

Applying for Student Leadership

Glen Waverley Primary School



Educating Global Citizens



Leadership Skills Overview

It is often said that when you are elected to a leadership position that it is your time and chance to “**step up**”, but what does that mean?

“Stepping up” is a term used in baseball to describe the action of a new batter when he comes in to face the pitcher and “steps up to the plate”. It means that it is your chance to face challenges and take action.

What are leadership skills and how can you develop them?

Leadership skills are qualities that a person needs to be an effective leader.

The main characteristics of a leader are **responsibility, confidence, respecting others and organisation**.

Confidence

One of the most important leadership skills is confidence. A leader must have confidence, so they can speak in public and represent their school in the community. Confidence is behaviour as well as a feeling. When you act in a more confident way you will begin to feel it.

Organisation

Remember when you become a leader you need to be ready to take on extra responsibilities. You will be relied upon by others to get jobs done! This will be easier if you are organised.

Responsibility

Being responsible means being accountable for your actions. It involves making decisions and taking action, rather than waiting to be told what to do. Remember that leadership involves realistic responsibility. There are many things that, as a school leader, are out of your control.

Respecting Others

A big part of being a school leader is to respect others. It is important to listen to what your peers have to say and give them positive feedback on their ideas. You should utilise what you have learnt through participation in the “You Can Do It” program – remember the 5 keys to success.

Writing an Application

Your leadership application is an important document. It communicates your desire to be a leader, and outlines what kind of leader you wish to be. It is the starting point of your leadership campaign. It is also your opportunity to demonstrate leadership skills by being organised and responsible for writing and submitting your application (on time).

What to include in your application?

What leadership qualities do you bring to Glen Waverley Primary School?

We want to know that you are passionate about leadership and the reasons you are passionate about it.

Make sure you write about what a good leader is and how you can fulfil this role.

What you can bring to the school?

Leadership is about serving others. Therefore, it is very important that you explain what you want to do for the school and how you will serve the wider school community. Remember to be realistic and truthful – there is no point promising an extra day at home each week, as you cannot deliver on this promise.

Writing Tips:

- Use the information in this booklet to help you write your application.
- Make sure you draft your application and revise it several times.
- Ask your family and friends to 'proofread' your writing and give feedback.
- Edit your work to ensure your punctuation, grammar and spelling are correct.

Application Selection Criteria

SC1 LEADERSHIP

- What does leadership mean to you? Explain in detail.
- We want to know that you are passionate about leadership and the reasons you are passionate about it.
- Make sure you write about what a good leader is and how you can fulfil this role.
- Give your reasons for applying for a position of responsibility.

I have held positions of responsibility and/or been involved in . . .

- **School activities** e.g., Junior Student Council, Sporting Captain, work, other community activity, Debating Teams, a role (front or backstage) in the Musical, the Social Committee, the Magazine Committee etc.
- **Community activities** e.g., Scouts, Church Groups, Youth Centre, doorknock collections, Meals on Wheels etc.

SC2 SCHOOL VALUES

- Explain what the school values are and how you demonstrate these qualities.
- Provide examples of how you show **Global Empathy, Respect, Initiative** and **Integrity** while at school and in the local and wider community.

SC3 INTERPERSONAL RELATIONSHIPS

Personal qualities: e.g., friendly, outgoing, good listener, etc

I have demonstrated the ability to . . .

- relate well to staff and fellow students by
- to work as a member of a team by
- to assist others to achieve their goals by
(e.g., coaching younger students at sport in/out of school)
- to follow instructions by

SC4 ROLE MODEL

I am a positive Role Model as demonstrated by . . .

1. Commitment

- Managing study, work and other commitments
- Ability to work independently
- Displaying organisational skills

- Being able to set and achieve realistic goal

2. Behaviour

- Honesty
- Integrity
- Reliability

SC5 INITIATIVE

- Leadership is about serving others. Therefore, it is very important that you explain what you want to do for the school and how you will serve the school community. Remember to be realistic and truthful – there is no point promising an extra day at home each week, as you cannot deliver on this promise.
- What activities/areas of improvement in the school you would like to initiate or help to develop next year.

