



# Year 12 Student Leadership at Rooks Heath Sixth Form: Give Back, Get Back



**Head of Sixth Form: Mr A Wright**

**Head of Year 12: Ms C McCutcheon**



***Strive to be your best***

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## **Student Leadership Guide**

*Developing Student Leadership across the Sixth Form is key, as when given the opportunity you as students can have a profound impact on our school.*

*Involvement in leadership activities can improve a students' learning as well as helping them to develop the skills and traits needed for success outside of the classroom.*

*Rooks Heath Sixth Form Student Leadership Programme aims to increase the opportunity for Student Leadership across the school and to enhance the input students have with rewards, whole school events and student well-being.*

*Our student leadership model aims to be inclusive to ensure that all students have an opportunity to lead. This enhances both employability skills as well as enhancing university applications.*

*We have a range of student leadership posts for students in Year 12. Certain roles are targeted at specific year groups, but information about who can apply is available in the student leadership pack. We encourage all of our students to have the qualities and aspirations to make a difference to life at our school, to apply for a role and to seize the opportunities presented to them.*

### **What are we looking for from Student Leaders?**

- A positive attitude towards the school, including commitment to the school aims and priorities.
- Their support of a range of school activities and events.
- Adherence to school uniform and presentation standards.
- An exemplary record in terms of grades, attendance and punctuality
- A keen sense of responsibility.
- A high level of motivation including a willingness to work with and learn from their peers
- Confidence and the ability to communicate effectively
- Skills in Leadership and team work
- Reliability and dedication
- Ability to inspire other students and command the respect of their peers
- A positive role model
- Willing to assist others
- Willing to help coordinate/run specific events
- Excellent communication skills
- Excellent organisational skills

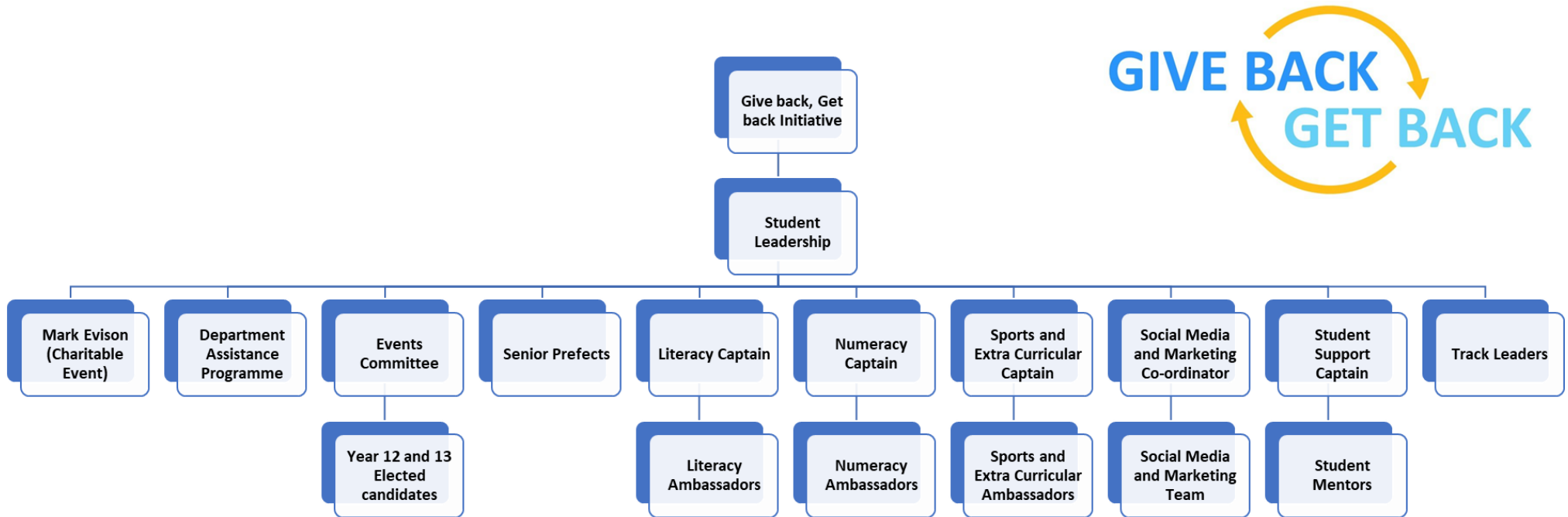
## Give Back, Get Back: Student Leadership Opportunities

