

St Joseph's Catholic School

Student Leadership Policy

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Approved By	SLT & ML - 12.10.23 School Board - 17.10.23	Date for Review:	Term 4 2026

Introduction: Student leaders at St Joseph's Catholic School are the representatives of our schooling community. This representation is a public position with student leaders performing additional duties at official/special occasions (at the discretion of the Principal and the Leadership Team) to embrace and model all values and expectations of students within our community. In addition to this, student leaders will:

- Be responsible to the school administration and should carry out all duties asked of them by any member of the school administration;
- Promote the mission, values and expectations of St Joseph's Catholic School;
- Display exemplary conduct and attitudes relating to all areas of school life; and
- Work enthusiastically with fellow students in assisting the educational opportunities for all.

Student Leadership Positions:

Senior Leaders (determined by endorsement of suitable applicants)

- School Captains (Minimum 1 position, Maximum 2 positions, from Year 9 cohort only)
- House Captains (2 Positions per House of Flinders and Kennedy from Years 5-9 cohorts for 2024 and Years 7-9 from 2025)

Student Representative Council (SRC) (determined by class selection)

- Two students per year level, plus School Captains.

Appointments will be made based on the most successful/suitable applicant for each of the positions.

Student Leadership Position Descriptions:

Senior Leaders - School Captain

- To work closely with school administration in positively displaying the school and its activities to the broader community.
- Commit to and model all school values and expectations.
- Attend & chair SRC meetings and collaborate with fellow SRC members.
- Assist in the co-ordination of special events held by the schooling community.
- To act as a point of liaison between the School Leadership Team and the Student Body ensuring concerns, ideas and visions are communicated.
- To participate in most school calendar events including school parades, commemorative events including ANZAC Day, Remembrance Day and guest visits.

Senior Leaders - House Captain

- Commit to and model the school's mission, values and expectations.
- Assist the Middle Leader - Sports, Curricular and Extra Curricular Coordinator and/or Health and Physical Education Teacher/s in the organisation of annual sports carnivals.
- Assist teachers in conducting training sessions during lunchtime in order to prepare students from your house for the school's sports carnivals.



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- Assist other students by preparing and running playtime healthy activities such as organised ball games.
- Motivate all students to engage in all competitive/special activities (sporting and non-sporting) with pride and determination and to lead your School House.

Student Leaders - Student Representative Council

- Commit to and model all school values and expectations.
- Attend student council meetings and collaborate with fellow Councillors.
- To hold Student Council management positions such as secretary, treasurer or principal liaison.
- Assist in the coordination of special events held by the learning community.
- To act as a point of liaison between the School Leadership Team, SRC and the Student Body ensuring concerns, ideas and visions are communicated and promoted.

The Application And Election Process - Senior Leaders:

Stage One (Week 1-3, Term 4)

Signing and completion of Student Leader Application Form which must be attached to the candidate's written responses to the three selection questions that are listed on the application form. Candidates should not exceed more than 75 words for each question. Applications will then be viewed by the Application Panel (Consisting of a minimum of two of the following members: Principal, Deputy Principal Learning and Teaching, Assistant Principal - Religious Education, and Pastoral Care Leader) with suitable candidates progressing through to Stage 2.

Students' commitment to St Joseph's Catholic School, previous behaviour and engagement at school events will be considered in the application process. Students with repeated or significant infringements in that calendar year of behaviour, may not be able to run for a position.

Stage Two (Week 6, Term 4)

Students prepare and deliver a speech (not exceeding 2 minutes) to the Years 5 - 8 cohort of the upcoming year on why they wish to be considered for a position of student leadership, and how they would contribute to the wellbeing of our schooling community. The current Year 4 - 8 students and all staff will vote for their choice of House and School Captains.

Stage Three (Week 8, Term 4)

The School Principal and/or Principal Delegate will then contact and appoint the highest-ranked candidates for each of the positions. In the event a student refuses the position, the Principal and/or Principal Delegate will then go to the next highest-ranked candidate and offer the same until acceptance is gained.

Stage Four (Term 1, following year)

All student leaders will receive their badges and make their pledge at the first assembly of the year. Parents and caregivers will be invited to this event to pin the badges on their child/children. The students and their badges will receive a formal blessing at the Beginning of Year Mass, which is usually at the end of Week 3.

The Application And Election Process -Student Representative Council (SRC):

Stage One (Week 1-2, Term 1)

Within each year level, all students are given the opportunity to nominate themselves or someone they believe would be best in the SRC role. After nominations close, each nominated person will be given the opportunity to give a small speech to their year level to outline their suitability for the position. The election of SRC members will be conducted via secret ballot in the classroom and results forwarded to the Pastoral Care Leader. The elected members per year level will join with School Captains to form the St Joseph's SRC.

Stage Two (Week 4, Term 1)

All student leaders will make their pledge and be presented with their SRC badges at a Whole School Assembly in Term 1 of the school year. An invitation for this event will be communicated with parents and carers.

[Refer to the St. Joseph's Catholic School SRC Guideline](#)

Cancellation Of Appointment:

When it is determined by the Principal and/or Principal's Delegate that the student leader is not making sufficient positive choices to adjust his/her behaviour(s) in order to maintain his/her leadership position, the Principal and/or Principal's Delegate may cancel the school leadership appointment and, if required, may proceed to select a new candidate to fulfil this role. Circumstances leading to the loss of a leadership position could be any of the following, plus any other actions deemed contrary to the trust placed in a Student Leader:

- Non-compliance to St Joseph's Catholic School mission, values and behaviour management policy;
- Unexplained or inadequately explained absences from class or school and any major infringement of school rules;
- Continued failure to attend or engage in important school events or perform the duties of the role;
- Repeated infringements of school rules; and
- Several adverse reports concerning poor behaviour, attitude and inappropriate exercise of authority.

Breaches that are so serious and blatantly anti-social may result in immediate removal of the school leadership position which, once removed, may be permanent. This may include anti-social and/or inappropriate behaviour outside school hours that comes to the attention of, requires action and/or impacts the school. A loss of leadership means that the student forgoes all duties, and would return all badges of office immediately to the Principal and/or Principal Delegate. Parents and carers will be engaged in discussions around this and/or informed of this decision through a meeting with the Principal and/or Principal Delegate.

All student leadership position holders will be appraised each half year. This review will occur with a member of The Senior Leadership Team and/or The Pastoral Care Leader. It will comprise a discussion around the student's reflection and performance according to the role as accepted and their future goals in the position.