

Student Leadership 2020

Role	Staff member	Year level of applicants 2019	Number of positions
School Captain	Donna Bishop & Penny Westlake	Year 5	2
Vice-Captain	Donna Bishop & Penny Westlake	Year 5	4
Sport Leaders	Chloe Dew	Year 5	4
Visual Art Monitors	Julie Dickson & Caitlin Lowe	Year 4 & 5	4
Performing Arts Monitors	Vanessa Belsar	Year 4 & 5	4
Learning Advisors	Bri Folkes	Year 5	2
DigiKid Mentors	Alana Jones & Troy Watson	Year 4	4
Library Assistants	Jodie Carleton	Year 5	2
Environmental Monitors	Sue Doull & Andrew Toan	Year 2, 3 & 4	10
Playground Mentor	Penny Westlake and Stacey Oldham	Year 4	10
Playground Supervisor	Penny Westlake and Stacey Oldham	Year 5	2
Capitani Italiani	Jessica Ringin	Year 2, 3, 4 & 5	4
Canteen Monitors	Terri Shea	Year 3 & 4	6

Student Leadership 2020

Staff Roles and Responsibilities

School Captains

Donna Bishop, Penny Westlake

Applications accepted from students in Year 5, 2019

- 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.
- 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 Assistant Principal 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.
- Mentor and collaborate with the School Vice-Captains.
- Attend Anzac Day ceremony, Remembrance Day and other community and fundraising events within the Ballarat region.
- Thank, either verbally or in writing any guest speakers and school helpers we have within the school.
- Speak on behalf of the student body at different functions such as Prep Information Evening.
- Attend the annual Student Impact Leadership Conferences in Ballarat and Melbourne.
- Coordinate and work with other school leaders on a range of initiatives and projects to make Black Hill the best school it can be.
- Assist with the planning, filming and editing of segments for the Blueprint when required.
- Address the Year 6 students and parents at the final graduation ceremony on behalf of Black Hill Primary School.
- Attend a special sit down lunch as a group at the end of the year to celebrate achievements.

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Staff Roles and Responsibilities

School Vice-Captains

Donna Bishop, Penny Westlake

Applications accepted from students in Year 5, 2019

- 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.
- Facilitate the running of and participate in House Neighbourhood Gatherings. This may include organising other children or teachers to help with the presentations.
- Lead the House leadership team with Chloe, Vanessa and Stephanie.
- Responsible for sharing achievements in the House, which are to be acknowledged at Neighbourhood Gatherings and published in the newsletter and the Blueprint.
- 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.
- Collaborate with the School Captains.
- Attend Anzac Day ceremony, Remembrance Day and other community and fundraising events within the Ballarat region.
- Speak on behalf of the student body at different functions.
- Attend the annual Student Impact Leadership Conferences in Ballarat and Melbourne.
- Assist with the planning, filming and editing of segments for the Blueprint when required.
- Attend a special sit down lunch as a group at the end of the year to celebrate achievements.
- **Special Task:** Organise House activities for lunchtime.

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Staff Roles and Responsibilities

Visual Arts Monitors

Julie Dickson

Applications accepted from students in Year 4 and 5, 2019

- 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.
- **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 with the planning, filming and editing of segments for the Blueprint when required.
- Organise rosters and volunteer time to organise and upkeep the Art Room.
- Organise and conduct lunchtime activities specialising in Visual Arts.
- Put up / take down displays of student work.
- Meet with School Vice-Captains to plan Neighbourhood Gatherings once or twice per term.
- **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 a special sit down lunch as a group at the end of the year to celebrate achievements.

Student Leadership 2020

Staff Roles and Responsibilities

Performing Arts Monitors

Vanessa Belsar

Applications accepted from students in Year 4 & 5, 2019

- 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.
- **Special Task:** Assist specialist teachers with the organisation of Arts Week. 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.
- Organise and conduct lunchtime activities specialising in Performing Arts.
- Assist with the planning, filming and editing of segments for the Blueprint when required.
- Meet with School Vice-Captains to plan Neighbourhood Gatherings once or twice per term.
- **Special Task:** Work on community projects where Black Hill Primary School is involved. For example, performances for the Begonia Parade.
- Attend a special sit down lunch as a group at the end of the year to celebrate achievements.

Student Leadership 2020

Roles and Responsibilities

Environmental Monitors

Sue Doull, Andrew Toan

Applications accepted from students in Year 2, 3 and 4, 2019

- 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.
- Remind students at assemblies and through the Blueprint of ways they can help and care for the environment at school and at home.
- Work with the Environmental parents to maintain the garden beds throughout the school.
- Keep the garden beds (vegetable and herb gardens) watered, mulched and weeded.
- Participate in cooking sessions to model and support sustainability within the school.
- 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.
- Maintain NUDE FOOD boxes outside classrooms and distribute any unclaimed containers back to owners.
- Encourage teachers to use recycled materials for artwork and reuse one-sided paper when possible.
- Meet with the School Council Facilities Sub-Committee to discuss ideas for working bees and other special projects within the yard.
- Assist with the planning, filming and editing of segments for the Blueprint when required.
- Attend a special sit down lunch as a group at the end of the year to celebrate achievements.

