

# Yinnar Primary School

## Student Leadership Handbook

### School Captains

#### Mission Statement

We aim to be responsible, try our best in everything that we do and help others by encouraging them. We will share our ideas and responsibilities around the school by including everyone. We will make our school happier and a better place to be a part of by having fun days and raising awareness of community issues. We promise that we will listen to other ideas and give them the year that they have wished for all along.

### House Captains

#### Red

##### Mission Statement

Our goal is to encourage people when they need it the most.

#### Yellow

##### Mission Statement

We aim to help you become good sports, show sportsmanship, GRACE and give everything a go and give each other helpful

#### Green

##### Mission Statement

We want Green House to hold our head high and try better every time. We want to be able to turn you in to athletes and also be switched

#### Blue

##### Mission Statement

We aim to be the best that we can and involve everyone to have lots of fun.

## GRACE

#### Mission Statement

We have a GRACE Team to:

- Influence the core values around the school.
- Educate students about GRACE.
- Role model GRACE anytime, anywhere.
- Teach students and others how to use GRACE.

## Team

## JSC

Junior School Council

#### Mission Statement

The Junior School Council aims to make Yinnar Primary School the best place it can. We will be the voice of our peers. We will model the GRACE values in all that we do and encourage others to do the same.

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## Introduction

In 2016 a teacher forum was held to discuss and reflect upon the current student leadership structure at Yinnar Primary School. The outcome of the forum is the material within this manual.

It was decided at Yinnar Primary School all student leadership roles will be advertised and then determined at the end of a school year for the following year.

We hope this manual assists students in understanding Yinnar Primary School's student leadership structure. We wish the leaders of the future all the best in their endeavours.



YINNAR PRIMARY SCHOOL

## Statement of Student Leadership at Yinnar Primary School

At Yinnar Primary School we believe students need to be at the centre of their learning and should have true ownership in their school. Students are given opportunities to have input into decisions, voice concerns and make suggestions to improve their school, as well as becoming more aware of the wider community.

Leadership is integral to life-long learning. All students should have the opportunity to demonstrate and develop leadership skills. Student leadership roles include School Captains, House Captains, Junior School Councillors and Grace Team Leaders.

Students who aim to gain a student leadership role need to aspire to demonstrate an understanding and model our GRACE core values in every aspect of school life.

<b>Growth Mindset</b>	Leaders at YPS demonstrate a <b>growth mindset</b> . They show a love of learning, value effort and persist in the face of obstacles. Leaders are open to challenge and welcome feedback.
<b>Respect</b>	Leaders at YPS show <b>respect</b> in every facet of school life. They respect themselves, others and their school. Leaders think and act in positive ways and show others they care about their feelings and wellbeing.
<b>Aim High</b>	Leaders at YPS <b>aim high</b> and put in their best efforts. Leaders aim towards their highest potential. Leaders strive to master their goals.
<b>Curiosity</b>	Leaders at YPS exhibit <b>curiosity</b> . Leaders strive to know more and learn more, investigate and seek knowledge. Leaders have a desire to inquire.
<b>Enthusiasm</b>	Leaders at YPS demonstrate <b>enthusiasm</b> for their learning. Leaders look for possibilities to learn. Leaders show excitement and energy towards their learning.



GRACE

## Leadership Attributes

Ideal student representatives have many wonderful qualities – so many that we cannot possibly list them all. They have been grouped into skill sets, some of which contain a mix of skills and other attributes. They are presented here in no particular order – they are all important!

<p><b>Private communication</b> Good leaders are capable of engaging with people at an individual level. They can talk with everyone from Preps to the Principal in a one-on-one situation. They are approachable, personable, good listeners and can communicate effectively to solve problems.</p>	<p><b>Public Communication</b> This is about communicating with a wide range of audiences. Ideal leaders understand the student body as a whole and the diversity within it. They are confident public speakers who can also write newsletter articles and design posters.</p>	<p><b>Organised</b> Being busy people, good leaders are naturally organised. They manage their time well so as to balance meetings and behind-the-scenes work – but still get other commitments completed. They are strong on implementing decisions and actions, and are great at organising events down to the last detail.</p>
<p><b>Passionate</b> Ideal leaders bubble with passion and enthusiasm. Their positive spirit is infectious throughout the entire student body. They have a clear sense of purpose about what it means to represent all students and are great at motivating others to get on with the job.</p>	<p><b>Creative thinkers</b> Good leaders can look at a problem or issue from different perspectives and make ‘out of the box’ suggestions for action. They are also prepared to raise a dissenting point of view so that decisions made are based on a detailed discussion.</p>	<p><b>Committed</b> The best leaders go the distance. They follow their projects through from start to finish, including writing up an evaluation and some handover notes for the next leaders.</p>
<p><b>Team Players</b> Successful leaders are great at working with others. They know that to succeed requires a team effort and not personal glory. They show patience during difficult discussions where there are different viewpoints. They play a unifying role that brings teams to a collective decision.</p>	<p><b>Visionary</b> Great leaders are dreamers and imaginative. They are ambitious about what they can achieve and see the bigger picture. They also see the steps along the way and can map out a plan for how to get there.</p>	<p><b>Advocacy</b> Good leaders are strong advocates. They have a deep concern for representing all students and listen carefully to all concerns. The best leaders are willing to represent all points of view, regardless of their personal convictions.</p>

