



The Lakes
SOUTH MORANG
COLLEGE



learning
respect
teamwork
leadership

Student Leadership Handbook

SECONDARY CAMPUS

PRINCIPAL'S MESSAGE

Dear Students

The Lakes South Morang College is committed to supporting students with pathways that allow for them to become community and professional leaders in their chosen fields. The life-long skills established through participation in Student Leadership positions are highly regarded by employers and tertiary educational institutions.

Student leadership at The Lakes creates a unique opportunity for students to amplify their educational experience .This is achieved through a relentless drive and focus on the creation of: collaborative conditions that encourage leadership; leading by example through actively demonstrating the school values; and, acting in ways that embrace authenticity, responsibility, integrity and service .

It is these conditions and dispositions that develop the leaders of the future.



Kerrie Heenan
College Principal



Bill Panas
Secondary Campus Principal

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STUDENT LEADERSHIP AT THE LAKES

'Student leadership is not confined to a small group of individuals, as leadership potential is inherent within all learners. Student leadership includes listening to and being able to clarify the issues of the students you represent and advocating on their behalf. Student leaders have an increased sense of responsibility to help others and to model leadership principles and values. Trust, autonomy and relationships are enhanced through the development of leadership qualities.'

Department of Education and Training, Amplify, 2019

School-Wide Benefits of Student Leadership

Educational: Students develop skills in areas such as representation, communication and organisation.

Democratic: All students have a voice and are listened to.

Responsible and trusted: Students have responsibility for real issues; they are trusted to solve real problems and make real decisions.

Collaborative: Students are partners in decision-making with the school leadership team, teachers, parents/carers and the school community.

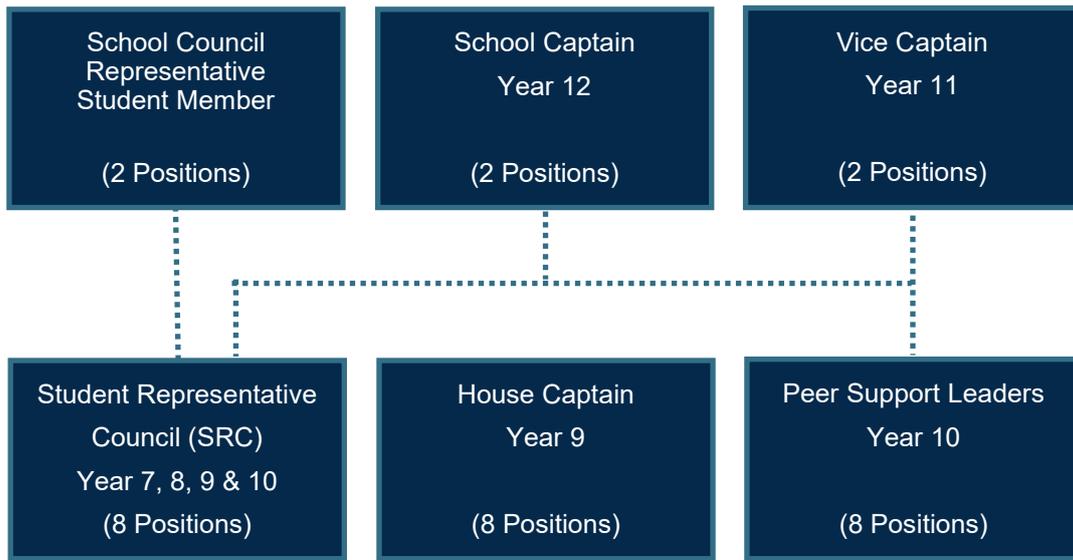
Respectful: Mutual respect develops between students and all members of the school community.

Caring: Students are committed to their school and care about what happens to it and in it; students care for each other.

Rewarding: Participation is enjoyable and delivers successful outcomes.

Represent! An SRC resource kit for students and teachers, VicSRC

Structure



“Student leadership is important as it helps a student develop higher critical thinking skills, confidence, public speaking skills, leadership and many more essential and helpful skills for the future. I value student leadership because it brings all the students together with common ideas to help improve and sustain the school. Being involved in student leadership also brings students a sense of school pride and a willingness to help as many people as possible.”

