory paragraph

This is where we get to know you. Be clear as to why you are applying for this role.

Paragraph 2: Addressing Criteria 1. *Organisational Skills*

As part of your role, you will be assisting and organising a wide range of events across the school community. Include examples of how being organised has been key to past successes you have had. Make sure you give specific examples that will be relevant to the role of Library/MEET and/or SRC Leader.

Paragraph 3: Addressing Criteria 2. *Communication Skills*

You need to be able to work with a range of people of different ages, including students, parents, teachers and members of the wider community. You need good communication skills to work with others. Give examples of how you think you could do this.

Paragraph 4: Addressing Criteria 3. *Increasing participation and promoting your area of interest* (Library/MEET and/or SRC)

You will need to engage and enthuse the students at Mt Eliza Primary School in regard to your area of interest. Some students will need encouragement and others may need direction. Explain how you might go about this. What initiatives would you like to introduce - why and how?

Conclusion: Sum up your thoughts.

Tips:

Include examples from in and out of School.

- Use specific examples that set you apart from others – don't be general
- Due by Friday 5th February 2021 by the end of the School day