



Student Leadership 2018

Captain and Vice-Captain Application

Written Application

Your application can be hand written or typed and should not be any longer than two A4 pages in length.

Please address the following questions:

1. Why do you want to be a school captain at Black Hill Primary School?
2. What do you think are the most important skills a leader must have and why?
3. Who is a leader that you admire and why do you admire them?
4. If you had a magic wand, what would you improve at Black Hill Primary School?

Speech

Your speech is to go for no longer than two minutes and in this time you need to:

- introduce yourself,
- tell the students why you wish to be a School Captain at Black Hill Primary School,
- explain what skills you have that would make you a good leader,
- share what ideas you have to make Black Hill a better school and
- provide any other information you would like to share.

You can use a PowerPoint presentation, or movie maker on the i-pad along with your speech if you would like to (but it is not a requirement)

Interview

Your interview will take place with the Principal, Assistant Principal and the current School Captains.

You may be part of an individual or small group interview. The interview will go for no more than 10 minutes.

Remember that your application will be considered based on your application letter, your speech, the student votes, your interview and the teacher's view of your suitability for the role.

Remember to relax, smile, be yourself and enjoy the experience!



Student Leadership 2018

Roles and Responsibilities

Captain and Vice-Captain Application

**2 or 3 boys & 2 or 3 girls from Year 5 (2017) to be
2018 School and Vice Captains**

- Set a good example at all times and be a positive role model for all staff, students and wider school community of Black Hill Primary School.
- Model the school values of Integrity, Responsibility, Respect, Teamwork and Aspiration at all times.
- WEAR CORRECT SCHOOL UNIFORM AT ALL TIMES.
- Facilitate the running schedule of and participate in assembly, assisting the Principal and Assistant Principal with the opening and closing of assembly and introducing speakers / performances on a weekly basis. This may include organising other children or teachers to help with the presentations.
- Meet regularly with the Principal and Student Leader Coordinator to discuss your ideas for Black Hill Primary School and provide feedback and observations from the students in the school. Report to School Council on student led initiatives and leadership role.
- Attend Anzac Day ceremony, Remembrance day and other community and fundraising events within the Ballarat region.
- Visit other student leaders at other schools in the region.
- Thank, either verbally or in writing any guest speakers and school helpers we have within the school.
- Meet and greet visitors to the school and perform school tours when required.
- Speak on behalf of the student body at different functions.
- Attend the annual Student Impact Leadership Conference in Ballarat.
- Co-ordinate and work with other school leaders on a range of initiatives and projects to make Black Hill the best school it can be.
- Address the Year 6 students and parents at the final graduation ceremony on behalf of Black Hill Primary School.



Student Leadership 2018

Roles and Responsibilities

Arts Captain Application

4 Year 5 children and 2 Year 4 children (2017) for Captain positions

- **Special Task:** Assist specialist teachers with the organisation of Concert (odd year). Participate in the development of sets and costumes and assist the Prep classes on stage with their concert item.
- **Special Task:** Assist specialist teachers with the organisation of Arts Week (even year). Participate in the development of workshops and assist with the organisation of materials, resources and equipment as well as displays.
- Assist the Assistant Principal to organise performances from classes or individuals or groups for assemblies.
- Officially thank performers and visitors to our school.
- Organise rosters and volunteer time to organise and upkeep the Art Room and Music Room.
- Organise and conduct lunchtime activities specialising in Performing Arts and Visual Arts.
- Put up / take down displays of student work.
- **Special Task:** Work on community projects where Black Hill Primary School is involved. For example, the Christmas display for the Ballarat City Council, art work displays for the Begonia Festival or Begonia Parade, art work displays for the Ballarat Show, and so on.
- Attend special lunches with all the school student leaders to celebrate the student leaders' achievements at the end of the year.



Student Leadership 2018

Roles and Responsibilities

Environmental Monitor Application

10 children from Grade 3 (2017) for roles in 2018

- Remind students at assemblies of ways they can help and care for the environment at school and at home.
- Acknowledge classes, individuals or teachers for demonstrating environmentally friendly behaviour.
- Tidy the sandpit twice a week.
- Assisting with the development and upkeep of the Sensory Garden, Orchard and other garden beds within the school.
- Regularly assist staff in maintaining the vegetable and orchard gardens.
- Participate in cooking sessions to model and support sustainability within the school.
- Present environmentally friendly certificates and awards at assembly.
- Meet with the Environmental Teachers to discuss ideas for working bees and other special projects within the yard.
- Keep the garden beds (vegetable and herb gardens) watered, mulched and weeded.
- Visit other schools within the region to view sustainable and supportive learning environments.
- Attend workshops with Student Leadership Coordinator or guests to develop leadership skills and participate in activities relevant to student leadership.
- Attend special lunch with all the school student leaders to celebrate the student leaders' achievements at the end of the year.