Salv Tarsitano, SRC, 2021

STUDENT LEADERSHIP POSITIONS

SCHOOL CAPTAIN

The position of School Captain is the pinnacle of student leadership at the College. As well as representing the student body, the Captains represent whole-school values. The School Captains are leaders, independent and reliable. They are able to inspire others and have the confidence and respect of students, teachers and wider school community because of their outstanding history of performance and contribution.

Roles & responsibilities

School Captains actively model and promote the school values to all members of the school community by:

- Active participation in student leadership induction, planning and/or skill development sessions (where possible, attend an external leadership day).
- Active contribution to student leadership within the College, including input into the student leadership structure.
- Liaison with other Student Leadership groups.
- Active participation in regular meetings with the Student Leadership Coordinator.
- Leadership and facilitation of campus and whole-school assemblies.
- Preparation of, and contribution to, a quarterly (each term) Captains report for the Inspire Magazine.
- Active participation as a student ambassador at school events and the delivery of school tours.
- Representation of the student body at formal occasions and official functions: both within, and, outside of the school (e.g. Graduation, Anzac Day commemorations, Valedictory dinner etc.)

Eligibility

YEAR 12

To be eligible for the position of School Captain, applicants must be able to demonstrate and sustain:

- A vision for the continued improvement of The Lakes South Morang College.
- Leadership attributes and qualities, including strong communication skills and the ability to work cooperatively.
- Commitment to the College through academic progress, cultural involvement, and active participation in school activities.
- An exceptional attendance and behaviour record.

Selection Process

- Students self-nominate via an application form.
- Application forms are submitted to the Front Office by the due date.
- Students who are best able to demonstrate the selection criteria through their application will be invited to an interview.
- Interview panel composition includes: the Student Leadership Coordinator; a representative from the Principal Team; a teacher familiar with the relevant cohort; and a Vice-Captain or School Captain (outgoing).
- Students who best demonstrate the criteria through their interview question responses will be awarded School Captain positions.
- The application process commences Week 6, Term 4.

STUDENT LEADERSHIP POSITIONS

VICE CAPTAIN

The position of Vice-Captain is key in ensuring the sharing of ideas and teamwork amongst the Senior School Leadership Team. As well as representing the student body, the Vice-Captains represent whole-school values. The Vice-Captains are leaders, independent and reliable. They are able to support others and have the confidence and respect of students, teachers and wider school community because of their outstanding history of performance and contribution.

Roles & responsibilities

Vice-Captains actively model and promote the school values to all members of the school community by:

- Active participation in student leadership induction, planning and/or skill development sessions (where possible, attend an external leadership day).
- Active contribution to student leadership within the College, including input into the student leadership structure.
- Collaboration with the School Captains to share and implement ideas together.
- Active participation in regular meetings with the Student Leadership Coordinator.
- Support in the facilitation of campus and whole-school assemblies.
- Contribution to, a quarterly (each term) Captains report for the Inspire Magazine.
- Active participation as a student ambassador at school events and the delivery of school tours.
- Representation of the student body at formal occasions and official functions: both within, and, outside of the school (e.g. Senior School Information Sessions, Anzac Day commemorations, etc.)

Eligibility

YEAR 11

To be eligible for the position of Vice-Captain, applicants must be able to demonstrate and sustain:

- A vision for the continued improvement of The Lakes South Morang College.
- Leadership attributes and qualities, including strong communication skills and the ability to work cooperatively.
- Commitment to the College through academic progress, cultural involvement, and active participation in school activities.
- An exceptional attendance and behaviour record.

Selection Process

- Students self-nominate via an application form.
- Application forms are submitted to the Front Office by the due date.
- Students who are best able to demonstrate the selection criteria through their application will be invited to an interview.
- The interview panel composition includes: the Student Leadership Coordinator; a representative from the Principal Team; a teacher familiar with the relevant cohort; a Vice-Captain or School Captain (outgoing).
- Students who best demonstrate the criteria through their interview question responses will be awarded Vice-Captain positions.
- The application process commences Week 6, Term 4.

