Student Leadership Application Form and Guidance

The Student Leadership Team (SLT) consists of a number of roles which allow students to assume key responsibilities, develop their leadership skills and serve others.

The current posts open to Year 10 are:

- Head Boy
- Deputy Head Boy
- Senior Prefect

Head Boy / Deputy Head Boy / Senior Prefect Application Process

The Head Boy, Deputy Head Boy and Senior Prefect roles are all applied for through one process. The student with the highest point score after the process will be appointed to the position of Head Boy, the student with the second highest point score will be appointed to the position of Deputy Head Boy and the third highest will receive the position of Senior Prefect.

There are three stages to the application process for these positions;

**Stage 1 - Application**

Applicants will be scored in following 5 areas. Those with the highest point score will be invited for an interview with a maximum of 6 candidates going through to interview. The 5 areas are;

**Attendance**

Students will be scored according to their attendance from the beginning of the current academic year. Points will be awarded as follows – 5 points on offer;

- 5 **points**: 100% attendance
- 4 **points**: 97-99% attendance
- 3 **points**: 96% attendance
- 2 **points**: 95% attendance
- 1 **point**: 93%-94% attendance
- 0 **points**: Less than 93% attendance

**Punctuality**

Students will be scored according to their punctuality from the beginning of the current academic year. Points will be awarded as follows – 5 points on offer;

- 5 **points**: No lates
- 4 **points**: 1 - 2 lates
- 3 **points**: 3 – 4 lates
- 2 **points**: 5 lates
- 1 **point**: 6-7 lates
- 0 **points**: More than 7 lates
Achievements

Students will be scored according to the number of achievement points accumulated from the beginning of the current academic year. Points will be awarded as follows – 5 points on offer;

- **5 points**: over 250 achievement points
- **4 points**: 200 – 249 achievement points
- **3 points**: 150 – 199 achievement points
- **2 points**: 100 – 149 achievement points
- **1 point**: 1 – 99 achievement points

Behaviour

Students will be scored according to the behaviour points/detentions accumulated from the beginning of the current academic year. Points will be awarded as follows – 5 points on offer;

- **5 points**: 0
- **4 points**: 1
- **3 points**: 3
- **2 points**: 4
- **1 point**: 5
- **0 points**: more than 5

Application Form

Students will be scored according to the strength of their application form. Points will be awarded as follows – 10 points on offer;

- **9 - 10 points**: outstanding
- **7 – 8 points**: very good
- **5 – 6 points**: good
- **3 – 4 points**: satisfactory
- **1 – 2 points**: requires improvement
- **0 points**: requires significant improvement

The total points on offer at this stage of the application process is 30 points.

Stage 2 - Interviews

The 6 candidates with the highest points score will be invited for an interview. The interviews will be conducted by members of staff including a leader (ML/SLT), however, the panel could also include a member of the Trust/governing body. Applicants will be scored for each answer with a possible 5 points on offer for each question – The panel lead person will deliberate with panel colleagues and provide a collective score for each question and not individual scores from each member of the panel. **The interviewing panel’s decision will be considered final.**

The total points on offer at this stage of the application process is 40 points.
Stage 3 – Presentation, Campaigning and Voting

The applicants with the highest score will be put through to the final stage of the application process with a maximum of 4 candidates going through to the next stage. Candidates will be given at least 4-5 days to prepare their campaign. The campaign consists of the following:

- **presentation** – The candidates will prepare a 3-minute presentation which will be delivered to all the year groups (7 – 10) during w/c 16 Mar 2020. **Candidates must not exceed 3 minutes.** This will be a verbal presentation and cannot include any electronic resources (PowerPoint, Sway, Slide Share etc)
- **Campaign Materials** – the candidates may prepare posters and campaign material which can be displayed in select areas around school to allow pupils to gauge who they feel would best represent them. Successful candidates at this stage must also complete a Campaign Audit Form – details will be shared nearer the time.

**Presentation - assembly**

Students will be scored according to the strength of their presentation. Points will be awarded as follows – 5 points on offer

- **9 - 10 points:** outstanding
- **7 – 8 points:** very good
- **5 – 6 points:** good
- **3 – 4 points:** satisfactory
- **1 – 2 points:** requires improvement
- **0 points:** requires significant improvement

**Voting** - points will be awarded according to whoever has the highest votes;

- **10 points:** 1st position
- **7 points:** 2nd position
- **5 points:** 3rd position
- **3 points:** 4th position

**The total points on offer at this stage of the application process (presentation and voting) is 20 points.**

The candidate with the most points at the end of the 3rd and final stage of the application process will be appointed Head Boy.

The candidate with the second highest score at the end of the 3rd and final stage of the application process will be appointed as Deputy Head Boy.

The candidate with the third highest score at the end of the 3rd and final stage of the application process will be appointed as Senior Prefect.
**Campaign Week**

The applicants that make it through to the third stage of the process will be given 5 days to get their campaign material together (optional). During this week they may wish to prepare their posters and any campaign materials they may wish to distribute.

The campaign must not be characterised by any negative campaigning and there must be strong support amongst the candidates for each other. **Candidates and/or their promotional team must not distribute any food, drink or gifts to the electorate to secure their vote.** Any underhand tactics or such activities can lead to a candidate dropping points or being withdrawn from the process – the interviewing panel’s decision will be final in this matter.

Candidates can spend a maximum of £30.00 on their campaign which must be accounted for on the ‘**Campaign Audit Form**’. Candidates must submit their Campaign Audit Form by Mon 16 Mar 2020 and must also, retain any receipts for a period of 2 weeks after the Head Boy/Deputy Head Boy & Senior Prefect have been appointed.

Candidates are allowed to distribute campaign leaflets, stickers to engage their peers in the process. Candidates must ensure all items that are distributed are appropriate and do not go against the school ethos. Candidates and their promotional team must ensure they adhere to the school code of conduct and all campaign activities are in line with the school’s ethos.

**Note: in the event of a tie-break at the end of the process, the interviewing panel’s decision will be considered final.**
Application to be part of the Student Leadership Team

Please complete the form in black ink.

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<thead>
<tr>
<th>Position applied for</th>
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<tbody>
<tr>
<td>Full Name</td>
<td>Year/Form</td>
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1. **STAR Values** (Briefly, outline below examples of how you have displayed excellent STAR values)

   - **Service**
   - **Teamwork**
   - **Ambition**
   - **Respect**

2. **The 3 Is** (Briefly, outline below examples of how you have displayed the 3 Is)

   - **Ikhlas** – Sincerity
   - **Ihsan** – going the extra mile
   - **Itqan** – Striving for Excellence
Personal Statement (use a supplementary sheet if required, however, do not exceed 250 words). Please provide a concise account in support of your application.
4. Character reference from a member of the community (use a supplementary sheet if required, however, do not exceed 150 words). *This must be from someone other than a member of staff or a family member.*

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**FOR SCHOOL USE**

<table>
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<tr>
<th>Attendance</th>
<th>%</th>
<th>No of lates</th>
<th>Achievement Points</th>
<th>Behaviour Points/DTs</th>
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