



Pacific Pines State High

Student Leaders Manual



Class of 2018



PACIFIC PINES STATE HIGH
INSPIRING EXCELLENCE TO EMPOWER SUCCESS

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Statement of Student Leadership at PPSHS

Pacific Pines State High School is proud of the large number of students who participate in the student leadership program and contribute to our school community, making it the great place it is today, and building for an even brighter future.

Our school motto, 'Inspiring Excellence', refers to the high level of learning and achievement that students at PPSHS engage with and demonstrate. For all students to achieve this ideal a supportive, progressive and positive student leadership team is paramount to setting the benchmark for excellence and cultivating a school wide culture to achieve this.

All students aspiring to gain a leadership role should demonstrate these traits of support, progression and positivity, as well as model our core learning values through their behaviour. These values are:

Be Safe

Acting in a way that enables others to feel safe in our school environment.

Be Respectful

Valuing oneself, others and the environment by displaying honesty and consideration, and celebrating diversity.

Be Responsible

Promoting personal accountability for learning and conduct, encouraging all to make a positive contribution to the community.

Be a Learner

Attending all classes with the required resources and demonstrating a positive attitude and work ethic that warrants success.

Elections

Timeline for Elections

Event	Term	Week	Day	Time
Nominations due	3	5	Friday	2:45 PM
Nominee speeches to staff	3	8	Wednesday	After school
Nominee speeches to students	3	8	Friday	First Break
Voting – Year 8 and 11	3	9	Tuesday	PBL
Interviews	3	10	TBA	TBA
Announcement	Awards Night			

Election Process

Aspiring captains and vice-captains must:

- Complete a nomination form, specifying the role being applied for – See Page 11
 - Submit nomination form to Student Services by Friday of Week 5 at 2:45 PM.
- Nominees are shortlisted in consultation with Dean and key staff
- Shortlisted nominees write a speech
 - Deliver speech to staff after school on Wednesday of Week 8
 - Staff to complete voting ballot, numbering students in order of preference
 - Deliver speech to students
 - Students will vote during PBL on Tuesday of Week 9
- Sit an interview with the Dean, Principal, and Student Leadership Coordinator.

Aspiring year-level representatives and prefects must:

- Complete a nomination form (Prefects on Page 11, Year-level reps on Page 12)
 - Submit nomination form to Student Services by Friday of Week 5 at 2:45PM.
 - Sit an interview with the Dean, and Student Leadership Coordinator.

Note: Student Leadership Coordinator will allocate year-level representatives and prefects according to preference, demand, and strength of application.

Voting

Students are eligible to cast their vote for their desired school captains. Anonymous votes will be cast during PBL on Tuesday of Week 9 and submitted to the PBL teacher.

- Year 7 and 8 students have two ballot papers which they must complete.
 - One for junior School Captain
- Year 10 and 11 students have two ballot papers which they must complete.
 - One for senior School Captain
- Ballot papers must be filled out in order of preference, e.g. 1 for first preference, 2 for second preference, etc.
- Any vote will be invalid if:
 - Any name has not been numbered
 - The form has been defaced in any way
 - Writing on the form is not legible

Role Descriptions

All Leaders

A leader is someone who guides or directs others. Your role as the student leaders of Pacific Pines State High will require you to demonstrate leadership via:

- Exemplary attendance at school.
- Wearing the school uniform at all times.
- Having good interpersonal skills with school administration, teachers, students and the community.
- Modeling respect, responsibility, safety and resilience.
- Modelling the school's PBL philosophy.
- Understanding and having the ability to explain the school expectations, including those related to PBL, to other students.
- Being tactful and sensitive where necessary.
- Earning and developing the respect of your peers.
- Working with school administration and staff to organise activities and events.
- Being a good role model – in behaviour, appearance, involvement, participation and attitude to all aspects of school life, academic and otherwise.
- Being involved in, and encouraging other students to participate in, a range of school activities.
- Being able to work in a team with other school leaders.

Senior School Captain

Role Statement

As the most significant student leaders in the school, school captains are expected to be ambassadors who embody the school values of learning, safety, respect and responsibility. They must be approachable, reliable and trustworthy, with high expectations of themselves and others. The school captains are to take an active role in all aspects of the school community and work with others to achieve the best possible outcomes.

Responsibilities

- Communicate effectively with staff and students.
- Work with Vice-captains and the Student Council to achieve goals.
- Be positive role models, in terms of presentation, uniform and the display of behaviour which is representative of the school's values
- Public speaking – school and year-level assemblies, awards night, school excursions, etc.
- Be active in the school community – student council, sport, academic, volunteering, etc.
- Build harmonious relations within the school.
- Provide input in school decisions – proactively meet with administration and teaching staff.
- Regularly meet with Principal.
- Assume a representative role within the school and wider community.
- Write an article for the yearbook.
- Contribute to the fortnightly newsletter.
- Escort pre-service teachers on a tour of the school.

Senior School Vice-Captain

Role Statement

The role of senior school vice-captain is to proactively work with and support the school captain in all areas of responsibility.

Responsibilities

- Supporting the captain and fulfilling the Captains' duties in their absence, providing active leadership.
- Organising and coordinating the Student Council.
- Guiding and facilitating year level reps in their roles and duties.

Junior School Captain

Role Statement

A junior school captain is to embody the school's values and consistently display good morals and responsibility. They must provide assistance, guidance or help to any member of the junior school and to have a creative and flexible mind, contributing different ideas and opinions to their leadership team and the Student Council. Respecting others in a fair and honest way, the junior school captains need to be able to work productively with other students, demonstrating respect and consideration to proactively improve our school community.