STUDENT LEADERSHIP POSITIONS

SCHOOL COUNCIL REPRESENTATIVE

All Victorian government secondary school councils are required to have an elected student member. The school council has particular functions in setting and monitoring the school's direction. Students have a unique perspective on schooling and active participation of student members on school council allows for student input into the future direction of the school. The school council student representatives can be from any secondary year level.

School councils have three main responsibilities:

- **Finance:** overseeing the development of the school's annual budget and ensuring records are kept of the school's financial operation.
- **Strategic planning:** participating in the development and monitoring of the school strategic plan.
- **Policy development and review:** developing, reviewing and updating policies that reflect a school's values and support the school's broad direction outlined in its strategic plan.

Student members of school councils are elected by their peers and have the same role and responsibilities as other council members, including full voting rights.

Roles & responsibilities

School Council Representatives (Student member) actively model and promote the school values to all members of the school community by:

- Acting as chairperson of the Student Representative Council (SRC) meetings to obtain feedback from the general student body.
- Attendance at all council meetings (at least eight times a year and at least once per school term), in line with the requirements for school councillors.

- Preparing for each meeting by reading the: agenda; minutes from the previous meeting; and meeting papers such as sub committee reports, principal's, and president's report to school council.
- Arranging for transport options to and from the meeting with your parent/carer.

Code of Conduct

School councillors (including the student member) are required to adhere to a Code of Conduct. The Code of Conduct requires councillors to:

- Act with honesty and integrity.
- Act in good faith in the best interests of the school.
- Act fairly and impartially.
- Use information appropriately (respect confidentiality).
- Exercise due care, diligence and skill (do what is best for the school).
- Use the position appropriately.
- Act in a financially responsible manner.
- Comply with relevant legislation and policies (the law).
- Demonstrate leadership and stewardship (set a good example, encourage a culture of accountability, manage risks effectively, exercise care and responsibility to keep the school strong and sustainable).

Further information on the roles and responsibilities of school councillors is available at: www.education.vic.gov.au/school/teachers/management/community/Pages/schoolcouncils.aspx

Eligibility

To be eligible for the position of School Council Representative (Student member), applicants must be elected by their peers and be able to demonstrate and sustain:

- A vision for the continued improvement of The Lakes South Morang College.
- Leadership attributes and qualities, including strong communication skills and the ability to work cooperatively.
- Commitment to the school through academic progress, cultural involvement and active participation in school activities.
- An exceptional attendance and behaviour record.



Selection Process

- The application for Student Representatives on School Council is mandated by the Department of Education and Training.
- There are two student positions, each available for an alternating two-year term.
- One student position is open for applications each year.
- All School Council positions are advertised in the School Newsletter.
- Students self-nominate via an application form.
- Application forms are submitted to the Front Office by the due date.
- The candidates will be posted a maximum of two days later.
- If there is more than one candidate, the position will move to a vote.
- Students who wish to cast a vote, must do so using the appropriate ballot paper, lodged in a sealed envelope to the school Front Office by the due date.
- The nominee with the greatest number of votes will be appointed to the available position.
- This process is conducted in alignment with the process followed for the Parent and Staff Positions on School Council.
- The application process commences during Term 1.

"Leadership to me means that I have a chance to take responsibility and to let my peers hear my voice and speak out for them in a positive manner. It's, to volunteer for your peers to take responsibility for teamwork and contribution in school activities and meetings. Leadership shows positivity in yourself and interest in helping your community."

Rosaliana Plata, SRC, 2021

STUDENT LEADERSHIP POSITIONS

STUDENT REPRESENTATIVE COUNCIL

Student Representative Council (SRC) Leaders are elected by their peers to support a vital channel of communication between the College and its students. SRC leaders represent all students within the school and contribute to meaningful discussions around school improvement. SRC Leaders assist in school decision-making and in organising ways for students to participate and enjoy school life. Each year level nominates two SRC Leaders to represent their views and ideas.

Roles & responsibilities

SRC Leaders actively model and promote the school values to all members of the school community by:

- Representing their year level peers at regular SRC meetings.
- Communicating school decisions to students.
- Assistance with the promotion and organisation of school fundraisers.
- Assistance with the organisation of assemblies and ceremonies.
- Collection of feedback from students at weekly year level assemblies.
- Active participation within Whittlesea SRC cluster meetings.
- Assistance with the organisation and facilitation of lunchtime activities or clubs.
- Active participation as a student ambassador at school events.
- Contribute to quarterly (each term) articles for the Inspire Magazine.