## High Expectations of our Leaders

Yinnar leaders model high expectations.

<b>We model high expectations when we:</b>	<b>This means we:</b>
Listen attentively	<ul style="list-style-type: none"> <li>• Look at people when they speak</li> <li>• Are quiet when someone else is speaking</li> <li>• Respond when needed</li> </ul>
Speak politely and clearly	<ul style="list-style-type: none"> <li>• Make sure we can be heard and understood</li> <li>• Look at the person we are speaking to</li> <li>• Use a pleasant voice</li> </ul>
Use good manners	<ul style="list-style-type: none"> <li>• Use common courtesies e.g. please, thank you</li> <li>• Take turns</li> </ul>
Are kind and considerate of others	<ul style="list-style-type: none"> <li>• Are friendly</li> <li>• Cooperate and help others</li> <li>• Look after our own and others' property</li> </ul>
Move around the school	<ul style="list-style-type: none"> <li>• Think about the personal space of others</li> <li>• Look where we are going</li> </ul>
Act sensibly	<ul style="list-style-type: none"> <li>• Keep hands and feet to ourselves</li> <li>• Choose sensible games</li> <li>• Wear our hats</li> <li>• Come straight to school</li> </ul>
Stay in the right place	<ul style="list-style-type: none"> <li>• Keep in boundaries</li> <li>• Play games appropriate to the playground area we are in</li> <li>• Are on time for lines</li> <li>• Go directly to and from the classroom</li> </ul>
Use equipment safely	<ul style="list-style-type: none"> <li>• Carry things in the correct way</li> <li>• Use things for their correct purpose</li> <li>• Put things away when we are finished</li> </ul>
Listen to and follow instructions	<ul style="list-style-type: none"> <li>• To make every effort to complete our work on time</li> <li>• Do as we are asked</li> </ul>
Are prepared for school	<ul style="list-style-type: none"> <li>• Bring all necessary things to school</li> <li>• Wear school uniform/leadership badge</li> </ul>
Cooperate with others	<ul style="list-style-type: none"> <li>• Take turns</li> <li>• Share equipment and resources</li> <li>• Work together</li> </ul>
Do our best at all times	<ul style="list-style-type: none"> <li>• Always try hard</li> <li>• Keep trying even when things are difficult</li> <li>• Have a go at everything</li> </ul>

## Speech Guidelines

Please use these helpful guidelines when planning your speech.

- Keep your speech length between 1 and 3 minutes.
- Include your name and why students should vote for you.
- Include information about involvement in school activities, sporting events, public speaking, prior experience in a leadership position and anything that highlights involvement/commitment to the school/community.
- Indicate what you can offer the school community that is realistic. Outline the types of activities you will participate in or initiate. Do NOT make promises that are not achievable.
- You are not performing for the audience. Your speech should be based on quality **not** showmanship.

Students who gain any leadership position will be asked to sign a leadership contract (refer to page 21). The contract outlines the expected behaviour from Yinnar Primary School student leaders. A breach of this contract may lead to leadership responsibilities being revoked.

