



Student Leadership
Adeyfield Academy
2020-21

Application Window
March to April 2020

“Learning without limits”



Student Leadership at 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**



Leadership Roles Available

Leadership Role	Year Group	Staff member attached
Student Forum	All year groups	CSW
Head Student	Year 12 or 13	AGA/DMN
Deputy Student	Year 12 or 13	AGA/DMN
Student Executive	Year 10	SLT
House Captain	All year groups	CSW
Sports Captain	Years 9, 10 and 11	RMR/TCY/CSW
Transition Mentors	Years 8 and 9	MMU/WHN
Parent Evening Ambassador	Years 7, 8 and 9	MMU/HOYs
Good Will Ambassador	All year groups	JRL/IWR
Eco-defender	All year groups	TWN/IWR
Curriculum champions	All year groups	HODs
Student co-planners	All year groups	RCD/SRY
Creative Leader	KS3	
Digital Leader	KS3	
Numeracy Ninjas	KS3	MGN
Library Leaders	KS3	LWN
Reading Mentor	Year 12 and 13	LWN
Student Newspaper	All year groups	CBH/KSH/6 th Formers
Duty Lead	Year 12 and 13	AGA

Training will be provided for all roles



Head Student and Deputy Students

Roles available: One Head Student and two Deputy Students

Applications are invited from students in Year 12 or 13

Application Process: Completed application form and cover letter. Shortlisted 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 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 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
- To meet fortnightly with Miss Walbank and Miss Gare
- 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
- 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
 - Year 7 welcome evening
 - Year 12 information evening
 - Main school 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

Ms. Mason, Miss Walbank and Miss Gare

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 Gare.



Student executive

Number of appointments: 9 student executives

Applications are invited from students in Year 10

Job Specification

The student executive will comprise of 9 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 senior 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 flavour 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 Principal and the Senior Leadership Team. Possible projects could be centered around for example, developing school facilities, curriculum, extra-curricular or work in the wider community as examples. You will be required to report back 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 the running of the school
- Gaining a reference that outlines your dedication to the school

Report to

- Head of Year (Year 7, Year 8 or Year 9) and the Senior Leadership Team

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

Parents' Evening Ambassador

Number of appointments: 24 available
(8 per year group)



Applications are invited from students in Year 7, 8 and 9.

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 responsibilities
- Receiving your own parents' evening ambassador badge

Report to

- HOY and Mr. Molokwu

Days/Times required

- Parents Evenings scheduled on the school calendar throughout the year from 4-7pm.

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



Transition Mentor

Number of appointments: 1 in each class in Year 8 and 9

Applications are invited from students in Year 8 and 9.

Personal characteristics

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 Mr. Hutchinson and Mr. Molokwu in organising the transition days

Benefits

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

Report to

- Mr. Hutchinson and Mr. Molokwu

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 Mr. Hutchinson and Mr. Molokwu

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

- Ms. Wilson

Days/Times required

A commitment to one lunch time per week

When applying, please complete the application form and hand in to Ms. Wilson



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
- 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

Ms. Russell

Days/times required

A commitment to one lunchtime per week

Numeracy Ninja



Number of appointments: 1 in each form in Years 7, 8 and 9

Applications are invited from students in Year 7, 8 and 9.

Personal characteristics

- You should be organised
- You should be helpful
- You should be enthusiastic
- You should demonstrate 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 form time; 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

Week 1 form time when the Numeracy Ninjas Challenge is carried out in your form

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



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 4 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



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 1 - _____ Signature 1 - _____

Staff name 2 - _____ Signature 2- _____

Applications are due in on handed into ...