Student Leadership 2018

Roles and Responsibilities

Sport House Captain Application

**1 boy and 1 girl (if possible) from each House Team
from year 5 (2017) for roles in 2018**

- **Set a good example at all times and be a positive role model for all students at Black Hill Primary School, modelling the school values of Integrity, Responsibility, Respect, Teamwork and Aspiration.**
- Meet regularly with PE teacher/s to discuss ideas and set goals for the implementation of sporting events within and outside the school.
- Responsible for sharing achievements in the sporting field which are to be acknowledged at assembly and published within the newsletter.
- House Captains speak about upcoming sporting events.
- Organise lunchtime sporting activities between Houses, grades, students versus teachers games and fun sport afternoons.
- **Special Task:** Organise sports clinics at lunchtime, targeting specific age groups or sports. Clinics to be conducted by Sports Captains or invited sports people.
- Organise a roster for keeping the sports store room clean with PE teacher.
- Help with the organisation of the House Sports, eg. organising ribbons, buckets, etc.
- **Special Task:** Organise “House Fun” hours once a term and extra playtimes for the winning House each month.
- House Captains to lead/assist a sports tournament – tabloid for junior classes where other Year 6 students are coaches.
- Organise a roster for the collection and presentation of House Points at the school assembly.
- Attend workshops with Student Leadership Coordinator and/or guests to develop leadership skills and participate in activities relevant to student leadership.
- Attend a special lunch with all the school student leaders at the end of the year to celebrate the leaders’ contributions to Black Hill Primary School.



Student Leadership 2018

Roles and Responsibilities

Digital Technology Team Application

2 children from Year 5 to be ICT Mentors and 2 children from Year 4 (2017) to be ICT Captains in 2018

- o Work with teachers to coordinate and promote Digital Technologies in the school.
- o To set up for all assemblies and have microphones, TV screen, PowerPoints, music and laptop ready.
- o To liaise with Mrs Westlake about any special requests for assemblies.
- o To liaise with Annie and Mike to have the music ready for any songs we are sharing at assembly.
- o Assists classes (both staff and students) with the use of all Digital Technologies.
- o To encourage, model and remind children to use all Digital Technologies at all times.
- o Attend workshops with Student Leadership Coordinator and/or guest to develop leadership skills and participate in activities relevant to student leadership.
- o Attend special lunch with all the school student leaders to celebrate the student leaders' achievements at the end of the year.
- o **Special task:** Create the Year 6 Graduation power point with the 'Photographers'.



Student Leadership 2018

Roles and Responsibilities

Learning Advisor Application

2 children from Year 5 (2017) to be Advisors in 2018

- Promote the school values regularly at school assemblies.
- Promote learning among students.
- Promote learning at assemblies.
- Assist the School Captains to plan and implement a student leadership day for Kid's Voice representatives.
- Collect and organise feedback from teachers and students for School Improvement.
- Attend some Staff meetings throughout the year.
- Attend some School Council meetings.
- Attend special lunch with all the school student leaders to celebrate the student leaders' achievements at the end of the year.



Student Leadership 2018

Roles and Responsibilities

Library Captain Application

2 students from Year 5 (2017) to be 2018 Library Captains

- Help library staff to supervise the library for lunchtime activities.
- Assisting Jodie and Michele in the library by shelving books, creating displays and keeping the library tidy.
- Help serve during book fairs (after school or during lunchtimes).
- Distribute library awards or reading awards at assembly on a regular basis.
- Assist with the organising of Scholastic Book Club.
- Help organise theme books for teachers and collect books at the end of term from classrooms.
- Promote new reading material to classrooms and staff by assisting staff in library sessions.
- Attend workshops with Student Leadership Coordinator or guests to develop leadership skills and participate in activities relevant to student leadership.
- Attend the celebration luncheon at the end of the year.