- Must sign a contract. Classroom/outside behaviours
- Work ethic in relation to the leadership position held
- Work towards all of GRACE
- Must live up to the leadership roles and responsibilities
- Must be punctual to any relevant commitments

## ELECTION PROCESS - An Overview

- At Yinnar Primary School all student leadership roles will be advertised and then determined at the end of a school year for the following year.
- Term 4 will be the beginning of this process.
- Students begin the process by deciding which roles they would like to apply for. They are encouraged to put some thought into this as they will need to record their preferences on a personal preference list if they are running for more than one leadership role.
- Students are encouraged to go for any positions they are interested in and feel worthy of, **rather than not going for one because they would prefer another.**

Name:	Current grade:
Leadership position	Preference
School Captain	
House Captain	1
Junior School Council	3
Grace Team	2

*The above example is what students will fill out if they are going for more than one leadership role. These slips will be kept during the election process so that if students are successful in more than one position, teachers will be able to determine what the student's first preference is.*

- All leadership roles require a written application. Coaching will be provided during lunch times for writing the applications.
- From the applications students will be shortlisted.
- Students who are running for the School Captain or House Captain roles will be required to deliver a speech to their peers (School Captain in front of the whole school and House Captain in front of their house members). The audience (grades 2-5) will then vote on whom they believe will be the best leader.
- The preferential voting system is used. Once the votes have been counted students either successful or not, will be notified whether they have an interview with a panel of teachers and current students in that position.
- The leadership roles of the JSC and Grace team are determined by a written application, being shortlisted and then having a group interview with a panel of both teachers and grade 6 students.
- Students who hold the School and Vice-Captain roles are the **only** students to hold a dual role and these roles are allocated with the positions. School Captains are also on the GRACE team and Vice Captains will be part of the Junior School Council.

## **Example timeline for elections (revised each year): Term 4**

- **Week 5**

All leadership positions advertised

- **Week 6 and 7**

Coaching during lunch times begins for writing applications

- **Week 8**

GRACE team and Junior School Council applications due and interviews take place

- **Week 9**

School Captain and House Captain applications are due and shortlisted. Shortlisted applicants will deliver a speech. Voting will take place after the speeches have been given

Interviews for the above positions are held

- **Week 10**

Student leadership assembly. All leadership positions announced for the following year

### **Instructions for voting:**

#### **SCHOOL CAPTAIN**

- After the School Captain speeches, students will go back to their grade to vote.
- Students in grades 2-5 will be given a ballot paper that has both the male and female candidates on it.
- Students need to number the candidates in their order of preference.
- Ballot papers are to be handed back to the classroom teacher who will ensure they get to the person responsible for tallying the votes.

#### **HOUSE CAPTAIN**

- House Captain speeches will take place in house groups.
- After the House Captain speeches, students remain in their house to vote.
- Students in grades 2-5 will be given a ballot paper that has both the male and female candidates on it.
- Students need to number the candidates in order of preference.

- Ballot papers are to be handed back to the house teachers who will ensure they get to the person responsible for tallying the votes.

## **Role Descriptions and Responsibilities**

### **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 which are Growth Mindset, Respect, Aim High, Curiosity and Enthusiasm. 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.

School Captains are chosen from the pool of grade 6 students for the following year. Where possible a boy and girl School Captain will be elected, however if student numbers are low, two captains of the same gender may be elected depending on the interest in the positions.

#### **Eligibility:**

- Must be a Grade 6 student
- Must be an exemplary role model for peers and members of the school community (refer to High Expectations of Leaders)

#### **Responsibilities:**

- Communicate with staff and students
- Be positive role models – presentation, uniform and display behaviour which is representative of the school's values
- Public speaking – school assemblies/year level/other events
- Be active in school community
- Build harmonious relations within the school
- Provide input in school decisions
- Meet with Principal regularly
- Take a representative role within the school – and outside
- Contribute to the school newsletter
- Partnered with fellow School Captain, lead and guide the GRACE team
- Organise grades during school photo day
- Implement any new ideas they have to enhance the school
- Represent the school at the ANZAC Day ceremony
- Organise and host the school Anzac Day assembly
- On behalf of the school, welcome and thank any visitors
- Be tour guides – where need be (e. g. prep transition)

- Present speech at Graduation
- Australia Day speech at Yinnar Memorial Park (the following year)
- Willing to use lunchtimes to meet with teachers to discuss ideas and plan for upcoming events
- Willing to go to School Council meetings if required
- Willing to go to meetings and work with the Buildings and Grounds committee on various projects
- Be part of the new School Captain process
- Vice Captains will automatically be on JSC
- To wear School Captain badge
- To complete a school leader self-evaluation survey

### **Election Process:**

- The position is advertised. Current School Captains speak to grade 5's about the role
- A role description is provided to students (as above)
- Students must write an application letter
- Applications are shortlisted and students are notified as to whether their application was successful in allowing them to campaign
- Students write a speech to convince peers to vote for them
- Speeches are given by nominees
- Voting by students in grades 2-5
- Votes given to teachers responsible and the positions are shortlisted
- All students notified to find out whether they have been successful or not in gaining an interview with a panel of teachers (teachers change year to year) and the current year's School Captains
- Successful students sit an interview with panel of teachers and current School Captains. Successful applicants will be announced at the student leadership assembly along with all other leadership roles.