### Give Back, Get Back:

At Rooks Heath, all sixth form students are expected to demonstrate leadership skills. We believe that a key element of our purpose as a school is to prepare young people for the world beyond school. It is certain that many of our students will take careers and other roles in society which require them to lead others. We want them to do this well.

However, there are broader aspects of leadership which we also believe to be important. These include areas such as responsibility for oneself, kindness and politeness to each other and resilience under pressure. These are areas which students are encouraged to work on as individuals, both through their learning in lessons and during extra-curricular activities.

It is often said that it is better to give than receive. Our Give Back Get Back student leadership programme is underpinned by this philosophy. Students are encouraged to act as role models and display a generosity of spirit to help each and support every member of their community. We believe the short-term costs demanded of them to carry out these acts are rewarded with a lasting, long-term sense of achievement.



## Student Leadership Profiles:

### Senior Prefect Role Description:

***To act as the student leader of the Sixth Form, to represent the student voice and to undertake duties to raise the profile of the Sixth Form***

- Ensures organisation of Sixth Form common room and study areas
- Undertakes a duty at break or lunch
- Supports with managing safety and positive attitudes around the school
- Leading and participating in whole school events when requested
- Supporting new students joining RHS
- Work closely with other Senior Student Leaders to oversee and raise standards across the Sixth Form



### Who can become a Senior Prefect?

*Students with the following qualities will make ideal candidates in our Sixth Form:*

- ✓ A positive role-model
- ✓ Willing to assist others
- ✓ Excellent communication skills
- ✓ Excellent organisational skills
- ✓ Willing to help co-ordinate/run specific events linked to role
- ✓ Ambitious
- ✓ Passionate about the ethos of the school and its environment

### Literacy Captain Role Description:

***To act as the student leader of Literacy and to support the work of the English Department to promote Literacy***

- To liaise with both the Literacy Co-ordinator and Head of Department
- The ability to lead students and inspire via leadership
- To have a good standard of written and oral communication
- To be a role model in terms of attitude, work ethic, manners and appearance to all members of the school community
- To attend all Parents' Information Evenings and Open Evenings as a representative of the English Department
- To aid in running/co-ordinating programmes within the English department, including but not limited to: Spelling Bee, Debate Club, Creative Writing Club and Peer to Peer Reading
- To carry out other duties when required
- Working with targeted, younger students



### Who can become a Literacy Captain?

*Students with the following qualities will make ideal candidates in our Sixth Form:*

- ✓ An interest in English as a subject
- ✓ Grade 5 or above in GCSE English Language
- ✓ Willing to assist others
- ✓ Leadership/managerial qualities to co-ordinate the team of Ambassadors
- ✓ Excellent communication skills
- ✓ Excellent organisational skills

- ✓ Willing to help co-ordinate/run specific events linked to role
- ✓ Personable

### Literacy Ambassador Role Description:

***To act as a representative of Literacy and to support the work of the English Department to promote Literacy***

- To liaise with the Literacy Captain and the English department when needed
- The ability to lead and build good relationships with students
- To have a good standard of written and oral communication
- To be a role model in terms of attitude, work ethic, manners and appearance to all members of the school community
- To attend all Parents' Information Evenings and Open Evenings as a representative of the English Department
- To aid in running/co-ordinating programmes within the English department, including but not limited to: Spelling Bee, Debate Club, Creative Writing Club and Peer to Peer Reading
- To carry out other duties when required
- Working with targeted, younger students



