



Student Leadership

Adeyfield Academy

2021-22

Application Window

October to April 2021

“Learning without limits”



COURAGE

DIGNITY

AMBITION

COMPASSION

RESPECT

Student Leadership at The Adeyfield Academy

‘A leader is one who knows the way, goes the way and shows the way’

John Maxwell (Author)

Is this you?

Then you may be interested in having some fabulous in-school work experience by becoming a school leader in one of the leadership opportunities listed in this booklet.

Read the job description carefully, choose roles in which you might be interested, and then apply.

We look forward to receiving your applications.

Miss Walbank
Assistant Principal

Student Leadership Roles Available

Leadership Role	Year Group	Staff member attached
Student Forum	All year groups	IWK
Head Student	Year 12 or 13	AGE/DMN
Deputy Student	Year 12 or 13	AGE/DMN
Student Executive	Year 10	IWK/AHE/LPN
House Captain	All year groups	RMR
Sports Captain	Years 9, 10 and 11	RMR/AGE/CSW
Transition Mentor	Years 8 and 9	LPN/CSW
Adeyfield Ambassador	Years 7, 8 and 9	HOYs
Adeyfield Allies	All year groups	SHS
Good Will Ambassador	Years 9-13	JRL/IWK
Eco-defender	All year groups	SLS
Curriculum champion	All year groups	SRY/IWK/HOFs
Digital Leader	KS3	STR
Reading Mentor	Year 12 and 13	LWN
Duty Lead	Year 12 and 13	AGE

Training will be provided for all roles

Head student and Deputy Students

Roles available: One head student and two deputy head students

Applications are invited from students in Year 12 or 13

Application Process: Completed application form and cover letter. Short listed candidates will be invited to an interview with SLT as well as the staff & sixth form vote

Job Specification

The most important aspects of this post are linked to your ability to be a leader and representative of the students here at Adeyfield.

To do this you must lead by example at all times, through your commitment to both your studies and wider school roles. You will also be required to act as an ambassador for the school within the wider community and at public events.

Personal Characteristics

- You should like working with and talking to younger students
- You should be able to build good working relationships with staff
- You should want to make a lasting impact at school and be involved in decision making
- You should be able to work well in a team
- You should have good time management skills e.g. balancing commitments
- You should be polite, mature, responsible and reliable at all times.

Responsibilities

The following is a list of specific tasks and responsibilities, not all of which are glamorous, which the Head Student would be expected to carry out:

- To be a role model in terms of attitude, work ethic, manners and appearance to all members of the school community
- To attend regular meetings with Ms Mason, Miss Walbank and Miss Gare
- To liaise with the SLT and HOFs/HOYs
- To lead student forum meetings
- To speak at various school functions as required
- To make arrangements for sixth formers to show visitors around the school
- To meet with school governors as required
- To meet with members of the press and media as representatives of Adeyfield
- To assist staff with the organisation of school events, including but not limited to:
 - Parents' evenings, information evenings and open evening
 - Prize giving evenings
 - Sports day
 - Information evenings

- Year 12 information evening
- Assemblies
- House Assemblies
- Whole school CAS events
- On a weekly rota with other Head/Deputy Students and student executive, coordinate lunch and break duties supporting SLT around school and in the canteen;
- To undertake any other duties s/he may be reasonably called upon to undertake by the head teacher.

Benefits

- Gaining a first-hand insight into running of the school
- Gaining a reference that outlines your dedication to the school
- Supporting your UCAS statement

Report to

Miss Mason, Miss Walbank and Miss Gare

When applying please complete an application form, covering letter (a minimum of 500 and maximum of 1000 words) to support your application and hand in to Miss Gare.

Student executive

Number of appointments: nine student executives

Applications are invited from students in Year 10

Job Specification

The student executive will comprise of nine students, each of these will have equal status. As a student executive, you will be continually linked to a KS3 HOY and work with them to support the HOYs to run assemblies for their year group.

