



## MCC SCHOOL CAPTAINS PROCEDURE

School Captains are role models for the entire school. They are often well known and respected throughout the school community because of their outstanding history of performance and contribution. School Captains play an important role in organising and presenting at important school events. They will:

- Actively promote the school values at all times, especially by:
  - providing leadership to the wider student body
  - demonstrating a caring and supportive manner
- Support students to implement improvement and legacy initiatives.
- Take the lead role within the broader student leadership structure at MCC. This includes participation in meetings of the Student Representative Council (SRC) whether as members with voting rights or as observers.
- Participate in regular school planning meetings with the school Principal and Deputy/Assistant Principals.
- Assist with the organisation and conduct of whole-school assemblies.
- Speak on behalf of students and the school at school functions and other special events.
- Represent the school at events and functions as required.
- Report to the school community via regular contributions to the MCC Facebook page, newsletter, annual magazine and other forums.
- Represent the student body at Governing Council meetings as required.
- Mentor other students.
- Liaise with students in other leadership roles (e.g. SRC, House Leaders). This would include organising meetings with the purpose of improving student engagement and wellbeing in the College. The structure and program for these meetings would be decided before the year began. The student leaders would include:
  - School Captains
  - House Leaders (10-12)
  - Student Representative Council (R-12)
  - Student Learning Council (R-5)

School Captains will undertake leadership training provided by the school and assist in the training of other students in leadership. They will be presented to the College at the final assembly of Term 3 and begin their term in office at the start of Term 4.

### Selection criteria:

1. Demonstrated ongoing commitment to the values and goals of MCC.
2. An excellent record of academic work effort and attitude.
3. An excellent record of behaviour and general conduct.
4. A record of taking initiative and active participation in school activities.
5. Strong and confident communication skills.
6. The ability to work co-operatively with others.
7. A vision for the continued improvement of MCC.
8. A history of role modelling with younger students.





## Position Description – MCC School Captain

A School Captain at Mannum Community College is responsible for carrying out the following duties:

### General

- ✓ Consistently display the school RIVER values of Respect, Integrity, Vitality, Excellence and Responsibility.
- ✓ Be a positive role-model for all students and display appropriate behaviour at all times.
- ✓ Help and listen to all students so they can look to the School Captain to set a good example and help them out.
- ✓ Commit personal time to some tasks - before school, at recess at lunch, after school and, on occasion, on the weekend or during school holidays if required.
- ✓ Show and use initiative as a leader.
- ✓ Speak to the entire school study body when needed.
- ✓ Meet with school leadership or the wider school faculty as required.
- ✓ Meet and greet visitors to the school including members of parliament, the Education Director, local dignitaries (e.g. the Mayor), specialist instructors and other VIPs.
- ✓ Continually improve leadership skills by attending development activities.

### Specific

- ✓ Provide mentoring and leadership to the SRC Executive and House Leaders as required
- ✓ Attend SRC meetings as necessary and support student decisions to be implemented
- ✓ Participate in and assist with the organisation of school events including, but not limited to, ANZAC Day and Remembrance Day commemorations, end-of-term assemblies and special events (e.g. Harmony Day, Grand-Friends Day, Gala Day, RUOK? Day).
- ✓ Utilise the *Voicelt Student Wellbeing Ambassador Toolkit* in support of authentic Student Voice throughout the school.
- ✓ Prepare written reports to promote the school in the Mannum Mag, for the school newsletter and on Facebook.
- ✓ Fill-in for SRC Executive in their absence as required.
- ✓ Prepare a report for inclusion at the end-of-year assembly.
- ✓ If required, attend meetings such as Governing Council and staff meetings to represent student views on different issues.
- ✓ Conduct a hand-over and briefing to the new School Leaders at the end of Term 3.

If the School Captains cannot fulfil these responsibilities, their position could be reviewed and they may be replaced.





## School Captain Selection Process

Term 3 each year:

### Week 5:

- Article in the newsletter to overview process for families and the community.
- Information also loaded onto the school's Facebook page.
- The Wellbeing Leader and Senior School Leader meet with Year 11 students (i.e. Students moving into Year 12 in the following year) to outline the process.
- Expression of Interest (EOI) forms are distributed and extras to home group teachers.

### Week 6

- EOI forms are due by Wednesday to the Wellbeing Leader. Late forms will not be accepted unless satisfactory early communication is received (e.g. medical certificate received). Losing forms or forgetting about deadlines will not be accepted as valid grounds for failing to submit on time.

### Week 7:

- A panel (determined annually but usually including the school leadership team) will review EOIs and present nominations to staff for discussion.
- Individual candidates may be approached to clarify their EOI on an 'as needs' basis.
- The Principal may exercise their power to veto a nomination based on a student's historical evidence of poor behaviour (i.e. failing to demonstrate the RIVER values), academic achievement far below the student's capabilities, or low attendance.

### Week 8:

- School Captain candidates will deliver speeches to the entire student body.
- All staff and students in Years 3-12 are eligible to vote for their preferred two candidates. Staff votes are due by Friday of that week.

### Week 9:

- Voting results are finalised by the Wellbeing Leader. The two students with the highest number of votes will become the School Captains.
- All candidates are notified of the voting results by the end of the week.
- Badges are ordered.

### Week 10:

- New School Captains are announced at the end-of-term assembly and certificates given out.





**School Captain Expression of Interest**

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

1. What do you know about being a School Captain?

---

---

---

2. Why do you want to be a School Captain?

---

---

---

3. What would you do if you were a School Captain?

- I. \_\_\_\_\_
- II. \_\_\_\_\_
- III. \_\_\_\_\_
- IV. \_\_\_\_\_
- V. \_\_\_\_\_

4. What skills and/or abilities do you have that would make you a successful School Captain?

---

---

---

5. Is there anything else you wish to add to your application? (Additional information/pages may be submitted if deemed necessary.)

---

---

---

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

