

Handout 2. Leadership Role Descriptions



SCHOOL CAPTAINS AND VICE CAPTAINS

Rationale

Our School Captains will be representatives of our school student body at whole school events, representatives at community events and will be a point of contact for special guests to our school.

Role Description For School Captains 2 x Yr6 students

- Collaborate weekly with the HOD to organise weekly assembly
- Be responsible for organising the roster and guests for assemblies and events
- Greet special guests and be prepared to talk about the school and its positive aspects
- In consultation with House and Project Captains, organise updates to the Principal and for assembly or newsletter
- Speak at special occasions
- Be punctual and organised for all meetings and events
- Report to Principal on group priorities and projects throughout the year
- Prepare school news items for newsletter and or assembly as required
- Delegate to members of Student Leadership Groups as required
- Work in partnership with staff members
- Prepare formal speeches for special events and informal thank you speeches to guests as required
- Prepare reports for P & C on student activities when required
- Delegate duties to the Vice-Captain where appropriate

Role Description For School Vice Captains 2 x Yr6 students

- Support School Captains and work positively as a team of leaders
- Collaborate weekly with the HOD to organise weekly assembly
- Be responsible for organising the roster and guests for assemblies and events
- Greet special guests and be prepared to talk about the school and its positive aspects
- In consultation with House and Project Captains, organise updates to the principal and for assembly or newsletter
- Be punctual and organised for all meetings and events
- Report to Principal on group priorities and projects throughout the year
- Prepare school news items for newsletter and or assembly as required
- Delegate to members of Student Leadership Groups as required
- Work in partnership with staff members
- Prepare formal speeches for special events and informal thank you speeches to guests or as required
- Prepare reports for P & C on student activities where necessary
- Stand in for School Captain where necessary due to absence, illness or similar.

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HOUSE CAPTAINS

Rationale

Our House Captains (Binkinba, Merthyr and Teneriffe) will be representatives of our school at whole school events, representatives of Houses at Sports events and will be a point of communication for younger students and staff.

Role Description For House Captains 2 x Yr6 student to represent each house

- Collaborate regularly with teaching staff
- Assist with organisation of Sport Events such as Cross Country, Swimming Carnival and Athletics Day
- Represent your House with exemplary behaviour and attitude
- Be punctual and organised for all meetings
- Conduct tours of the school for prospective enrolments
- Organise items for weekly Assembly
- Lead House groups during sport events
- Accept awards/ trophies etc. on behalf of House
- Prepare informal and formal speeches on behalf of the House

PROJECT CAPTAINS

Rationale

The focus of our Leadership groups will be to identify, develop and implement projects in the areas of Eco-Marines, Community & Charity and Media across the school.

Role Description For **Eco-Marines** Project Captains 2 x Yr6 students

- Lead meetings in collaboration with designated staff member
- Be responsible for coordinating the recycling program, Little Farm and Learnscape, and promoting environmental awareness and the Eco Marines program
- In consultation with Eco-Marines' Leadership Group, decide on 2025 priorities and events relating to the Environment within the New Farm school community
- Be punctual and organised for all meetings
- Report to Year 6 staff on group priorities and projects throughout the year
- Manage projects selected by group
- Prepare school news items for newsletter and or assembly
- Delegate to members of Leadership Group
- Work in partnership with staff members
- Prepare reports for P & C on group's activities where required

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Role Description For **Community and Charity** Project Captains *2 x Yr6 student*

- Lead meetings in collaboration with designated staff member
- In consultation with Community and Charity Leadership Group, decide on 2025 priorities and events within the New Farm school community e.g. fundraising calendar
- Be punctual and organised for all meetings
- Report to Year 6 staff on group priorities and projects throughout the year
- Manage projects selected by group
- Delegate to members of Leadership Group
- Work in partnership with staff members
- Prepare reports for P & C on group's activities where required

Role Description For **Media** Project Captains *2 x Yr6 student*

- Lead meetings in collaboration with designated staff member
- In consultation with Media Leadership Group, decide on 2025 priorities and events within the New Farm school community e.g. prepare newsletter articles, organise Whats Up assembly presentations, help with Year book
- Be punctual and organised for all meetings
- Report to Year 6 staff on group priorities and projects throughout the year
- Manage projects selected by group
- Delegate to members of Leadership Group
- Work in partnership with staff members, when necessary.
- Prepare reports for P & C on group's activities where required

Role Description For Members of Project Groups

- Complete designated leadership tasks, fully and within deadlines
- Participate with enthusiasm and commitment
- Be punctual and organised for meetings
- Collaborate other Student Leaders and Teaching Staff in all duties
- Help younger students at special events
- Participate in speaking on assembly throughout the year