



St Albans Girls' School



YEARS 7 – 11

STUDENT LEADERSHIP



2019-2020



National Teaching School
designated by



National College for
Teaching & Leadership



St Albans Girls' School

HOW TO BECOME A STUDENT LEADER AT STAGS

Here at STAGS you have the opportunity to be fully involved in school life. This way when you are older you will have lots of happy memories of the times you and your new friends worked together to help others. It will also enable you to have lots of things to write on your CV or application forms in the future.

This booklet is to help you to understand the ten different roles and responsibilities that you can formally apply for and I hope that you will decide to do so.

Beyond the leadership roles for every student there is an activity or club that you can become a part of. It really is true that your time at STAGS will be what you make of it. If there is a club that is missing from STAGS that you would like to set up please come and see me.

If you have any questions please ask your form tutor or alternatively come and speak to me. My office is in between Maths and PSHE/REP.

Good luck and I look forward to working with you on lots of leadership and enterprise events over the next twelve months.

Miss McHugh
Assistant Head Teacher: Student Leadership and Enterprise





St Albans Girls' School

MEMBER OF STUDENT PARLIAMENT - FORM CAPTAIN

The Process

Students who would like to be either Form Captain or Vice-Captain need to apply to their tutor in writing by the end of school on **Monday 9 September (unless otherwise stated by your Form Tutor)**.



The selection process can be very difficult and your tutor may have to select the best candidates to take part in a form election. Each candidate will have the chance to speak to the form for one minute and then your fellow students will vote for who will be their representative for the year.

Each form has one Form Captain and one Vice-Captain.

Job Description

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

Below are a list of responsibilities that all Form Captains and Vice Captains will have:

- to be a role model in terms of attitude, work ethic, manners and appearance to all members of the school community
- to prepare for Student Parliament meetings for your Key Stage by using a form time to discuss current issues with your fellow students
- to attend all Student Parliament meetings for your Key Stage and represent the views of your form group
- to feedback to your form group following a Student Parliament meeting on the items discussed
- to support the Charity, Games Captains and Eco Team members in their roles
- to assist your form tutor with delivering messages in register trays and keeping the form notice board up to date
- to wear the Form Captain/Vice-Captain badge
- to undertake any other duties she may be reasonably called upon to undertake by the head teacher

Please note that this role requires the same representatives for the whole school year.



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CHARITIES CAPTAIN

The Process

Students who would like to be a Charity Captain need to apply to their tutor in writing by end of school on **Friday 13 September**.

The selection process can be very difficult and your tutor may have to select the best candidates to take part in a form election. Each candidate will have the chance to speak to the form for one minute and then your fellow students will vote for who will be their representative for the year.

Each form has two Charity Captains.

Job Description

The most important aspects of this post are linked to your ability to be the leader and representative of the students here at STAGS. To do this you must lead by example at all times, through your commitment to both your studies and wider school roles. Your main role is to act as the leader of the charity work of your form group to ensure that you are able to promote and raise money for your House Charity and any others that the school supports this year.

The following is a list of specific tasks and responsibilities:

- to be a role model in terms of attitude, work ethic, manners and appearance to all members of the school community
- to meet with your House Prefects and House Captains regularly to help them to coordinate House events
- to organise an event or stall for your assigned charity weeks
- to ensure that all charity events are written up and shared with the school community in STAGSlink
- to speak at school assemblies as required to promote your charity event
- to meet regularly with the We Act Group
- to meet with the Charities Captain and promote whole school charity events e.g. Children in Need Week
- to wear the Charity Captain's badge
- to carry out any other duties as required





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ECO COUNCIL

The Process

Students who would like to be a member of the Green Flag award winning Eco Council need to apply to their tutor in writing by the end of school on **Friday 13 September**.

The selection process can be very difficult and your tutor may have to select the best candidates to take part in a form election. Each candidate will have the chance to speak to the form for one minute and then your fellow students will vote for who will be their representative for the year.

Each form will have two Eco Council members.

Job Description

The most important aspects of this post are linked to your ability to be the leader and representative of the students here at STAGS. To do this you must lead by example at all times, through your commitment to both your studies and wider school roles. Your main role is to promote whole school sustainability and support the environment of the school.

The following is a list of specific tasks and responsibilities:

- to be a role model in terms of attitude, organisation, leadership and taking initiative
- to attend monthly Eco Council Meetings
- to promote 'Keep Stags Tidy' with your fellow students
- to promote Switch-Off days with your fellow students and teachers
- to organise weekly collection of paper recycling by your form
- to promote any collections for Bags2School
- to support and raise awareness of the work of the Green Leaders and Eco Council to improve the school environment
- to participate in and promote St Albans Sustainability Week and Fairtrade Fortnight
- to support the work of the Gardening Club and participate in the Inter-house Sunflower Competition
- to carry out any other duties as required by the Eco Council

Please note that this role requires the same representatives for the whole school year.





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SPORTS CAPTAINS

The Process

Students who would like to be either Sports Captain or Vice-Captain need to apply to their tutor in writing by the end of school on **Friday 13 September**.

The selection process can be very difficult and your tutor may have to select the best candidates to take part in a form election. Each candidate will have the chance to speak to the form for one minute and then your fellow students will vote for who will be their representative for the year.

Each form has one Games Captain and one Vice-Captain.

