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14 August 2020

## Central Coast Sports College Student Captains and Vice Captains

Dear Parents, Carers and Students,

It is that time of the year when we start the process to select our senior students leaders for 2021. Please find attached a copy of the Position Description for the Captain and Vice Captains positions within the College. Details of the selection process, criteria and details of the roles are in the attachment.

Our current student leadership team is facilitating this process and all applications need to be submitted to Taiden Rose (current CCSC Vice Captain) via email [trose@student.ccsc.nsw.edu.au](mailto:trose@student.ccsc.nsw.edu.au) on or before Friday the 21st August 5PM.

We would encourage any student in our current year 11 cohort who has serious leadership ambitions to consider applying for the roles as although only four students will ultimately be elected (2 x Captain's and 2 x Vice Captain's) the actual process of applying, interviewing and campaigning is a valuable learning experience. Please note that the roles are not gender specific and the 4 most appropriate candidates will be elected.

If you have any questions about the process please discuss with a member of the Student Leadership Team or you are welcome to email or come and discuss with either Sally Bannellick (Head of Senior College) or myself.

Kind Regards

Paul Chapman  
CEO & Principal

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## **POSITION DESCRIPTION**

**JOB TITLE:** Student Captain (x2) and Vice Captain (x2)

**DIVISION:** Student Leadership

**REPORT TO:** Principal/CEO

### **PURPOSE OF THE ROLE**

#### **What is a College Captain?**

- The position of College Captain at CCSC is the pinnacle of student leadership in the College.
- As well as representing the student body, the Captains represent the whole college, its values, its good name and its community status.
- The College Captains are leaders, independent and reliable.
- They are able to inspire others; they enjoy the confidence and respect of students and teachers.
- The role involves leadership, mentoring and the maintenance of an achievable standard to which other students can aspire to.

To be eligible for the position of College Captain, applicants must be able to demonstrate and sustain:

- An exceptional attendance and behaviour record
- Commitment to the college through academic, sporting and cultural involvement
- Leadership
- A vision for their leadership

### **SELECTION PROCESS**

The College Captains and Vice Captains selection process will commence in August each year, with the announcement of the new College Captains occurring during the Graduation Ceremony for year 12.

Before the selection process commences, students are addressed with regards to the roles and responsibilities of a College Captain.

#### **The selection process is as follows:-**

Applications are sent in by students. Only current Senior Students (year 11) are eligible to be nominated for the "College Captain" role.

**On the application students are asked to provide their vision and thoughts on the following:**

1. College Vision
2. Role of the College Captain
3. Positive characteristics of CCSC and how they have contributed to this in the past
4. Qualities that make a good leader
5. How they intend to carry out this position
6. What they would like to change

- Each application must include the name of at least 1 staff member as referee. These referees must not be the student's homeroom or advisory teacher.
- The application can be created in many formats, for example;
- A video, written letter, speech or a student may create an individual format they feel best enables them to present their application.
- Teachers and current college captains shortlist students after overseeing each application and will check references if required.
- All students who present an application will be considered for the position.
- An interview will then be conducted for all shortlisted candidates. The interview panel is made up of the Principal, Head of Senior College, Head of Sport and other appropriate staff and current student leaders.
- After the interviews are completed, the College management team will consider the applications and prepare a ballot based on the most suitable candidates.
- A Secret Ballot is held by staff and students from years 9-11 (as well as the current student leadership team).

The announcement of the new College Captains will be made at the Graduation Ceremony where the last College Captains will congratulate the new. This will take place at the end of Term 3.

#### DUTIES AND RESPONSIBILITIES

The Role of College Captain - This role includes but is not limited to the following:

- Liaison with Staff and the College Executive
- Liaising with the Students Representative Council
- Representing the student body at formal occasions both within and outside the college, such as Anzac Day commemorations
- Representing the College at official functions
- Representing the student body
- Addressing the college assemblies and functions to promote the values and the good name of CCSC
- Speaking to the whole college about relevant matters
- Exhibiting leadership in activities such as sporting events and carnivals
- Leading the student leadership team and mentoring junior SRC members
- Being an outstanding model to all students within the college at all times
- Take part in student leadership training as directed

Once nominated the College Captains and Vice Captains will then begin to formulate a college leadership/representative board consisting of: Leaders throughout junior years of the college that will then form the Student Leadership Team. College captains will mentor students in these roles. This team will assemble several times per term to discuss ways for college leadership to impact the development of the college.

**Desirable Characteristics:-**

- Positive leadership skills.
- A strong College 'Spirit'
- Good organisational skills.
- A supportive, caring and fair attitude.
- Respectful conduct towards staff members and the whole-college community.
- Be responsible, a good role model and be able to mentor junior college representative students.
- Willingness to put in their best effort in all endeavours.

KEY WORKING RELATIONSHIPS	
External	Internal
<ul style="list-style-type: none"> <li>● Parents / College Community</li> </ul>	<ul style="list-style-type: none"> <li>● Principal/CEO</li> <li>● Senior Management Team</li> <li>● Administration Team</li> <li>● Support Services</li> <li>● Teachers/CoachesCFO</li> <li>● Student Body</li> </ul>

This position description intends to describe the principal purpose and main elements of the role. It is a guide to the nature and main duties of the role and is not intended as a wholly comprehensive or permanent schedule. The order in which duties and responsibilities are listed is not significant.

Captain/Vice Captain's name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal/CEO: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_