## **HOUSE CAPTAINS**

### **Role Statement:**

The role of a House Captain is to encourage all students to participate in house activities and house events. They are to set a good example. House Captains must always be approachable, reliable and embody the school's values.

The House Captains are chosen from the pool of grade 5 and 6 students for that following year.

**Eligibility:**

- Grade 5 and 6 students.
- Must be an exemplary role model for peers and members of the school community. Refer to High Expectations of Leaders.

**Responsibilities:**

- Attend meetings
- Encourage house spirit
- Create a chant with fellow house members and support peers during house sports day (athletics)
- Organise the tickets to wear for the two athletics days (3,2,1 cards) – House Sports Day and Yinnar and District Athletics Day
- Brainstorm ideas
- Organise house activity days
- Support other leadership groups if needed
- To wear House Captain badge
- To complete a school leader self- evaluation survey

**Election Process:**

- The position is advertised. Current House Captains speak to the grade 4/5's about the role
- A role description is provided to students (as above)
- Students must write an application letter
- Applications are shortlisted and students are notified as to whether their application was successful in allowing them to campaign
- Students must write a speech to convince peers to vote for them
- Speeches are given by nominees to house groups
- Voting by students in grades 2-5
- Votes given to teachers in charge of individual house colours and the positions are shortlisted
- All students notified as to whether they have been successful or not in gaining an interview with a panel of teachers (teachers change year to year) and two of the current year's House Captains
- Successful students sit a group interview with panel of teachers and current House Captains.
- Successful applicants will be announced at the student leadership assembly along with all other leadership roles.

## **JUNIOR SCHOOL COUNCIL**

### **Role Statement:**

As a team, the Junior School Council work together to be the voice of their peers. They will model the GRACE values in all that they do and encourage others to do the same. In addition to this they will organise, lead and fund any charity or school events throughout the year.

The Junior School Council attends regular meetings and reports back to the school at assemblies. It expects all members to come to its meetings and contribute to its cause.

The Junior School Council is made up of:

- Four students from grade 4
- Six students from the 5/6 area
- The two Vice School Captains

### **Eligibility:**

- Students from grades 4, 5 and 6 are eligible to be on JSC
- Twice on the JSC is enough. As of 2015, if you have been on JSC twice you cannot apply
- Students will model the GRACE values in all that they do and encourage others to do the same
- Must be an exemplary role model for peers and members of the school community  
Refer to High Expectations of Leaders

### **Responsibilities:**

- Organise fundraising days/events (e.g. discos, fetes, themes days, etc.) for our school and other charities
- Make improvements to the school – this is often achieved through the above mentioned fundraising activities. The Junior School Council also runs and organises the Easter Fair
- JSC member to attend staff briefings before a major event
- Be available to attend School Council meetings if required
- To wear JSC badge
- To complete a school leader self-evaluation survey

### **Election Process:**

- The position is advertised. Current Junior School Councillors speak to the grade 3/4 and 5's about the role
- A job description is provided to students (as above)
- Students must write an application letter
- Application letters shortlisted. All applicants notified as to whether they have gained an interview

- Successful students sit a group interview with panel of teachers and two current grade six Junior School Councillors.
- Successful applicants will be announced at the student leadership assembly along with all other leadership roles.

## **GRACE TEAM:**

### **Role Statement:**

The GRACE Team will lead and uphold our five core values within our school and within the community. The selected students will also be the leaders of student voice within our school. Ultimately, our GRACE Team will be ambassadors of our core values across our school.