Public Speaking

Public speaking is a skill and a quality that every leader should develop strengths in. As leaders, you will be making speeches all the time. You will have to speak with confidence, clarity and enthusiasm. You will normally do most of your public speaking at assembly in front of the whole school.

To become strong in this area you must “act strong”.

How do you “Act Strong”?

- Adopt a comfortable stance with your feet approximately shoulder width apart.
- Make solid eye contact with at least three different people.
- Smile.
- Use a strong, clear voice and strong hand gestures.

Writing A Speech

Firstly, to make a speech you will need a topic, whether it’s giving out an award or talking about someone/something. Jot down some dot points that you want to include, so you don’t forget them. In your plan you will need an:

- Introduction

- Middle – information about the topic
- End/Conclusion – sum it up nicely

When writing a speech, you always need to consider the type of audience that would be listening. This makes a huge impact on how the speech should be written and performed. You will need to use appropriate language, so the audience understands your message or what you are saying.

Make sure everything is set out nicely by putting it in order so the speech flows. It doesn't matter if the first draft is messy, as long as you can read it. Once you think you're done, proofread and edit. Check over your work by reading it to yourself, a family member or friend. Ask for feedback to improve your speech.

Once you're happy with your speech, it's time to make speech cards or ensure the font size and lay out is readable on your iPad. You don't need to write the whole speech down; you can write keywords into dot points, so they help you remember. If using speech cards, use neat handwriting and number each card in order.

A Really Important Tip.

The better organised and rehearsed you are with this, the less nervous you will feel at the time of the presentation.

Practice

Practise your speech. Here are some things to think about. . .

- **Eye Contact:** You need to scan the audience, so that they feel part of it. Making direct eye contact with a few people also can calm your nerves. Glance at your speech cards or iPad but keep your eyes up. This is why key words work best as they will prompt you if you are stuck.
- **Expression:** You will require facial expression as well as voice and body control. When you are speaking, alternate the tone of your voice and emphasize phrases and words. Smile at the audience and match your facial expressions to what you are saying. Keep your stance strong and straight, don't slouch, rock, sway or lean on anything.
- **Pausing:** Don't rush your speech. Pause after a sentence. Take a breath. Say everything slowly and clearly, so it's easier to listen to and calms your nerves. When people are nervous, they have a tendency to rush so make sure you are aware of the pace at which you are speaking.

Putting together a Campaign

- A good speech is the most important part of your campaign because it is presented to the whole school community.
- Your conduct throughout the campaign should be positive. This means focusing on your ideas and how you will help the school.
- You must promote yourself by getting to know your school community and speaking to students of all ages.
- Your campaign is about your long-term passion and ideas for the school.
- Handing out items to students for example, stickers, lollies, badges or promising items for voting are not in keeping with the spirit of the election and is therefore prohibited.

Leadership Roles

School Captains x 4

The School Captains represent the school and the student body. They are recognised across the school, and as such, have greater accountability for all their actions. They are responsible for preparing the agenda for school assemblies, running assemblies and presenting Certificates of Success. The School Captains also greet guests to our school and speak at a range of school functions and events.

House Captains x 8

The House Captains are responsible for assisting with sporting events across the school. They help younger students engage in sports by hosting lunch time sports events for each year level, aimed at developing student wellbeing. The House Captains are also in charge of collecting and announcing the House Points each week.

Digital Learning Captains x 2

The Digital Learning Captains have several responsibilities and are a crucial part of the school. They are relied upon to set up the necessary technology for assemblies for the school and each year level. They also help organise and run multimedia projects such as the school radio station and several film projects.

Art Captains x 2

Art is an important part of Glen Waverley Primary School, and the Art Captains play a significant role in promoting Art in the school community. They assist with setting up the Art Room to ensure students have access to materials, as well as helping with art projects around the school.

