



Moonee Ponds Primary School  
respect • optimism • care • collaboration

# Student Leadership Program

(Draft August 2014)

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## Leadership Roles

Leadership is a quality that all students at Moonee Ponds Primary School are encouraged and supported to develop. Students from Foundation to Year 6 take on the role of leaders of their own learning. Through the curriculum and extra curricula 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. They develop interpersonal and intrapersonal skills including communication, negotiation, team work 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 extra-curricular program are formalised student leadership roles. Through their actions Moonee Ponds Primary School's Student Leaders reflect and demonstrate the School's Values; Respect, Optimism, Care and Collaboration.

The primary leadership roles are School Captains, Senior Grade members on the Student Representative Council (SRC), Green Team Leaders and House Captains.

Other roles of responsibility for students include class members of the Student Representative Council (years 1/2 and years 3/4), Foundation (Prep) Buddy Liaison, Music Captains, Library monitors, Science Lab monitors and ICT Lead Users.

Finally, the following roles involve organising one off yearly events: Gala Sports and Winter Sports Captains and Vice Captains, Tournament of Minds team coordinators, Coastal Ambassadors and Year 6 Graduation coordinators.

## Leadership Responsibilities

**School Captains** are leaders of the student leadership team who support the school's leaders (Principal, Assistant Principal, Leading Teachers and Team Leaders) in delivering the school mission and vision. They 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.

School Captains:

- Work as leadership liaison between SRC, school council and teacher leadership by meeting with the School Council, Principal and Assistant Principal at least once per term to deliver a progress report on SRC and other student lead activities, and to receive advice from these groups.
- Act as student leadership representatives at events such as assemblies, whole school events and events where MPPS are represented to the wider community. Conduct tours of the school for special guests. Attend and represent the school at extra-curricular events (e.g. concerts, award nights, ANZAC ceremony) and other events that may arise during the year as advised by Principal/AP.
- Independently investigate and develop other potential leadership opportunities, meeting as the need arises to organise events and develop self-devised leadership roles.

**Student Representatives Council (Year 5/6)** share the same aim as the SRC facilitator which is to support and increase student voice and leadership in delivering the school mission and vision. They share student ideas, develop student presence and voice within the school community and lead the student community in demonstrating citizenship within the school and across the wider community. The 5/6 reps are to be the leaders in delivering the SRC mission statement:

*It is the vision for the MPPS SRC to develop responsible leadership skills to help represent students in communication between all members of the school community and to lead students in being global citizens.*

*We are determined to use all opportunities to work strategically, collaboratively and courageously to inspire students to contribute to positive change in our community and the larger communities in which we live.*

At the beginning of the new year each class will vote for 1 SRC representative and 1 deputy SRC representative. Only those students who do not have another Leadership position are eligible for this role. They lead the SRC and:

- Help organise and run SRC elections
- Meet weekly with SRC facilitator to plan for coming meetings and discuss ongoing progress
- Establish and maintain year-long planner for SRC events and actions
- Assist younger SRC reps in leading and minuting meetings and communicate these to the school community via assemblies, blog, website, app, noticeboard and notices
- Develop and maintain SRC noticeboard
- Develop and promote the SRC blog
- Take leadership roles in events run by SRC
- Develop and run end of year reflection session and report on findings

**Green Team Leaders** work under the guidance of the Green Team Coordinator/s and with green team members from all classes. The Green Team leaders are year 5 students. The following year, when they are in year 6, these students will represent MPPS as **Coastal Ambassadors**. They will also act as mentors for the year 5 Green Team leaders.

The Green Team leaders will be involved in projects and tasks such as:

- Sustainability
- Resource Smart
- Organising green events throughout the year
- Developing the gardens areas around our school
- Placing Green Team news and environmental tips in school newsletter
- Being responsible for coordinating classroom recycling program
- Organising nude food activities
- Supervising the water recycling program

**Coastal Ambassadors** participate in the annual Coastal Ambassador workshop series on Phillip Island. This award winning program encourages students to become ambassadors of the ocean and environment in their local communities. It is designed for Grade 5 and 6 students who are in leadership positions within their school.

