

# SIXTH FORM STUDENT LEADERSHIP 2023-2024

APPLICATION WINDOW JANUARY 2023 - APRIL 2023



## THE ADEYFIELD ACADEMY

LEARNING WITHOUT LIMITS



COURAGE

DIGNITY

AMBITION

COMPASSION

RESPECT

# SIXTH FORM STUDENT LEADERSHIP



Dear Students,

***“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.

A key role for all Sixth form students here at The Adeyfield Academy is to use the leadership skills you have developed over the past five year to take on whole school leadership of the rest of the student body. For those of you that are new to The Adeyfield Academy we welcome the skills, ideas and experiences that you can bring from your previous school to help us to continue to improve.

Please read the job descriptions carefully, choose a role/roles in which you might be interested, and then apply.

Good luck and I look forward to receiving your applications.

Yours sincerely,

**Miss Walbank**  
**Assistant Principal**



# SIXTH FORM STUDENT LEADERSHIP



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# SIXTH FORM STUDENT LEADERSHIP



## HEAD STUDENT AND STUDENT EXECUTIVE TEAM

ROLES AVAILABLE: ONE HEAD STUDENT AND A STUDENT EXECUTIVE TEAM

APPLICATIONS ARE INVITED FROM STUDENTS IN YEAR 12



### Application Process

Completed application form and cover letter. Shortlisted candidates will be invited to an interview with The Senior Leadership Team as well as the staff and student vote.

### Job Specification

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

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 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, 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
- To meet fortnightly with Miss Walbank and Miss Cleevely
- To liaise with the School Leadership Team, Sixth Form Team and Heads of Faculty to lead Student Forum meetings
- To speak at various school functions as required

# SIXTH FORM STUDENT LEADERSHIP



## HEAD STUDENT AND STUDENT EXECUTIVE TEAM

- 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 The Adeyfield Academy
- 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
  - ⇒ Year 7 welcome evening
  - ⇒ Year 12 information evening
  - ⇒ Main school assemblies
  - ⇒ House Assemblies
  - ⇒ Whole school CAS events
- On a weekly rota, 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 first-hand insight into running of the school
- Gaining a reference that outlines your dedication to the school
- Supporting your UCAS statement

### **Report to**

Ms. Mason, Miss Walbank and Miss Cleevely

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

If shortlisted, you will be required to create a campaign video to support your application which will be circulated to the staff and students at The Adeyfield Academy so they can also vote.

# SIXTH FORM STUDENT LEADERSHIP



## ECO DEFENDER

APPLICATIONS ARE INVITED FROM ALL YEARS



### Job Specification

- To attend and be proactive at monthly eco team meetings
- Develop and act on a plan to increase responsible recycling and reusing of disposable materials on the school site by organising weekly collection of recycling and recording house points earned
- To work with primary schools to support their development of their sustainability projects
- To promote 'switch off' days
- 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.

### 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 your '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.

### 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 Cook

A commitment to one meeting per week.

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

# SIXTH FORM STUDENT LEADERSHIP



## GOODWILL AMBASSADOR

APPLICATIONS ARE INVITED FROM ALL YEARS



### 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
- Promote individuality, tolerance and understanding of everyone's differences
- To organise and lead on awareness months and days

### 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

### Benefits

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

### Report to

Miss Walbank

A commitment to one meeting per week

When applying, please complete the application form and hand in to Miss Walbank

# SIXTH FORM STUDENT LEADERSHIP



## DUTY LEADS

APPLICATIONS ARE INVITED FROM YEARS 12 - 13

### 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

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

### Report to

The Senior Leadership Team

Required four lunchtimes per week



# SIXTH FORM STUDENT LEADERSHIP



## HOUSE CAPTAIN

APPLICATIONS ARE INVITED FROM ALL YEARS



### Personal Characteristics

- You should be able to build good working relationships with staff and other students
- You should want to make a lasting impact at school
- A team player who is fully committed and supportive of their house
- You should have good time management and decision making skills
- You should be polite, mature, responsible and reliable at all times.

### Job Description and Responsibilities

- To be a role model in terms of attitude, work ethic, manners and appearance
- To attend school and form time punctually to present as a good role model
- To support students in your Key Stage House competitions through-out the year
- To attend the classes equipped with your own ideas and sufficient resources
- To lead and attend house events
- To gather issues to be raised and ensure feedback is given to form after meetings
- To lead and support the running of house assemblies
- To supervise all house charity events

### Benefits

- Development of responsibility and leadership skills
- Gaining a reference that identifies your dedication to the school
- Developing your confidence and communicational skills

### Report to

Mr Hoque

# SIXTH FORM STUDENT LEADERSHIP



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## APPLICATION FORM

**Name:**

**Tutor Group:**

**House:**

**Applying for the role of:**

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

**Why is this role important in our school?**

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

**1. Staff name:**

**2. Staff name:**

**PRINCIPAL: MS D MASON**  
**ASSISTANT PRINCIPAL: MISS WALBANK**  
**HEAD OF SIXTH FORM: MISS CLEEVELY**

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Hertfordshire  
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**THE ADEYFIELD ACADEMY**