Eligibility

YEAR 7 - 10

To be eligible for the position of SRC Leader, applicants must be able to demonstrate and sustain:

- A vision for the continued improvement of The Lakes South Morang College.
- Leadership attributes and qualities, including strong communication skills and the ability to work cooperatively.
- Commitment to representing students whose voices are less likely to be heard, who are disengaged, or who lack the skills and confidence to express views and opinions.
- An exceptional attendance and behaviour record.

Selection Process

- Students self-nominate via nomination form.
- Nomination forms are submitted to Student Managers by the due date.
- Nominees prepare a presentation for student body outlining why they are a strong candidate for the position. Nominee presentations are delivered during year level SRC Voting Assemblies.
- During the SRC Voting Assembly, students may vote for two candidates.
- The two nominees from each year level with the greatest number of votes, will be awarded the SRC positions.
- The nomination process commences from Week 2, Term 1.

STUDENT LEADERSHIP POSITIONS

HOUSE CAPTAIN

House Captains play a key role in increasing student engagement and participation in all house events and carnivals throughout the year. The House Captains are leaders, independent and reliable. They are able to inspire others and have the confidence and respect of students, teachers and wider school community because of their outstanding history of performance and contribution.

Roles & responsibilities

House Captains actively model and promote the school values to all members of the school community by:

- Active participation in student leadership induction, planning and/or skill development sessions (where possible, attend an external leadership day).
- Organisation and facilitation of sporting/house events/activities/assemblies.
- Active participation in regular meetings with the Student Leadership Coordinator and/or Sports Coordinator.
- Enhance the overall participation and engagement of all students through house activities.
- Encourage all students to participate to the best of their ability.
- Collaborate with other Student Leadership groups.
- Assistance with the organisation and facilitation of lunchtime activities or clubs.
- Assistance with the presentation of awards at assemblies.
- Active participation as a student ambassador at house events.

Eligibility

YEAR 9

To be eligible for the position of House Captain, applicants must be able to demonstrate and sustain:

- The ability to unify your house and generate team spirit through the modelling of school values and active participation in school activities.
- Leadership attributes and qualities, including strong communication skills and the ability to work cooperatively.
- Commitment to the school through academic, extra-curricular, and cultural involvement.
- An exceptional attendance and behaviour record.

Selection Process

- Students self-nominate via an application form.
- Application forms are submitted to the Front Office by the due date.
- Students who are best able to demonstrate the selection criteria through their application will be invited to an interview.
- The interview panel composition will include: the Student Leadership Coordinator; a representative from the Principal Team; a teacher who is Head of House; and a School Captain.
- Students who best demonstrate the criteria through their interview question responses will be awarded House Captain positions.
- The application process commences from Week 1, Term 1.

STUDENT LEADERSHIP POSITIONS

PEER SUPPORT LEADER

Peer Support Leaders work to develop a protective culture within the school, where they act as mentors for younger students to assist in the development of the skills and confidence needed to flourish in the academic and social aspects of Secondary schooling. Peer Support Leaders provide students with the opportunity to: broaden their connections across the school community in a safe and structured format; foster student relationships between year levels; and, build a strong sense of belonging at school.

Roles & responsibilities

Peer Support Leaders actively model and promote the school values to all members of the school community by:

- Active participation in student leadership induction, planning and/or skill development sessions and conflict resolution training (where possible attend an external leadership day).
- Acting as a designated support person for an allocated Year 7 Homegroup.
- Organisation and delivery of orientation and integration activities for Year 7s.
- Provision of assistance and support to peers and younger students with minor issues in the yard.
- Active participation as a student ambassador at Year 7 Orientation Camp and Year 7 Orientation Day.

“Student leadership is important to build a strong sense of belonging at school and outside of school, empowering ourselves and others, creating ways to work collaboratively and individually. Being a leader is never about telling others what to do it's about communication, putting everyone strengths forward, working to problem solve and make decisions. Being a leader helps the develop the skills and confidence needed to flourish in the academic and social aspects of schooling as well as in our individual lives in the community.”