Music Captains x 2

The Music Captains have a promotional and organisational role within the school. They participate in assemblies by ensuring that things are in order for musical numbers. As part of their role, the Music Captains are heavily involved in either the band or choir.

Performing Arts Captains x 2

The Performing Arts Captains have a promotional and organisational role within the school. They participate in assemblies by ensuring things are in order, for Performing Arts presentations. As part of their role, the Performing Arts Captains are heavily involved in the schools Performing Arts program.

CIS Captains x 2

The CIS Captain role is to collaborate with students and staff at GWPS to develop programs that aim to create service-learning opportunities and promote our school values of Integrity, Global Empathy, Initiative and Respect. For example, the CIS Captains will have input into developing fundraising and social enterprise events which will be used to sponsor a disadvantage Australian child and also one overseas, in addition to helping plan events pertaining to Cultural Diversity Week.

Student Voice Captains x 2

The Student Voice role is to collaborate with students, staff and members of the community to collect, analyse and utilise feedback and feed-forward that can deepen teaching and learning at GWPS. They will lead the Student Voice Junior School Council with Student Voice initiatives across the school. They will also play an integral role in further enhancing our whole school approaches through meaningful data collection, conversations and planning.

Language Captains x 2

Language Captains are responsible for encouraging a love of language within the school. They play a vital role in the organisation and running of Cultural Diversity Week. The Language Captains assist the Languages teachers with building the profile of language within the school.

Peer Mediation Captains x 2

Glen Waverley Primary School has a friendly and open student community. A wonderful example of this is the Peer Mediation program in the school. The Peer Mediation Captains are responsible for the smooth running of the program, along with the teachers who support them.

Library Captains x 2

The Library Captains play a significant role in ensuring the Library is accessible for all students. They achieve this by returning books to make them available to students and assisting the Librarian with organising literary events.

Science Captains x 2

Science is a valued part of the Glen Waverley Primary School curriculum. The Science Captains are relied upon to help organise materials for science units. They also play a large role in ensuring the Science Fair is a success. Science captains participate in the John Monash Science Program “Little Scientists, Big Science” when this program is offered.

Environment Captains x 2

The Environment Captains are responsible for raising awareness within the school. They take initiative in promoting different environmental causes as well as implementing programs that ensure the Glen Waverley Primary School environment is well cared for.

Process

School Captains & Vice School Captains

1. Write and apply by the due date. (Refer to timeline)
2. Applicants are interviewed by a team that includes Level 5 Leadership Leader, Principal and the current School Captains.
3. A shortlist of up to 5 girls and 5 boys is created following interviews.
4. Each of the 10 short listed students prepare a speech that is delivered to the school community via a pre-recorded video.
5. Elections are conducted, the boy and girl with the most votes become School Captains.
6. The runners up (boy and girl) become the Vice School Captains.
7. In the event of a tie, the school will have 3 or possibly more School Captains.

House Captains

1. Applications are written and submitted by the due date. (Refer to timeline)

2. All applicants record a speech that is delivered to the student members of their House (Mitchell, Hume, Fawkner & Latrobe) within year levels.
3. Elections are conducted once all speeches have been delivered.
4. The boy and girl with the most votes are awarded the position of House Captain for each of the four houses.
5. In the event of a tie, the school will have 3 or possibly more House Captains for a particular House.

All Other Captains

1. Applications are written and submitted by the due date. (Refer to timeline)
2. Applicants will be briefly interviewed by a teacher who oversees the position that has been applied for (e.g., The Music teacher interviews the applicants for Music Captain etc.)
3. The teacher decides on two captains based on the application, the interview, and general observations. These captains may be any combination of the following.
 - One girl and one boy
 - Two girls, or,
 - Two boys

Timeline

The election timeline informs the school community of the scheduled events for the student leadership applicants. It includes due dates for applications, dates for interviews and speeches, when the election is held and when the announcement of the new student leaders will be made.

The timeline will be made available to the school community via the school website, Microsoft Teams/Google Classroom and Compass. In addition to this, a printed copy of the timeline will be in each Year 5 classroom and discussed with the students in early Term 4.