You will also be involved with the following:

Each student executive will link with each member of SLT in rotation and work with them for one month at a time. Whilst working with each member of SLT you will get a flavor of what their role involves.

You will work on one big project; this project will be determined at the start of the year by the Head teacher and the Senior Leadership Team. Possible projects could be centered on developing school facilities, curriculum, extra-curricular or work in the wider community as examples. You will be required to report to SLT and Governors during the year on your findings.

Personal characteristics

- Independent enquirer - explore issues, events or problems from different perspectives)
- Effective participant – try to influence others, negotiating and balancing diverse views to reach workable solutions
- Reflective learner – communicate their learning in relevant ways for different audiences
- Creative thinker – adapt ideas as circumstances change
- Effective participant – act as an advocate for views and beliefs that may differ from their own
- Team worker – show fairness and consideration to others
- Self-manager – manage their emotions and build and maintain relationships

Responsibilities:

- Liaise with Head Students and Senior Leadership Team regarding duties to be carried out
- Be available to organise and lead school tours for visitors and prospective students.
- Work with a designated Year group and SLT member to support during tutor time and assemblies.
- To establish and support transition programme, managing our transition mentors

- Meet with Head Student and Deputy Students once per fortnight
- Assist with and attend school events to include Prize giving, Open Evenings, Parents Evenings and Options Evenings.
- Carry out other duties to include after school and evening events as required by the Senior Leadership Team and Sixth Form Leadership Team.
- To be a role model for the rest of the school.

Benefits

- Gaining a first-hand insight into running of the school
- Gaining a reference that outlines your dedication to the school

Report to

- Senior Leadership Team

When applying, please complete the application form and hand in to Mr Hoque.

The Adeyfield Ambassador

Number of appointments: 40 available

Students are selected by the KS3 and KS4 pastoral lead.

Personal characteristics

- Effective participant – propose practical ways forward, breaking them down into manageable steps.
- Reflective learner – evaluate experiences and learning to inform future progress.
- Creative thinker – connect their own and others' ideas and experiences in inventive ways
- Self-manager – works towards goals, showing initiative, commitment and perseverance
- Self-manager – organise time and resources, prioritising actions
- Team worker – collaborate with others to work towards common goals

Responsibilities

- Taking a register of attendees at the parents' evenings
- Handing out reports to visiting parents/guardians
- Supplying staff with refreshments where necessary throughout the evenings
- Showing parents where staff are if necessary

Benefits

- Gaining valuable work experience in the pastoral sector of Adeyfield
- Showing you can cope with additional leadership responsibility
- Receiving your own Adeyfield Ambassador badge

Report to

- Mr Hoque or Miss Polson, Miss Walbank and Miss Mason

Days/Times required

- Calendared School events

Transition Mentor

Number of appointments: 18 (two students per tutor group)

Applications are invited from students in Year 8 and 9.

Responsibilities

- To man a classroom during lunchtimes for Year 7 students, to play board games, help with homework or to chat and support. This will be a base where Year 7 students will be able to find a peer mentor every day who they can go to if they need help with finding clubs or just a friendly chat.
- To work with Year 7 forms as allocated mentors once a week to run activities with different themes every term half term.
- To work on a one to one basis to support and encourage throughout the transition in secondary school.
- To support Miss Polson and Miss Stow in organising the transition days

Benefits

- You will gain enormous satisfaction from helping younger fellow pupils, as well as gaining experience and life-enhancing new skills.
- You will receive training, which includes listening, mentoring and introductory coaching skills.

Report to

- Miss Polson and Miss Stow

Days/Times required

- During lunchtimes to man a classroom allocated to year 7 and during form time to run activities to form groups

When applying please complete the application form and hand in to Miss Polson and Miss Stow

Eco defender

Applications are invited from all years.