The GRACE team is made up of:

- 6 grade 3/4 students
- 6 grade 5/6 students
- The two School Captains

### **Responsibilities:**

- Attend scheduled meetings.
- The GRACE team will establish and grow its student's voice by finding out how the children of Yinnar Primary School understand our core values. It will need to use initiative to plan and implement strategies to enhance its understandings and solve its concerns
- Organise and run NAIDOC day each year
- Ensure Ms Carew's memorial garden is flourishing
- Be willing to learn more about our core values and share that with the rest of the school in a variety of ways
- Promote our values at school and within the community
- Be positive role models – presentation, uniform and display behaviour which is representative of the school's values
- Arrange yard prizes for the GRACE Outdoors
- Contribute to the school newsletter
- Be the face of YPS at times by greeting visitors to our school
- To complete a school leader self- evaluation survey

### **Eligibility:**

- Students from grades 3, 4, 5 and 6 are eligible to be on the GRACE Team
- There is no limit to the number of years students can be on the GRACE Team, however they will need to reapply each year
- Students will model the GRACE values in all that they do and encourage others to do the same
- Must be an exemplary role model for peers and members of the school community. Refer to High Expectations of Leaders

### **Election Process:**

- The position is advertised. Current GRACE team members speak to the grade 3/4 and 5's
- A job description is provided
- Students must write an application letter
- Application letters shortlisted. All applicants notified as to whether they have gained an interview
- Successful students sit a group interview with panel of teachers and two current grade six GRACE team members.
- Successful applicants will be announced at the student leadership assembly along with all other leadership roles.

### **BUDDY SYSTEM (Grade 6 students paired with a prep student)**

#### **Role Statement:**

The role of the buddy is to support and assist the prep child transitioning into school life. Buddies will model the GRACE values and the High Expectations of children at Yinnar Primary School.

#### **Responsibilities:**

- Assist with transition (e.g. show preps where toilets, lines are, show them what to do when the bell goes)
- Eat play lunch and lunch with their buddy for the first week of the new school year
- Buddy grade activities

### **SENIOR GRADE ROLES AND RESPONSIBILITIES:**

#### **Role statement:**

All 5/6 students are role models within our school. They must model GRACE values and high expectations in all that they do. As leaders they will be responsible for a variety of everyday tasks to ensure the school runs efficiently.

#### **Responsibilities:**

- Lunch orders
- Bell
- Assembly/scribe/flag

- Bins

## **VOLUNTEER LEADERSHIP ROLES**

There are a number of volunteer roles that the school will seek expressions of interest for.

Possible roles include:

- School Grounds and Sustainability
- Performing Arts Director
- Library Monitors

Students from grades 3-6 will be invited to consider these positions at the beginning of each school year.

## **STUDENT LEADERSHIP DAY**

At Yinnar Primary School we believe in providing our students with the best opportunities for successful outcomes. Therefore, all students who gain leadership positions will be involved in an induction process.

## Sample Application Letter

Grace Value  
Grade 4,  
Yinnar Primary School  
Main Street Yinnar  
Victoria, 3869

7<sup>th</sup> September 2016

Mrs Taylor  
The Principal  
Yinnar Primary School  
Main Street Yinnar  
Victoria, 3869

Dear Mrs Taylor and The GRACE Team,

**Re: GRACE 2017 Application**

My name is Grace Value and I am in grade four at Yinnar Primary School. I live with my family in Yinnar. I spend my weekends playing netball and drawing. I love spending time with my family and best friends.

I am excited to apply for the leadership position on the GRACE Team because I feel I use all of our core values every day. I have found learning this year very challenging at times so I have had to have a growth mindset and believe in myself to find success when learning is uncomfortable. I always treat the people in our school with respect by being kind and treating them just how I would like to be treated.

I would like to learn more about the core value of enthusiasm and how I can help others to become more enthusiastic. I think I have a basic understanding of the word but I would love to learn why it is important in helping us become the best learners we can be.

Thank you for taking the time to read my application and I look forward to meeting with you in an interview.

Yours Sincerely,

Grace Value



## Steps Involved in Writing an Application letter

Grace Value  
Grade 4,  
Yinnar Primary School  
Main Street Yinnar  
Victoria, 3869

First you place your address

Below the date you place the address of the person you're applying to. In our case Mrs Taylor.

7<sup>th</sup> September 2016

Mrs Taylor  
The Principal  
Yinnar Primary School  
Main Street Yinnar  
Victoria, 3869

**Re:** means regarding.

This is where you write what you're applying for.

Dear Mrs Taylor and The GRACE Team,

**Re: GRACE 2017 Application**

### Share some information about yourself...

My name is Grace Value and I am in grade four at Yinnar Primary School. I live with my family in Yinnar. I spend my weekends playing netball and drawing. I love spending time with my family and best friends.

### Share why you want to apply/How do you use our values?

I am excited to apply for the leadership position on the GRACE Team because I feel I use all of our core values every day. I have found learning this year very challenging at times so I have had to have a growth mindset and believe in myself to find success when learning is uncomfortable. I always treat the people in our school with respect by being kind and treating them just how I would like to be treated.