The program aims to:

- Increase student knowledge on current environmental issues.
- Develop student's interpersonal and intrapersonal skills for increased involvement in leadership roles including communication, negotiation, team work and reflection.
- Empower young leaders to take environmental and community based action.

- Create a network of young environmental leaders from across Gippsland and Victoria.

**House Captains and Vice Captains** are sports leaders who assist to organise their team, sports equipment and build positive team spirit, attitudes and efforts. They:

- Assist PE teacher and house teachers prepare and organise school sport carnivals and activities e.g. swimming carnival, Athletics carnival, cross country
- Help run the sports carnivals
- Encourage and promote participation in sports carnivals
- Provide a sport report for the school newsletter
- Assist 5/6 teachers prepare for and coordinate weekly sports sessions
- Run the *Playground Games* training sessions half a lunch time a week in terms two and three.

The program involves the senior students organising and running physical activities for the Foundation (Prep) students half a lunch time a week. They work with a rotation of small groups who then share the skills or strategies with their classmates. Activities include: picking teams, taking turns, being fair, playground games (elastics, different variations of tiggly, marbles etc), ball games, skipping games, and clapping games.

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**Student Representatives Council (Years 1/2 and Years 3/4).** At the beginning of the new year each class will vote for 1 SRC representative and 1 deputy SRC representative.

The reps will:

- Actively seek and represent the views, concerns and issues of their classmates at School Representative Council
- Organise events and activities for students
- Organise and run fund raising events during the school year

**Foundation/Prep Buddy Liaison:** Work with the buddies program's coordinator to help them and other teachers involved organise, advertise and coordinate buddies activities.

**Music Captains:** Assist the MVIMP coordinator to organise, advertise and coordinate MVIMP activities.

**ICT Lead Users:** Work with the 1/2 ICT buddies program's coordinator to help them and other teachers involved organise, advertise and coordinate buddies activities. They also assist classroom teachers with a range of ICT tasks such as helping specialist teachers coordinate and maintain their blogs.

**Library monitors:** As well as regular library monitor duties they organise advertise and coordinate book week activities, working with the literacy coordinator.

**Science Lab monitors:** As well as regular science lab monitor duties they organise advertise and coordinate science week activities including science night, working with the science coordinators.

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**Gala Sports and Winter Sports Captains and Vice Captains:** Work with the Gala Sports and Winter Sports coordinator to help them and other teachers involved organise, advertise and coordinate (including training). They are sports leaders who assist to organise their team, sports equipment and build positive team spirit, attitudes and efforts.

**Tournament of Minds team coordinators:** Work with the Tournament of Minds teachers to help them and other teachers involved organise, advertise and coordinate (including team selection, training and paper work).

**Graduation coordinators:** Work with the 5/6 teachers to help them organise, advertise and coordinate (including booking caterers, preparing vox pox, photostory and certificates).

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## Application and Selection Process

### School Captains:

Towards the end of term 3 students potential candidates submit an application based on the selection criteria. See Appendices: *School Captain application*. They then read their applications to all year 5 students and their teachers, who vote to select a short list of applicants. The short listed applicants will be interviewed by the outgoing school captains, the Principal, Assistant Principal and SRC coordinator in one on one interviews and be asked to respond to the following questions:

*“What things have you done in the past that would help you in this role?”*

*“How do you see the values of our school incorporated into how you will do this job?”*

*“Why do you think the job of school captain is important to our school and to you personally?”*

The students will also nominate two teachers as referees who the panel will talk to before making their final decision. Once chosen school captains will be part of the transition process/end of year celebrations. They will get to spend time with the outgoing school captains and they could be part of the establishment program at the start of the following year.

### Green Team Leaders:

At the end of each year aspiring Green Team Leaders fill in and submit an application based on set selection criteria. See Appendices: *Green Team application*. These will be handed directly to the Green Team coordinators who will select the successful applicants.

### House Captains and Vice Captains:

At the end of each year aspiring House Captains nominate themselves. In the lead up to the election these students planning two 5/6 sports sessions where their classmates and teachers can see how they organise their activities, sports equipment and build positive team spirit, attitudes and efforts. Year 5 students from each house vote from the listed nominees. The student with the highest numbers of votes becomes house Captain and the student with the second highest number becomes Vice Captain.