Personal characteristics

- Passionate about environmental issues and sustainability.
- Good leadership skills and ability to work as part of a team. Open, friendly and articulate.
- Happy to lead by example and not afraid to get 'hands dirty'.
- Commitment to campaigning on various environmental issues within school.
- Keen to engage pupils and staff in understanding the importance of sustainability in school and beyond.

Job specification

- Develop and act on a plan to increase responsible recycling and reusing of disposable materials on the school site.
- Monitor energy usage in school and introduce measures to reduce it.
- Develop and act on a plan to increase/protect biodiversity on the school site.
- Develop ideas to increase awareness of environmental issues within school.
- Engage pupils and staff through actively participating in various projects.

Benefits

You will gain leadership, communication, problem solving and teamwork by becoming an eco-defender. If you are a sixth form student, it is invaluable for UCAS personal statements.

Report to

- Mr Lyons

Days/Times required

A commitment to one lunchtime per week

When applying, please complete the application form and hand in to Mr Lyons

Good will ambassador

Applications are invited from all year groups.

Personal characteristics

- You should want to make a lasting impact at school and be involved in decision making
- You should be able to work well in a team
- You should be approachable for younger students

Job specification

- Drop in service for other students in the school to access
- Mentoring younger students who are having difficulties in school
- Lead on anti-bullying campaigns
- Lead on assemblies for anti-bullying and the academy's 'be kind' initiative
- Promote individuality, tolerance and understanding of everyone's differences

Benefits

- Further developing your campaigning skills
- Experiencing leadership responsibility showing support for others
- Receiving a 'good will ambassador' badge

Report to

- Miss Russell

Days/times required

A commitment to one lunchtime per week

Duty Leads

Applications are invited from year 12.

Personal characteristics

- Team worker – show fairness and consideration to others
- Effective participant – propose practical ways forward, breaking them down into manageable steps.
- Reflective learner – evaluate experiences and learning to inform future progress.
- Creative thinker – connect their own and others' ideas and experiences in inventive ways
- Self-manager – works towards goals, showing initiative, commitment and perseverance
- Self-manager – organise time and resources, prioritising actions

Responsibilities

- Being a role model to younger peers.
- Working directly with the head student and deputy student in the supervision of the corridors
- Liaising with the senior leadership team to support duties at break time and lunch. This will be either in the corridors, LRC or canteen area.
- Supporting the wider school community ensuring the school feels safe

Benefits

- To conduct four duties and gain an afternoon off.
- Gaining a first-hand insight into running of the school
- Gaining a reference that outlines your dedication to the school

Report to

Miss Gare and the senior leadership team

Numeracy Ninja

Number of appointments: one in each form
in Years 7 and 8.

Applications are invited from students in Year 7 and 8.

Personal characteristics

- Mathematical
- Organised
- Helpful
- Enthusiastic
- Have great team spirit

Responsibilities

- To encourage your class mates to work collaboratively as teams.
- To work with your form tutor to ensure that all students participate in the maths challenge.
- To run the fortnightly numeracy sessions in class; ensuring that the relevant materials are in place for the session.
- Record the results of each quiz accurately, making sure that all available points go towards your House total.
- Keeping your form up to date on how they are progressing, giving praise and encouragement when required.
- To support Mr Gibson in collating the results and analysing the data produced.

Benefits

- You will gain great organisational skills in helping to ensure that the session runs smoothly.
- You will gain confidence in talking to groups of people.

Report to

- Mr. Gibson

Days/Times required

One tutor time per week when the Numeracy Ninjas Challenge is carried out with your classmates.

Application form



Name:

Form:

House:

Applying for the role of:

What personal characteristics do you have which will help with this role?

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Why is this role important in our school?

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Provide names and signatures of two members of staff who would give you a reference in support of your application.

Staff name one - _____ Signature 1 - _____

Staff name two - _____ Signature 2- _____

Applications are due in on

handed in to ...



COURAGE DIGNITY AMBITION COMPASSION RESPECT

"Learning without limits"