



Student Leadership  
Year 7  
2018

## Student Leadership Year 7 2018

The positions available to Year 7 students include Junior School Ambassadors and Year Level Leaders. Year 7 students for 2018 may apply for the position of Junior School Ambassador by completing an application following the process outlined below.

<b>Monday, 4<sup>th</sup> December</b>	Applications to be emailed to <b>studentleadership@ringwoodsc.vic.edu.au</b>
<b>Early February, 2018</b>	Successful applicants will be notified. Letters sent to students who have not been shortlisted.
<b>February/ March- TBC</b>	Ambassador leadership training day

### Student Leadership positions available

Title	Number of positions
Junior School Ambassador (Year 7 students only)	20
Year Level Leader (to be selected from the student leaders at each year level)	2 per year level leaders (chosen from the ambassadors)

### Written Application

A copy of your cover letter and Key Criteria must be emailed to **studentleadership@ringwoodsc.vic.edu.au** by Monday 4<sup>th</sup> December at 3.30pm

You will receive a confirmation email upon receipt of your application.

Requirements of the application

- Completed as a Microsoft Word document
- Font size of 12 applies
- Make sure that your name is clearly displayed on your application.
  
- 1. Cover letter (no more than 1 page)
  - Introduce yourself- include your first name, surname and primary school
  - Identify why you would like to represent the student body as a student leader at Ringwood Secondary College in 2018.
  
- 2. Key Criteria (no more than 1 page)
  - Outline the skills, attributes and experiences that make you a suitable candidate for a student ambassador. Please make reference to the job descriptions.
  - Your achievements (can be in school and outside of school), your ideas for what you could contribute to the College and what you would like to achieve from the role.
  - Explain how you will make a positive difference in our College community?

### **Key selection criteria for applicants:**

The following criteria will be used by the panel of teachers to make decisions relating to shortlisting applicants for interviews and appointment of student leaders to portfolios.

<b>Key selection criteria</b>
<b>Communication &amp; Relationship skills</b> – ability to work respectfully and productively with others, both staff and students. i.e. confidence to lead peers in meetings and group action
<b>Attitude toward learning</b> – a positive attitude toward learning, in an academic and broader social context
<b>Behaviour</b> - behaving in a manner that is considerate of others and the ethos and values of the RSC community
<b>Direction</b> – a vision for the direction of the role and what the student wants to achieve in 2018
<b>Skills</b> – demonstrated capabilities and attributes to fulfil key roles through previous experience or skill set. i.e. organisational skills, motivation, ability to take initiative and lead independently

### **Leadership Positions Job Descriptors**

All student leaders at Ringwood Secondary College are expected to fulfil the following, as well as the specific requirements of their leadership position.

- To uphold the rules of the school both by example and encouragement of other students
- To foster amongst students a spirit of learning and commitment to academic pursuits
- To foster amongst students a willingness to participate in the co-curricular life of the school
- Contribute to an active school voice that builds school and community connectedness
- To lead and assist with Year Level assemblies
- To build positive school spirit and to work with key teachers to develop and implement the House system at Ringwood Secondary College

## Overview of the Year 7 Student Leadership positions available:

<b>Junior School Ambassador</b>	<b>Positions – 20 positions (2018 Year 7 students only)</b>
<b>Duties –</b> <ul style="list-style-type: none"><li>• Attend Ambassador training</li><li>• Assist with College tours and other promotion for prospective students</li><li>• Attend key College functions including selected Information Evenings</li><li>• Actively involved in College and Community Service</li><li>• Work with House Coordinators, Captains and Prefects to plan and run House based activities</li></ul>	
<b>Skills -</b> <ul style="list-style-type: none"><li>• Lead by example amongst peers with particular attention paid to following school rules and treating peers respectfully</li><li>• Confidence to speak to large groups of prospective parents and in front of large audiences</li><li>• Effective and respectful communication skills with parents, local community members, peers and teachers</li><li>• Behave in a responsible manner</li></ul>	

<b>Year Level Leader</b>	<b>Positions – 2 per year level</b>
<b>Duties –</b> <ul style="list-style-type: none"><li>• Meet with House Coordinators on a regular basis</li><li>• Provide assistance with the running of common assemblies</li><li>• Provide assistance in the running of Year Level competitions and activities both during assembly times and outside of normal teaching times</li><li>• Present information at school events (where required), particularly at events for the relevant year level</li><li>• Provide written experiences or details of events for the College Newsletter</li><li>• Be positive ambassadors for students in the college</li><li>• Meet with the Director of House and Community Engagement Leader on a regular basis with all year level leaders across the college</li><li>• Be an active member of the Student Representative Council</li></ul>	
<b>Skills -</b> <ul style="list-style-type: none"><li>• Initiative – to take action independently</li><li>• Confidence to speak publically</li><li>• Organisation and time management skills to meet deadlines</li><li>• Communication skills – effective and respectful communication with peers and teachers</li><li>• Positive attitude – willing to try new things and to approach ideas with enthusiasm and optimism</li></ul>	