### Who can become a Literacy Ambassador?

*Students with the following qualities will make ideal candidates in our Sixth Form:*

- ✓ An interest in English as a subject
- ✓ Grade 5 or above in GCSE English Language
- ✓ Willing to assist others
- ✓ Excellent communication skills
- ✓ Excellent organisational skills
- ✓ Good attendance and punctuality
- ✓ Willing to help co-ordinate/run specific events linked to role
- ✓ Personable

### Numeracy Captain Role Description:

***To act as the student leader of Numeracy and to support the work of the Maths Department to promote Numeracy***

- To liaise with both the Numeracy Co-ordinator and Head of Department
- The ability to lead students and inspire via leadership
- To be a role model in terms of attitude, work ethic, manners and appearance to all members of the school community
- Meeting with the Maths Department for advice on resources
- To work closely with Numeracy Ambassadors and regularly hold meetings
- To attend all Parents' Information Evenings and Open Evenings as a representative of the Maths Department
- To aid in running/co-ordinating programmes within the Maths Department, including but not limited to: Support programme for lower year groups
- To carry out other duties when required
- Working with targeted, younger students



### Who can become a Numeracy Captain?

*Students with the following qualities will make ideal candidates in our Sixth Form:*

- ✓ An interest in Maths as a subject
- ✓ Grade 5 or above in GCSE Maths
- ✓ Willing to assist others
- ✓ Leadership/managerial qualities to co-ordinate the team of Ambassadors
- ✓ Excellent communication skills
- ✓ Excellent organisational skills
- ✓ Willing to help co-ordinate/run specific events linked to role
- ✓ Personable- to be able to work well with others

### Numeracy Ambassador Role Description:

***To act as a representative of Numeracy and to support the work of the Maths Department to promote Numeracy***

- To liaise with the Numeracy Captain and the Maths department when needed
- The ability to lead and build good relationships with students
- To be a role model in terms of attitude, work ethic, manners and appearance to all members of the school community
- To attend all Parents' Information Evenings and Open Evenings as a representative of the Maths Department
- To aid in running/co-ordinating programmes within the Maths Department, including but not limited to: Support programme for lower year groups
- To carry out other duties when required
- Working with targeted, younger students



### Who can become a Numeracy Ambassador?

*Students with the following qualities will make ideal candidates in our Sixth Form:*

- ✓ An interest in Maths as a subject
- ✓ Grade 5 or above in GCSE Maths
- ✓ Willing to assist others
- ✓ Excellent communication skills
- ✓ Excellent organisational skills
- ✓ Good attendance and punctuality
- ✓ Willing to help co-ordinate/run specific events linked to role
- ✓ Personable



### Sports and Extra-Curricular Captain Role Description:

**To act as the student leader of extra-curricular events across the Sixth Form and to support the work of the PE Department to promote physical and mental wellbeing**

- Leading a team of Ambassadors in the development of sporting and extra-curricular activities across the sixth form
- Working closely with the PE department and Enrichment Co-ordinator
- Assist with the organisation and delivery of school sporting competitions
- Assist with the running of extra-curricular/enrichment activities
- Duty- supporting at least one lunch time extra-curricular activity as part of the lower school timetable



### Who can become a Sports and Extra-Curricular Description?

*Students with the following qualities will make ideal candidates in our Sixth Form:*

- A positive role-model
- Willing to assist others
- Energetic and full of new ideas
- Able to lead by example
- Genuine interest in sporting activities and/or extra-curricular activities
- Excellent organisational skills
- Experience of being a regular participant in extra-curricular activities
- Willing to help co-ordinate/run specific events linked to role

### Sports and Extra-Curricular Ambassador Role Description:

**To act as a representative of extra-curricular events across the Sixth Form and to support the work of the PE Department to promote physical and mental wellbeing**