### Student Council Representatives (1/2 and 3/4):

At the start of each year each Year 1/2 and 3/4 class elect 1 SRC representative and 1 deputy SRC representative.

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# Leadership Education Program

## Leadership Programs

Effective leaders need to possess the following attributes: team skills, confidence, public speaking skills, responsibility and organization. There are a range of leadership training programs which focus on developing these skills. These, or similar, programs could be incorporated into MPPS' Student Leadership program as it grows and develops.

- **Student Leadership Induction Program (SLIP).** SLIP is aimed at Year 5 and is run in term 4 each year in anticipation of these students taking on leadership roles in their Year 6 year.
- **A Leadership Program in a Box.** The Young Leaders Program has three parts. There's a practical program for year 5 and year 6 as well as an Induction Program for elected leaders. Part 1: Personal leadership (Grade 5 - six sessions), Part 2: Public leadership (Grade 6 - four week program) and Part 3: Induction Program (elected leaders - two by 60 minute sessions)  
<http://www.youngleadersprogram.com.au/>
- **The Peer Support Program.** Consists of leadership training for senior primary school students and peer led sessions. These are formally structured sessions with comprehensive instructions. Senior students undergo intensive leadership training over 2 days. This is facilitated by teaching staff who are trained in the implementation of the program.  
<http://www.kidsmatter.edu.au/primary/programs/peer-support-program-peer-support-australia>

One program that will be a part of MPPS' student Leadership program is the Gateways **'So You Want To be a Leader'** annual conference. This consists of a series of workshops around the theme of **'Next Steps—Preparing For Leadership'**. The focus is on a range of practical skills required to prepare students for leadership in their upper years of primary school and beyond. Sessions include:

- 'Leading in an Online World'
- 'The Thinking Leader'
- 'On The Spot' (public speaking)
- 'Seeing the Big Picture'
- 'Time Flies—Organising Your Time'
- 'Let's Be Reason-able—Organising Your Thinking'
- 'The Kink In The Chain—Organising Your Team'

The conference occurs each year during the term three break. As a reward for accepting the responsibilities involved in the role of School Captains MPPS will fund the cost of attending for the successful applicants. Students will come away with a developed skill set to bring to their new role. They will spend term 4 shadowing and being mentored by the out-going School Captains, and will also be able to share the skills and insights gained with the other school leaders who will be selected during term 4.

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## SCHOOL CAPTAIN APPLICATION

Your task is to write a letter addressing the 3 criteria listed below.

Set out as a letter. The format should include

Dear Classmates,

2 sentences explaining who you are:

e.g. My name is (your name). I have been at this school since Prep and have been involved in (list some of the roles you may have had).

e.g. My name is (your name) and my family has been a part of Moonee Ponds Primary community for the past 10 years. My sister Mary is in Year 3.

### **Paragraph 1:** Addressing Criteria 1. *Organizational skills*

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

### **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 and also help to promote the school. Give examples of how you think you could do this.

### **Paragraph 3:** 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.

Kind regards,

(Your name)

Tips:

Include examples from in and out of school.

- Don't use headings in your letter
- Use specific examples that set you apart from others – don't be general
- Due on Friday September \_\_ 20\_\_

Applicants will present their response to their fellow year 5 students and classroom teachers.



## GREEN TEAM LEADER APPLICATION

Your task is to write a letter addressing the 3 criteria listed below.

Set out as a letter. The format should include

Dear Classmates,

2 sentences explaining who you are:

e.g. My name is (your name). I have been at this school since Prep and have been involved in (list some of the roles you may have had).

e.g. My name is (your name) and my family has been a part of Moonee Ponds Primary community for the past 10 years. My brother Tom is in Year 3.

### **Paragraph 1:** Addressing Criteria 1. *Organizational skills*

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

### **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 and also help to promote the school. Give examples of how you think you could do this.

### **Paragraph 3:** 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.

Kind regards,

(Your name)

Tips:

Include examples from in and out of school.

- Don't use headings in your letter
- Use specific examples that set you apart from others – don't be general
- Due on Friday October \_\_ 20\_\_ (please hand directly to Green Team Coordinator)