### Share what value you would like to learn more about...

I would like to learn more about the core value of enthusiasm and how I can help others to become more enthusiastic. I think I have a basic understanding of the word but I would love to learn why it is important in helping us become the best learners we can be.

### Thank the panel for reading your application and invite them to offer you an interview...

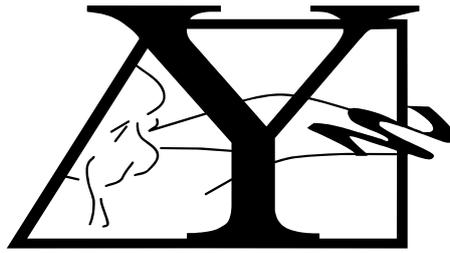
Thank you for taking the time to read my application and I look forward to meeting with you in an interview

## Preference List to be Photocopied

Name:	Current grade:
Leadership position	Preference
School Captain	
House Captain	
Junior School Council	
Grace Team	

Name:	Current grade:
Leadership position	Preference
School Captain	
House Captain	
Junior School Council	
Grace Team	

Name:	Current grade:
Leadership position	Preference
School Captain	
House Captain	
Junior School Council	
Grace Team	



YINNAR PRIMARY SCHOOL

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

Congratulations!

You have been selected to fulfil a leadership role at Yinnar primary School. The title and position of \_\_\_\_\_ is an honour and a privilege.

You will be required to take on extra duties in addition to your normal studies and extracurricular activities and you are expected to behave in an exemplary manner at all times, setting the standard for other students. Your actions and the way you conduct yourself are especially important. You will play a crucial role in ensuring that the ethos of the school carries across to all areas of school life.

You are to treat all students equally and fairly and work to ensure that the students you represent are cared for and supported. At times they will need you to listen to them and they will need your help and advice to work through their problems. As a leader you represent all students. It is your responsibility to represent them to the best of your ability.

In performing your duties in a leadership position, you will be expected to:

- ✓ Observe the school rules at all times
- ✓ Consistently wear school uniform
- ✓ Maintain a good attendance record
- ✓ Be punctual for your duties
- ✓ Maintain a good behavioural record
- ✓ Be positive and enthusiastic
- ✓ Be able to encourage and motivate fellow students
- ✓ Be cooperative, helpful, well-mannered, trustworthy and responsible
- ✓ Be respectful toward teachers, your peers and the school environment
- ✓ Display leadership qualities: including confidence, initiative, problem-solving skills
- ✓ Be willing to take on extra responsibility
- ✓ Be a good ambassador for the school

I look forward to working with you this year to lead our school into the future.

Regards,

Principal



YINNAR PRIMARY SCHOOL

### **School Leader Contract**

School leaders will need to sign this contract, which is then kept in the office. A breach of this contract may lead to your school leadership responsibilities being revoked.

### **Code of Conduct for Yinnar Primary School**

I accept my badge as a leader at Yinnar Primary School for next year. I agree to carry out the following duties and responsibilities to the best of my ability:

- ✓ Model the GRACE values and high expectations of children at Yinnar primary School
- ✓ Maintain a high standard of behaviour and conduct
- ✓ Wear my leadership badge with pride
- ✓ Follow the school rules
- ✓ Take an active part in school events, including helping and organising
- ✓ Act with fairness and equity when representing and supporting the school community
- ✓ Take an active part in all school activities, leading by example
- ✓ Assist visitors to the school at all times by being friendly and courteous
- ✓ Be prompt for my duties

**It is expected that all students who hold a leadership role will always represent Yinnar Primary School as ambassadors.**

I, \_\_\_\_\_ have read and understood my leadership Code of Conduct and I agree to carry it out to the best of my abilities.

\_\_\_\_\_  
Name:

Position: \_\_\_\_\_ Principal

## School Leader Self-evaluation survey

To be completed at the end of the year.

1. What did you find most satisfying about/while working as a leader this year?

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2. Was there anything you found difficult or didn't enjoy?

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3. Please rate your leadership and communication skills:

	1	2	3	4	5
<i>I rate my leadership skills as</i>					
<i>I rate my communication skills as</i>					

4. Did being a leader help you to improve or develop in some way?

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5. Are there any areas in which you feel the role of leader could be improved next year?

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Thank you. Please hand this survey back to the Principal.

## Notes