



Student Leadership 2025

Roles and Responsibilities

School Captains

Donna Bishop & Penny Westlake

Applications accepted from students in Year 5, 2024

- Set a good example at all times and be a positive role model for all students at Black Hill Primary School, modelling the school values of Resilience, Responsibility, and Respect.
- Facilitate the running schedule of and participate in assembly, assisting the Principal and Assistant Principal with the opening and closing of assembly and introducing speakers / performances on a weekly basis. This may include organising other children or teachers to help with the presentations.
- Meet regularly with Vanessa (assembly coordinator), and Principal / Assistant Principal to discuss your ideas for Black Hill Primary School and provide feedback and observations from the students in the school.
- Report to School Council on student led initiatives and leadership role as required.
- Mentor and collaborate with the School Vice-Captains.
- Attend Anzac Day ceremony, Remembrance Day and other community and fundraising events within the Ballarat region.
- Thank, either verbally or in writing any guest speakers and school helpers we have within the school.
- Speak on behalf of the student body at different functions such as Prep Information Evening.
- Attend the annual Student Impact Leadership Conferences in Ballarat and/or Melbourne.
- Coordinate and work with other school leaders on a range of initiatives and projects to make Black Hill the best school it can be.
- Assist with the planning, filming and editing of segments for the Blueprint when required.
- Address the Year 6 students and parents at the final graduation ceremony on behalf of Black Hill Primary School.
- Attend a special sit down lunch as a group at the end of the year to celebrate achievements.



Student Leadership 2025

Roles and Responsibilities

School Vice-Captains

Donna Bishop & Penny Westlake

Applications accepted from students in Year 5, 2024

- Set a good example at all times and be a positive role model for all students at Black Hill Primary School, modelling the school values of Resilience, Responsibility, and Respect.
- Facilitate the running of and participate in House Neighbourhood Gatherings in liaison with Chloe. This may include organising other children or teachers to help with the presentations.
- Lead the House leadership team with Chloe, Vanessa and Jan.
- Responsible for sharing achievements in the House, which are to be acknowledged at Neighbourhood Gatherings and published in the newsletter and the Blueprint.
- Meet regularly with the Principal and Student Leader Coordinator to discuss your ideas for Black Hill Primary School and provide feedback and observations from the students in the school.
- Report to School Council on student led initiatives and leadership role.
- Collaborate with the School Captains.
- Attend Anzac Day ceremony, Remembrance Day and other community and fundraising events within the Ballarat region.
- Speak on behalf of the student body at different functions.
- Attend the annual Student Impact Leadership Conferences in Ballarat and Melbourne.
- Assist with the planning, filming and editing of segments for the Blueprint when required.
- Attend a special sit down lunch as a group at the end of the year to celebrate achievements.



Student Leadership 2025

Application Process

Captain and Vice Captains

Blueprint Weeks 2 & 3, Term 4.

Selected current student leaders will discuss the expectations of the leadership roles within the school and their job description outlining the selection process on the Blueprint.

Candidates in Year 5 write a letter to the Principal and Assistant Principal indicating their expression of interest in the position. These are to be given directly to Mrs Westlake.

(Applications close Monday 28th October at 10:00am)

Principal, Assistant Principal and 2024 School Captains will shortlist candidate's applications. Shortlisted candidates will give a speech to the school community through the Blueprint media production. Voting will be conducted on Google Forms using a QR code.

Between Wednesday 6th November and Friday 29th November.

Selected candidates are interviewed by a panel made up of Principal, Assistant Principal and the current School Captains. The following points are considered before a decision is made:

- a) the student's letter of expression of interest,
- b) result of student and staff voting,
- c) the interview,
- d) teachers' perception of suitability for the role,
- e) Compass Chronicle entries.

Letters to successful and unsuccessful candidates will be sent home **Monday 2nd December.**

Student leadership positions will be announced formally at assembly on **Friday 6th December at 2:45pm.**

An induction of all student leaders and badges will be presented at assembly within the first weeks of 2025.





STUDENT LEADERSHIP APPLICATION FORM 2025

Name: _____ **Class:** _____ **School Year:** _____

You need to write a **separate application** for each position you apply for. In the box below, tick the position you are applying for, and number your preferences if you are applying for more than one position. Your application can be hand written or typed and should not be any longer than two A4 pages in length.

You will need to write about why you feel you are a good candidate for each position you apply for. Tell us about your skills and why you think you would be good for this position.

Please address the following questions:

1. Why do you want to be a student leader at Black Hill Primary School?
2. What do you think are the most important skills a leader must have and why?
3. Who is a leader that you admire and why do you admire them?
4. What skills could you offer to the Black Hill Primary School community?

Please note: From your written application the panel will make a shortlist of students who fulfil the key requirements of a student leadership role:

- Set a good example
- Model the School Values
- Wear correct uniform at all times

Students will be notified in writing of the outcome of their applications. (Not all students who apply for positions will be chosen to conduct speeches to the school community or be interviewed).

If you are also applying for other positions, number your preferences by putting 1 for the most important to you, 2 for the next, and so on in the preference column.

Please do not number/apply for more than 4 positions.

Write your application on the next page.

Position	Applying for	Preference Number
School Captain	✓	
Vice-Captain	✓	
Sport Leaders		
Visual Arts Monitor		
Performing Arts Monitor		
Playground Mentor and Supervisor		
Environmental Monitor		
Canteen Monitors		
Library Assistant		