Student Leadership 2018

Roles and Responsibilities

Playground Mentor and Supervisor Application

10 students from Year 4 (2017) for Mentor roles in 2018

2 students for Playground supervisors from Year 5 (2017)

- Always be a friendly and caring person that other children can talk to and get assistance from in the school yard.
- Model the school values of Integrity, Responsibility, Respect, Teamwork and Aspiration.
- On your allocated day you will:
 1. Collect and wear the fluorescent vest so children can identify you in the yard and the waist bag from the first aid room.
 2. Put out the table and chairs before recess for the canteen and return them to the gym foyer after lunch.
 3. Ensure all sandpit toys have been put away and the cover is on the sandpit each night.
 4. Walk around the school grounds, making yourself available to help the students and teachers.
 5. Write down nominations for the Values nominations in the yard for the values badges,
 6. Report any problems you identify in the yard to the yard duty teachers.
 7. Report any safety issue to the Assistant Principal.
 8. Deliver nominations to the Assistant Principal.
 9. Return the vest and bag to the First Aid room for the next day's mentors.
- Acknowledge students who show kindness and display our school values in the school yard by congratulating them and/or letting their teacher know.
- Model safe and appropriate games to play within the yard.
- Promote classroom and yard rules and consequences at assembly and through the school newsletter.
- Inspect the yard regularly for any dangers and report these to the Assistant Principal.
- Express your views and make suggestions on what child safety means.
- Attend leadership workshops to develop leadership skills and participate in activities relevant to student leadership.



Student Leadership 2018

Roles and Responsibilities Waste Warriors Application

20 children from Years 2, 3 and 4 (2017)

- Put buckets under bubble taps to collect water for use on the gardens.
- Emptying recycled materials and waste paper from classrooms into skip near red room.
- Checking on power wastage in classrooms at lunch time and recess such as lights, computers, air conditioners.
- Reminding children and staff to put food scraps into compost bins. Assist in the management of the compost bins in classrooms.
- Maintain NUDE FOOD boxes outside classrooms and distribute any unclaimed containers back to owners.
- Hold rubbish free days.
- Remind office staff to purchase recycled paper.
- Encourage teachers to use recycled materials for artwork and reuse one sided paper when possible.
- Design posters and promote being environmentally friendly at assembly.
- Work with other schools to create a sustainable learning drive at Black Hill Primary School.
- Attend special lunch with all student leaders to celebrate the student leaders' achievements at the end of the year.



Student Leadership 2018

Roles and Responsibilities

Canteen Monitors Application

6 students from Years 3 and 4 (2017)

- Canteen Monitors will be responsible for a variety of tasks that will assist with the smooth operation of the canteen.
- Monitors will be an important link between students and the Canteen Manager and will help with the day to day running of the canteen.
- Monitors must be responsible, reliable, honest and punctual each day.
- Coordinate special lunch days with Kids Voice.
- Put the tables and chairs out the front of canteen each day and return them to the gym foyer at the end of lunchtime.
- Serve at canteen windows during recess and lunch time.
- Confidently handle money and calculate change.
- Help coordinate special lunch order days.
- Assist with recycling at the end of lunchtime.
- Attend special lunch with all student leaders to celebrate the student leaders achievements at the end of the year.



Student Leadership 2018

Roles and Responsibilities

Photography Captains Application

2 students from Years 3 and 4 (2017)

- To be responsible for equipment – have the camera charged and ready to go at all times
- Take photos of assemblies, incursions, sports events and other whole school special activities and celebrations
- Down load photographs / videos once a week on a Tuesday to place on the newsletter and TV screen at the office
- Delete any photos that are blurry
- Edit photos and save shots for the school magazine
- Assist playground mentors to film games within the yard to promote at assembly



Student Leadership 2018

Roles and Responsibilities Wellbeing Detectives Application

2 students from Years 2, 3, 4 and 5 (2017)

- Promote wellbeing and resilience in the newsletter and at assembly
- Award students and classes for good school attendance
- Promote the jar of Gratitude and school values to share with the school community
- Hold ACT of Kindness days
- Attend the Wellbeing Detective meetings
- Collect and organise feedback from staff, students and parents
- Help promote our school values and wellbeing through student generated videos at assembly
- Assist supervision of the Passive Play areas when required
- Attend a special lunch with all student leaders to celebrate the student leader's achievements at the end of the year.



Student Leadership 2018

Roles and Responsibilities

LOTE Capitani Application

5 students from Years 2, 3, 4 and 5 (2017)

- Attend fortnightly meetings with Signora Elena for planning and reflection of Italian lessons
- Plan and promote whole school and year level cultural and language special days and events
- Promote Italian events at assembly and through the newsletter
- Assist to identify outstanding students who are confidently and accurately speaking Italian
- Investigate innovative learning and teaching delivery of Italian lessons and activities
- Mentor younger students by modelling appropriate Italian language and culture
- Help promote LOTE throughout the school community
- Attend a special lunch with all student leaders to celebrate the student leader's achievements at the end of the year.