Emily Fyffe, School Captain, 2021

Eligibility

YEAR 9

To be eligible for the position of Peer Support Leaders, applicants must be able to demonstrate and sustain:

- The ability to create a safe and caring school environment through the modelling of school values.
- Leadership attributes and qualities, including strong communication skills and the ability to work cooperatively.
- Commitment to supporting the development of student skills for positive, socially responsible participation in the school community, including: making friends; resolving conflicts; resilience; and/or other social skills.
- An exceptional attendance and behaviour record.

Selection Process

- Students self-nominate via an application form.
- Application forms are submitted to the Front Office by the due date.
- Students who are best able to demonstrate the selection criteria through their application will be invited to an interview.
- The interview panel composition includes: the Student Leadership Coordinator; a representative from the Principal Team; a teacher familiar with the relevant cohort; and member of the Wellbeing Team.
- Students who best demonstrate the criteria through their interview question responses will be awarded Peer Support Leader positions.
- The application process commences Week 6, Term 4.

SELECTION PROCESS

Application preparation

In preparation for your written application, you might like to consider the following sample questions:

- What qualities make you the ideal candidate to become a member of the student leadership team?
- What strengths in communication and cooperation do you have that you will bring to the student leadership team?
- How do you intend to represent the students in your year level whose voices are less likely to be heard, who are disengaged, or who lack the skills and confidence to express views and opinions?
- Describe how you model the school values and actively participate in school activities.
- Outline your commitment to the school through your academic progress, cultural involvement and active participation in school activities.
- What are your main ideas for the continued improvement of The Lakes South Morang College?



Interview preparation

Some student leadership roles require an interview with a selection panel.

In preparation for your interview you might like to consider the following sample questions:

- How do you demonstrate The Lakes values through your everyday actions?
- What are some of your ideas for raising student voice at The Lakes? And how will these work towards the continued improvement of the college?
- Describe a time when you struggled to communicate effectively while working collaboratively, and how you overcame this challenge.
- While working collaboratively, what strategies do you employ to ensure that the group works effectively and fairly?
- How will manage your time to be able to commit the energy required in a Student Leadership role?
- Which skills are you looking to develop through Student Leadership, and why do you believe that these skills are valuable?

"I believe everyone should strive to experience being a part of a student leadership system at least once. It isn't just beneficial for your own learning but also for the positive evolvment of the school itself. Being a leader has provided me with an opportunity to learn and display my interpersonal skills and raise a platform for constructive criticism from students about our school. Being a leader will be a time I will carry with me in future endeavours."

Jakob Pike, School Captain, 2021

SCHOOL CAPTAIN ALUMNI

2009

Zoe Berry, Mustafa Osmanoski, Bella Barbu, Jake Matthews

2010

Maree Ristevski, Eden Sotogi, Nevena Andric, Jake Muzzi

2011

Monica Muletta, Kamalpreet Singh, Brad Asta

2012

Liam Gallagher, Claire Arceri

2013

Tayla Hardiman, Tahlia Wallison

2014

Lara Audino, Courtney Kopada, Quentin Singh, Natalie Todaro

2015

Naomi Kelada, Ophirah Cailolo-Leu'u, Brittany Scicluna

2016

Nathan Baccega, Darcy Kay, Caitlin McGrath, Amanda Tong, Josiah Vailolo-Leu'u

2017

Grace Singh, Naomi Terpou, Taneesha Pattison, Thomas Russel

2018

Jordan Schumann-Cheng, Lilli Fiddes, Clayton Jolly, Nicolette Buick

2019

Melissa Colosimo, Lachlan Prewett, Angela Rolevska, Hunter Somerville

2020

Jessica Compt, Angelina Dimou, Louise King, Angela Rolevska, Caleb Vailolo-Leu'u

2021

Emily Fyffe, Jakob Pike

FURTHER ENQUIRIES

We welcome all enquiries regarding student leadership at The Lakes South Morang College. Please telephone staff at the general office on 9401 3919 during business hours (8.15am – 4.00pm) or visit our website: www.thelakes.edu.au and complete an expression of interest form.



The Lakes
SOUTH MORANG
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Secondary Campus

80 Jardier Terrace,
South Morang 3752

03 9401 3919

www.thelakes.edu.au