Responsibilities

- Public speaking
- Introducing guest speakers at assemblies
- Setting a good example in the junior school
- Hosting Year 9 assemblies – introducing leaders, reminding students of upcoming events
- Being approachable if students need help

Junior School Vice-Captain

Role Statement

The role of Vice captain is to work with and support the school captain in all areas of responsibility. Responsibilities are the same as that for Junior School Captain

House Prefects – Junior and Senior

Role Statement

House prefects are required to encourage participation in all house activities, including but not limited to, the school's scheduled competitions. Approachable and reliable, house captains must embody the school's values at all times, taking a proactive approach in improving house spirit, liaising with relevant staff members when necessary.

Responsibilities

- Attend all school house events
- Participate in the organisation of house events, including athletics carnival, cross country, etc.
- Attend house meetings
- Proactively improve house spirit across the school
- Organise and co-ordinate house events throughout the year
- Regularly liaise with H.P.E. department as required
- Participate in Student Council activities
- Speak at parades

Pillar Prefects – Junior and Senior

Role Statement

Prefects are the school's role models. If you have an excellent record of behaviour, attendance, attitude and uniform then you are a suitable candidate. However, students that have experienced problems or obstacles at school and worked hard to overcome them are also encouraged to apply. You should like working with and talking to your peers, and be able to build good working relationships with staff. You should want to be involved in decision making and make a lasting positive impact on the school community.

Responsibilities

- Demonstrate excellent standards of behaviour, attendance, attitude and uniform
- Volunteer time to organise and attend meetings outside of school hours
- Work responsibly as part of a team
- Attend and contribute to all Student Council meetings and events
- Arrange for new students to be welcomed to the school
- Proactively work to improve the student experience during break times

Northern Collegiate Representatives

Role Statement

Students will work within the Student Council of PPSHS as well as other students from the Northern Collegiate cluster schools to undertake a specific project that raises the profile of young leaders, creates awareness and positively impacts the community. Within the program, students will foster strong leadership skills in the areas of communication, teamwork, problem solving, negotiating, public speaking and organisation, as well as the ability to multi task. They will lead by example and work to inspire others to build confidence, strengthen community ties and assist those who are less fortunate.

Responsibilities

- Participate in PPSHS Student Council initiatives.
- Work with administration and support staff to plan and implement projects that promote a positive image of young people within the wider community.
- Promote the Northern Collegiate program within the community.
- Attend meetings, events and wider community activities. Please note: this will require time outside of school hours and will include some weekends.
- Communicate within groups through verbal and non-verbal communication skills, e.g. through face to face conversations, emails, and social media and text messages.
- Liaise with Northern Collegiate staff about concerns and successes within the program.
- Exemplify the values of each school focusing on: Building resilience, Being Safe, Being Respectful and Being Responsible.
- Aim to achieve the selected community project by the agreed date and strive for excellence in doing so.

Election Process

- Complete a nomination form (Page 11)
 - Return nomination form to Student Leadership Coordinator by Friday of Week 5 at 2:45 PM

In consultation with the Year 10 Dean of Students, successful applicants will be notified prior to awards night in Term 4.



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Student Leadership Nomination Form

Student Name _____ Year ____ House _____

Below, please tick the position(s) you wish to apply for. If you are applying for more than one position, please indicate your preference by numbering your selections rather than ticking.

Note: Applicants for School Captain will automatically be considered for Vice-Captain.

- | | | | | | |
|------------------|--------------------------|---------------------|--------------------------|---------------|--------------------------|
| School Captain | <input type="checkbox"/> | Vice-Captain | <input type="checkbox"/> | House Prefect | <input type="checkbox"/> |
| Pillar Prefect * | <input type="checkbox"/> | Northern Collegiate | <input type="checkbox"/> | | |

* If you're applying to be a Pillar Prefect please select one of the following:

- | | | | | | | | |
|----------|--------------------------|-----------|--------------------------|----------|--------------------------|--------|--------------------------|
| Cultural | <input type="checkbox"/> | Community | <input type="checkbox"/> | Learning | <input type="checkbox"/> | Health | <input type="checkbox"/> |
|----------|--------------------------|-----------|--------------------------|----------|--------------------------|--------|--------------------------|

Teacher Referees – Note: Principal, Deputy Principal or Dean cannot be used as referees.

Teacher Name

Teacher Signature

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |

List your subjects and results for Semester 1

- | | | | |
|---------------|-------------|---------------|-------------|
| Subject _____ | Result ____ | Subject _____ | Result ____ |
| Subject _____ | Result ____ | Subject _____ | Result ____ |
| Subject _____ | Result ____ | Subject _____ | Result ____ |

What is it about the position (first choice) you are applying for that appeals to you?

What skills and/or experience do you possess that will equip you for this position?

If elected, what do you hope to achieve to improve the school community of PPSHS?

Student Signature _____ Date ____ / ____ / ____

Please return this form to the Student Leadership Coordinator before 2:45pm on Friday of Week 5.



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Year Level Representative - Nomination Form

Student Name _____ Year ____ House _____

Teacher Referees – Note: Principal, Deputy Principal or Dean cannot be used as referees.

Teacher Name

Teacher Signature

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |

List your subjects and results for Semester 1

Subject _____	Result ____	Subject _____	Result ____
Subject _____	Result ____	Subject _____	Result ____
Subject _____	Result ____	Subject _____	Result ____

What is it about the position you are applying for that appeals to you?

What skills and/or experience do you possess that will equip you for this position?

If elected, what do you hope to achieve to improve your year level?

If elected, what do you hope to achieve the wider school community?

Student Signature _____ Date ____ / ____ / ____

Please return this form to the Student Leadership Coordinator before 2:45pm on Friday of Week 5.