- Developing sporting and extra-curricular activities across the sixth form
- Working closely with the PE department and Enrichment Co-ordinator
- Assist with the organisation and delivery of school sporting competitions
- Attend meetings with the Captain
- Assist with the running of extra-curricular/enrichment activities
- Duty- supporting at least one lunch time extra-curricular activity as part of the lower school timetable



### Who can become a Sports and Extra-Curricular Ambassador?

*Students with the following qualities will make ideal candidates in our Sixth Form:*

- A positive role-model
- Willing to assist others
- Energetic and full of new ideas
- Able to follow instruction and be reliable
- Genuine interest in sporting activities and/or extra-curricular activities
- Experience of being a regular participant in extra-curricular activities
- Willing to help co-ordinate/run specific events linked to role



### Social Media and Marketing Co-ordinator Role Description:

**To act as the student leader of social media and marketing across the Sixth Form and to support the work of raising the profile of RHS Sixth Form**

- To lead the Social Media and Marketing Team in line with guidance from the Sixth Form Administrator and the Enrichment Co-ordinator
- To regularly liaise and attend meetings with the Sixth Form Administrator and Enrichment Co-ordinator where necessary
- To create weekly content to be posted on our social media pages
- To be responsible for at least one post per week to promote the activities taking place in the Sixth Form
- To develop new marketing initiatives within the Sixth Form e.g. Digital Newsletter
- To contribute and help to write ideas for digital newsletters to promote the activities taking place in the Sixth Form
- To be a role model in terms of attitude, work ethic, manners and appearance to the junior members of the school
- Promote all school activities within the Sixth Form
- To attend school functions as required
- To carry out any other duties as required



### Who can become a Social Media and Marketing Co-ordinator?

*Students with the following qualities will make ideal candidates in our Sixth Form:*

- A positive role-model
- Willing to assist others
- Excellent communication skills
- Excellent organisational skills
- Willing to help co-ordinate/run specific events linked to role
- Ambitious
- Creative/Digital experience
- Passionate about the ethos of the school and its environment

### Social Media and Marketing Ambassador Role Description:

**To act as the representative of social media and marketing across the Sixth Form and to support the work of raising the profile of RHS Sixth Form**

- To create weekly content to be posted on our social media pages
- To be responsible for at least one post per week to promote the activities taking place in the Sixth Form
- To contribute to new marketing initiatives within the Sixth Form e.g. Digital Newsletter
- To contribute and help to write ideas for digital newsletters to promote the activities taking place in the Sixth Form
- Promote all school activities within the Sixth Form
- To attend school functions as required
- To carry out any other duties as required



### Who can become a Social Media and Marketing Co-ordinator?

*Students with the following qualities will make ideal candidates in our Sixth Form:*

- A positive role-model
- Willing to assist others
- Excellent communication skills
- Excellent organisational skills
- Willing to help co-ordinate/run specific events linked to role
- Creative/Digital experience
- Passionate about the ethos of the school and its environment

### Student Support Captain Role Description:

- To be a role model in terms of attitude, work ethic, manners and appearance to all members of the school community
- To organise the Year 12 Student Support Mentors
- To lead and meet regularly with Year 12 Student Support Mentors
- To liaise with the Student Support Hub
- Willing to participate in necessary training as part of the role
- To lead on whole school activities for student wellbeing weeks and national mental health awareness days/weeks
- To feedback training to the rest of the team
- Work closely with students in accordance with safeguarding policies and in a confidential capacity



### Who can become a Student Support Captain?

*Students with the following qualities will make ideal candidates in our Sixth Form:*

- A positive role-model
- Willing to assist others in their development
- Leadership qualities- comfortable with managing and leading a team
- Excellent communication skills
- Patient, caring and empathetic nature
- Willing to help co-ordinate/run specific events linked to role
- Passionate about helping others
- Intrinsically motivated

### Student Support Mentor Role Description:

- To help provide the highest quality of support for all our students
- To work with students in one form time per week- this is subject to change
- Willing to participate in necessary training as part of the role
- Provide additional support and motivation to help students succeed in their GCSEs.  
Work closely with students in accordance with safeguarding policies and in a confidential capacity
- Lead on whole school activities for student wellbeing weeks and national mental health awareness days/weeks