Student Leadership 2020

Roles and Responsibilities

Sport Leaders

Chloe Dew

Applications accepted from students in Year 5, 2019

- 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.
- Responsible for sharing achievements in the sporting field which are to be acknowledged at assembly, on the Blueprint and published in the newsletter.
- Sports Leaders 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 Leaders or invited sports people.
- Help with the organisation of the House Sports, eg. organising ribbons, tubs, etc.
- Help with the organisation of the Mini Mudder, eg setting up obstacles and maintaining them while students are on the course.
- Meet with School Vice-Captains and leadership team to plan Neighbourhood Gatherings.
- Assist with the planning, filming and editing of segments for the Blueprint when required.
- Sport Leaders to lead/assist a sports tournament – tabloid for junior classes where other Year 6 students are coaches.
- Attend a special sit down lunch as a group at the end of the year to celebrate achievements.

Student Leadership 2020

Roles and Responsibilities

DigiKid Mentors

Alana Jones & Troy Watson

Applications accepted from students in Year 3 and 4, 2019

- 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.
- Work with teachers to coordinate and promote Digital Technologies across the school.
- Set up for all assemblies, Neighbourhood gatherings, special incursions and whole school events to ensure microphones, TV screen, PowerPoints, music, iPads, cameras and laptops are charged and connected.
- Assist with the planning, filming and editing of segments for the Blueprint each week.
- To liaise with Mrs Westlake, Vanessa and Chloe about any special requests for assemblies and Neighbourhood Gatherings.
- Meet with School Vice-Captains and leadership team to plan Neighbourhood Gatherings.
- Assist classes (both staff and students) with the use of all Digital Technologies.
- Take photos and videos of assemblies, incursions, sports events and other whole school special activities and celebrations.
- Edit photos and save shots for Mandy to use in the school magazine and display on the TV in the foyer.
- Attend a special sit down lunch as a group at the end of the year to celebrate achievements.

Student Leadership 2020

Roles and Responsibilities

Learning Advisors

Bri Folkes

Applications accepted from students in Year 4 and 5, 2019

- 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.
- Promote and evaluate student learning by liaising with the School Improvement Team teacher leaders.
- Facilitate learning celebrations at assemblies and Neighbourhood Gatherings in conjunction with classroom teachers.
- Assist with the planning, filming and editing of segments for the Blueprint when required.
- Collect and organise feedback from teachers and students regarding learning for ongoing school improvement.
- Analyse and reflect on the student opinion data that is collected throughout the year.
- Attend some Staff and School Council meetings to share perception of the learning environment data with staff and parents that relate to the Annual Implementation Plan goals.
- Attend a special sit down lunch as a group at the end of the year to celebrate achievements.

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Roles and Responsibilities

Library Assistant

Jodie Carleton

Applications accepted from students in Year 5, 2019

- 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.
- 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.
- Assist with the planning, filming and editing of segments for the Blueprint when required.
- 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 a special sit down lunch as a group at the end of the year to celebrate achievements.

Student Leadership 2020

Roles and Responsibilities

Playground Mentors and Supervisors

Penny Westlake and Stacey Oldham

*Applications accepted from students in Year 4, 2019 (Mentor)
and Year 5, 2019 (Supervisor)*

- 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.
- Always be a friendly, respectful and caring person that other children can talk to and get assistance from in the schoolyard.
- Acknowledge students who show kindness and display our school values in the schoolyard by congratulating them and/or letting their teacher know to nominate them for a values badge.
- Model and demonstrate safe and appropriate games to play within the yard.
- Refer students and staff to the classroom and yard behaviour expectations and behaviour consequences flowchart.
- Display and celebrate acts of kindness and gratitude on the display board in the Learning Hub passage way.
- Inspect the yard regularly for any dangers and report these to the Assistant Principal.
- Promote wellbeing, resilience and mindfulness in the newsletter, Blueprint and at assembly.
- Analyse feedback from the student attitudes towards school survey data about school connectedness and make recommendations for school improvement.
- Attend leadership workshops to develop leadership skills and participate in activities relevant to student leadership.
- Attend a special sit down lunch as a group at the end of the year to celebrate achievements.

On your allocated day you will:

1. Collect waist bag and wear a fluorescent vest so children can identify you in the yard.
2. Ensure all sandpit toys have been put away and the cover is on the sandpit after lunch each day.
3. Walk around the school grounds, making yourself available to help the students and teachers.
4. Write nominations for the Values badges and record the yard duty booklet
5. Report any problems you identify in the yard to the yard duty teachers.
6. Report any safety issue to the Assistant Principal.
7. Return the vest and bag to the First Aid room for the next day's mentors.

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Roles and Responsibilities

Canteen Monitors

Terri Shea

Applications accepted from students in Years 3 and 4, 2019

- 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.
- Monitors must be responsible, reliable, honest and punctual each day.
- Put out the table and chairs in front of the canteen before recess and return them to the store room after lunch.
- Monitors will be an important link between students and the Canteen Manager and will help with the day to day running of the canteen.
- Assist Terri with Pop Up Stalls each term.
- Serve at the 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.
- Assist with the planning, filming and editing of segments for the Blueprint when required.
- Attend a special sit down lunch as a group at the end of the year to celebrate achievements.

Student Leadership 2020

Roles and Responsibilities

Capitani Italiani

Jess Gorvin

Applications accepted from students in Years 2, 3, 4 and 5, 2019

- 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.
- Attend fortnightly meetings with Capitani Italiani 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 through the Blueprint.
- Attend a special sit down lunch as a group at the end of the year to celebrate achievements.