

Application for the Positions of SCHOOL CAPTAIN / STUDENT COUNCIL / HOUSE CAPTAIN/VICE CAPTAINS



Contents

Thank you for your interest in the positions of School Captain, Student Council and/or House Captain/Vice-Captain.

Please read the information in this booklet carefully and ensure that you follow all instructions accurately.

This booklet contains the following information:

- A. Information about the positions.
- B. Role descriptions.
- C. Selection procedures.
- D. Time line.
- E. Selection criteria.
- F. Nomination form and References. These must be submitted with your application.

A. Information about the positions

**There are 4 School Captains, 4 Student Council, and 8 House Captains (2 per house) at Year 12.
There are 8 Vice Captains (2 per house) at Year 11.**

These are important positions, held in high regard by staff, students and parents, but they also involve considerable time commitment from the successful applicants. It is important to consider your ability to manage requirements of duties in balance with your studies' commitments. Captains are expected to maintain a dedicated attitude to their studies.

B. Role description

Leadership Positions (School Captain, Student Council, House Captains/Vice Captains)

1. To be responsible role models at all times.
This involves following School rules, wearing full uniform, the Captain badge and having high attendance.
2. To represent the School in public forums such as assemblies, parent information evenings, local primary school, media promotions.
3. To attend and assist at Inter house sporting carnivals- Swimming, Cross Country and Athletics.
4. To act as ambassadors for the School community, and represent the student body.
To communicate and meet regularly with respective coordinators. To act as a resource for the Principal and School community.
5. To assist with the organisation of the Whole School, Year level and house assemblies.
7. To provide a written report, at the end of the year for the Principal and School Council.
8. To provide a written report for the School Magazine.
9. To be a member of the Student Council (SC).
10. To present material at the School's Awards night, School's Sports Awards night, Transition Days and other information sessions.
11. To undertake any additional duties as specified by the Principal or Student Leadership Coordinator.

***Failure to follow this role description may result in a review and removal from the position.**

Student Leadership Policy



C. Selection process for School Captains, Student Council and House Captains/Vice Captains

1. Students read role statements and compulsory criteria.
2. **Written Application**
Students complete a written application that includes:
 - A completed nomination form
 - Staff References
 - Personal profile or curriculum vitae
 - Responses to the set criteria.
3. **Decisions Made by the Selection Panel (consists of Principal, Deputy Principal, Leadership Coordinator, Year-level Coordinators, House Master representative, current student leaders)**
Following the interviews, the panel will consider each student's application, references and interview. They will also take into account other information, such as the student's record (Academic, Effort, OneSchool behaviour records, attendance %) when making the final decision.

D. **Timeline for the Selection of School Captains and Student Council**

The timeline will be as follows:

Term 3 - Applications open Monday 14th September.

Term 4- Application close Thursday 8th October.

Term 4 - Selection panel to read written applications and convene for shortlisting up to 8 applicants per ballot. (pending applicant numbers)

Term 4 - Interviews conducted. Students will be given a rating for their interview.

Term 4 – School Captain candidates deliver speeches in front of students and staff on Whole School Parade.

Voting by Year 7-12 students and staff at polling booth.

Your written application, interview and votes will all be considered by the Selection Panel in deciding School Captains and Student Council.

New School captains announced at Annual Awards Night

Timeline for the Selection of House Captains and Vice Captains

The timeline will be as follows:

Term 3- Applications open Monday 14th September.

Term 4 - Applications close Thursday 8th October.

Term 4 - Selection panel to read written applications and convene for shortlisting.

Term 4 - Interviews conducted. Students will be given a rating for their interview.

Voting by Year 7-12 students in House groups and staff.

Your written application, interview and votes will all be considered by the Selection Panel in deciding House Captains/Vice Captains.

New House captains and Vice Captains announced at Annual Sports Awards Night

Student Leadership Policy



E Selection Criteria

Your application must address the following selection criteria. **A maximum of two (2) A4 pages with size 12 font will be accepted for the selection criteria.**

Please note, it is permissible to draw on your experiences both from your school life and life outside of school. You may include references from **both inside and outside of school** to substantiate your claims.

1. **Personal Statement**

Provide a statement about who you are. Provide details of your interests, strengths and why you feel you would be the best person for a leadership position at Bowen State High School.

2. **Demonstrated commitment to the School.**

Participation - School productions, sport, instrumental music, other involvement in School life.

Key roles undertaken - detail your involvement, how did you assist or lead, membership of committees, assisting on Open Nights or with special activities etc.

2. **Demonstrated a successful and consistent application to academic studies.**

What subjects have you studied in years 10 and/or 11?

Comment on your *performance* in your studies for the past 12 months.

3. **Good organisational skills**

Describe activities that you have organised. What needed to be done?

Explain how you currently balance your school and other commitments:

- sporting commitments
- work, including volunteer work - social activities.

4. **Demonstrated ability to speak and/or perform in public.**

Describe activities either within the School or at activities out of school time.

Eg. Speaking at Level Assemblies, School Assemblies, in front of your class, debating, School production, gym, dancing performances, scouts/guides, sporting or other pastimes.

5. **Demonstrated ability to relate well to other students and staff.**

Give example/s of how you have worked well with teachers/staff.

Give example/s of how you have worked well with other students.

6. **Leadership Experience**

List any leadership experiences that you have had either in or out of school. These may include experiences in:

- Scouts/Guides, Sports Clubs, volunteer associations. • Work.
- Peer Support, Peer mediation or similar. • School student leadership positions.

Student Leadership Policy



This nomination form must accompany your application.

Name of Nominee: _____

Signature of Nominee: _____

House: _____

Nomination form for the positions of (please tick):

School Captain	Student Council (Yr.12) (State Preferences)	House Captain (Yr. 12) (State Preferences)	House Vice-Captain (Yr. 11) (Remain in same house)
<input type="checkbox"/> School Captain	<input type="checkbox"/> Student Council- President Preference: _____	<input type="checkbox"/> House Captain (Cook) Preference: _____	<input type="checkbox"/> House Vice-Captain (Cook)
	<input type="checkbox"/> Student Council- Vice President Preference: _____	<input type="checkbox"/> House Captain (Flinders) Preference: _____	<input type="checkbox"/> House Vice-Captain (Flinders)
	<input type="checkbox"/> Student Council- Secretary Preference: _____	<input type="checkbox"/> House Captain (Sturt) Preference: _____	<input type="checkbox"/> House Vice-Captain (Sturt)
	<input type="checkbox"/> Student Council- Treasurer Preference: _____	<input type="checkbox"/> House Captain (Kennedy) Preference: _____	<input type="checkbox"/> House Vice-Captain (Kennedy)

References

1. Include two names of staff (teachers or non-teachers) who will act as referees for this position. These staff will be asked to comment on your suitability for this position. *(Note - Only names of teachers are required at this stage).*

Staff Name	Teacher Signature

2. Include any other references or completion certificates that may help your application.