### Who can become a Student Support Mentor?

*Students with the following qualities will make ideal candidates in our Sixth Form:*

- A positive role-model
- Willing to assist others in their development
- Excellent communication skills
- Patient, caring and empathetic nature
- Willing to help co-ordinate/run specific events linked to role
- Passionate about helping others
- Intrinsically motivated

### TRACK Leader Role Description:

***To act as Student Leader of the Rooks Heath TRACK values system. I.e. Teamwork, Resilience, Achievement, Creativity and Kindness. Each Student Leader of the TRACK values will work with tutor groups across KS3 to raise standards in their TRACK value.***

**TRACK Leader roles must be applied for based on the TRACK value you want to represent.**

- Able to use initiative to develop the role
- To taking a leading role in developing the TRACK value across KS3
- Attending meetings with relevant staff and co-ordinating with Heads of Year
- Creating resources linked to TRACK value
- Attend some registrations of lower year group when needed or allocated
- Sharing resources in different formats across the Year group
- Supports with managing safety and positive attitudes around the school
- Leading and participating in whole school events when requested

### Who can become a TRACK Leader?

*Students with the following qualities will make ideal candidates in our Sixth Form:*

- A positive role model in and outside of school
- A proven track record of TRACK value being applied for
- Willing to assist others
- Manages time effectively
- Confident speaker in front of students
- Excellent communication and organisational skills
- Willing to help co-ordinate/run specific events linked to role
- Ambitious and pro-active in taking a leading role within the school
- Passionate about the ethos of the school and its environment



### Application Process:

All of Year 12 students are welcome to apply to any Student Leadership roles. We encourage all students to gain valuable experience through student leadership throughout the school.

#### **Advice and Guidance**

Those students who are interested in making an application are encouraged to read and digest the information on each of the posts before deciding which to apply for, and, in light of this, to:

- Seriously consider their ability to commit to the responsibilities that being a student leader demands.
- Review current attendance record, performance in class and level of contribution to the school community, and check these against the standards required.
- Discuss with parents the feasibility of being able to fulfil the expectations of being a student leader
- Make known to their tutor their intention to apply, and seek their approval

#### **Basic general expectations**

Those who wish to apply to become student leaders must be able to demonstrate:

- A positive attitude towards the school, including commitment to the school aims and priorities.
- Their support of a range of school activities and events.
- Adherence to school uniform and presentation standards.
- An exemplary record in terms of grades, attendance and punctuality
- A keen sense of responsibility.
- A high level of motivation including a willingness to work with and learn from their peers.

#### **The application and interview process**

The appointment process will vary dependant on the role and number of applications received. However, all students who apply for a post should be prepared to:

- Seek nomination from group tutor and other key members of staff
- Speak in front of peers to share views and gain support
- Be interviewed by Senior Staff
- Be part of a group interview

Please note, that not all posts will require students to do all of the above, but you must be prepared to be involved in one or all of the selection processes outlined.

**Process:**

1. Apply by completing the digital application form as provided below. Please include as much information as possible. This is an opportunity for you to stand out from other applicants.
2. These will be reviewed by the Sixth Form team as well as the attached department/member of staff
3. Dependent on the number of applications and the type of role applied for, you may be invited for a short interview/discussion
4. Decision making process- Applicants informed of the success of their application

All appointments will be made at the start of the new half term.

**Student Leadership Application Form:**

Please click the link or scan the QR code to complete your online application for a Student Leadership position:

<https://forms.office.com/Pages/ResponsePage.aspx?id=CKyykIle0ECLxb-Ic0RiFdDeggY7Y-1GghQSDaUdiINURVFVS1FIN0E2NkE1VE9NMjIMSEJMWTJHVC4u>

CLICK HERE





**Headteacher: Mrs M Manderson**

**Head of Sixth Form: Mr A Wright**

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