Job Description

The most important aspects of this post are linked to your ability to be the leader and representative of the students here at STAGS. To do this you must lead by example at all times, through your commitment to both your studies and wider school roles. Your main role is to act as the student leader of PE within your form group and support the work of the PE Department to promote sport and the importance of leading a healthy active lifestyle.

The following is a list of specific tasks and responsibilities:

- to be a role model in terms of attitude, work ethic, manners and appearance to all members of the school community
- to meet regularly with Mrs Blackburn and other members of the PE Department
- to attend Open Evening as a representative of the PE Department
- to help coordinate team lists for all competitive fixtures
- to write articles for STAGSlink to promote to work of the PE Department
- to coordinate team lists for any inter-house sporting competitions
- to promote sports clubs and ensure messages from the PE Department are regularly shared with the form and displayed on the form board
- to support the Head Students and House Captains in their duties as required; To help coordinate team sheets for Sports Day
- to wear the Games Captain/Vice-Captain badge
- to carry out any other duties as required





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ANTI-BULLYING CAPTAINS

The Process

Students who would like to be an Anti-Bullying Captain need to apply to their tutor in writing by the end of school on **Friday 13 September**.

The selection process can be very difficult and your tutor may have to select the best candidates to take part in a form election. Each candidate will have the chance to speak to the form for one minute and then your fellow students will vote for who will be their representative for the year.

Each form has two Anti-Bullying Captains.

Job Description

The most important aspects of this post are linked to your ability to be the leader and representative of the students here at STAGS. To do this you must lead by example at all times, through your commitment to both your studies and wider school roles. Your main role is to act as the leader of the student support provided here at STAGS within your form group.

The following is a list of specific tasks and responsibilities:

- to be a role model in terms of attitude, work ethic, manners and appearance to all members of the school community
- to promote Harmony Club and the work of the Student Support Captains
- to meet regularly with the Student Support Captains and Miss McHugh
- to support any member of the school community who is a victim of bullying
- to ensure that all incidents of bullying are reported to a member of staff
- to support and promote whole school activities for the Time to Change campaign
- to support Mrs Blackburn, Miss McHugh and the PSHCE team with Anti-Bullying Week
- to promote activities for Time to Talk Day
- to wear the Anti-Bullying Captain's badge
- to carry out any other duties as required





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STAGS LEARNING AMBASSADOR (YEARS 7-8)

STAGS SENIOR LEARNING AMBASSADOR (YEARS 9-13)

The Process

To apply to be a STAGS Learning Ambassador, you should write a formal letter addressed to Miss Cardani by **Friday, 20 September**.

In your letter you should explain why you would like to be a STAGS Learning Ambassador and why you think you would be suitable for this role. Most Learning Ambassadors will then go on to become Senior Learning Ambassadors, although we also accept new applications in year 9 through the same process of writing a letter.

There will be several Learning Ambassadors within each year group, not limited to one per form.

Job Description

The role of Learning Ambassador is a highly important one, as your input will be key in shaping teaching and learning opportunities at STAGS. You will often be the first port of call when it comes to discussing and implementing new ideas within the school community and you will also act as an ambassador for STAGS outside of school. This prestigious role will allow you to demonstrate great responsibility and leadership skills, as well as a firm commitment to your school.

The following is a list of tasks and responsibilities that Learning Ambassadors may participate in:

- A visit to another local school, including evaluating what you learn and presenting your findings back to STAGS Senior Leadership Team
- Evaluate important school resources, such as the student planner, and suggest improvements.
- Work with supporting new and trainee teachers. This may involve observing lessons and giving feedback from a student perspective
- Observation and student-panel interview of potential new members of staff
- Work with different departments in the school to work on a range of subject projects, such as Holocaust Education Week and Women's History Month.
- Learning Ambassador student voice, focusing particularly on your experiences within the classroom and giving important feedback.





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CAREERS CAPTAINS

The Process

Students who would like to be a Careers Captain need to apply to their tutor in writing by the end of school on **Friday 13 September**.

The selection process can be very difficult and your tutor may have to select the best candidates to take part in a form election. Each candidate will have the chance to speak to the form for one minute and then your fellow students will vote for who will be their representative for the year.

Each form has two Careers Captains.

Job Description

The most important aspects of this post are linked to your ability to be the leader and representative of the students here at STAGS. To do this you must lead by example at all times, through your commitment to both your studies and wider school roles. Your main role is to act as the leader and promoter of the support provided here at STAGS preparing you for your future within your form group.

The following is a list of specific tasks and responsibilities:

- to be a role model in terms of attitude, work ethic, manners and appearance to all members of the school community
- to promote Careers Education Activities with your form group
- to meet with Miss McHugh to prepare form time activities prior to Careers events
- to support and promote whole school activities for National Careers Week
- to promote specific Year group activities such as Work Shadowing, Options Choices and Careers Talks
- to wear the Careers Captain's badge
- to carry out any other duties as required





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YEARS 7-11 STUDENT LEADERSHIP APPLICATION FORM

Name	
Role you are applying for	
Describe fully what skills and qualities you have that will make you successful in this role	
Describe any opportunities that you have had to develop leadership skills in the past. E.g. fundraising work, school council, mentor etc.	
Describe what you will do in this role to support both your form and help to further improve STAGS	
Use this space to provide any other information you think will help your application	



St Albans Girls' School

Head Teacher: Mrs M Chapman

Sandridgebury Lane, St Albans,
Hertfordshire, AL3 6DB

Tel: 01727 853134

E-mail: admin@stags.herts.sch.uk

www.stags.herts.sch.uk

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