



## **Related Policies**

### **St Clare's College:**

Pastoral Care

Positive Behaviours (Personal best)

## **Rationale/Purpose**

The purpose of this policy is to outline the leadership opportunities available to students at St Clare's College.

## **Policy**

St Clare's is committed to the development of leadership skills in all students and to the provision of comprehensive preparation and selection processes for formal student leadership in the College.

Student leadership at St Clare's is underpinned by the model of Jesus as servant, as messenger, as protector of the weak and of those who walk in the shadows.

The cognitive skills of problem solving, critical thinking, reasoning and creative thinking are essential components of our College's curriculum. They do not specifically fit into any one aspect of the formal academic curriculum but are crucial in our quest for lifelong learning outcomes for all students. A great measure of these learning outcomes is in student leaders demonstrating their learning through visible and identifiable leadership of our College community.

The qualities, attributes and skills needed to meet the demands of the senior leadership positions or for representation on the SRC in the junior school include loyalty, consistency and maturity. Students who are successful in gaining a leadership position are expected to display loyalty to the school and its wider community, consistency in modelling the Christ centred values contained in the College vision, and maturity in communicating in both a student and adult environment.

## **Procedures**

### **College Leadership**

St Clare's College is committed to the development of leadership skills in all students and to the provision of comprehensive selection processes for formal leadership positions. College Leaders are elected to the following six senior leadership positions in the college:

- College Captain
- Faith and Community
- Social Justice
- Sports
- Arts & Culture
- Sustainability

There are also two Year 12 students elected as House Captains for each of the eight Houses.



To assist in the formation of the senior leadership team and in the development of their leadership skills, the senior leadership team participates in formal leadership training sessions in conjunction with other systemic and congregational school senior leadership teams during the year of their office.

### **The Pastoral Care Captain (PCC)**

All Pastoral Care Classes Years 7-10 elect one student to be the Pastoral Care Captain for the term or semester. This Captain represents their class and assists the Pastoral Care Leader and the Year Coordinator with various duties.

### **The Student Representative Council (SRC)**

The Student Representative Council is viewed as a conduit between students, staff and the Executive in the total governance process of the College and as a forum for discussion of student issues and for planning for College events and charity fundraising.

The SRC membership includes the College Captain (Chair), two PCC representatives from each Year 7-10 group, the Senior PC representatives, a student representative from the College St Vincent de Paul group and the RAP committee. The SRC has a formal membership of 19 students and a teacher facilitator.

The charter and work of the Student Representative Council is overseen by the SRC Facilitator. This position is held by a member of staff whose role includes the facilitation of SRC meetings, the coordination of SRC fundraising activities, the organisation of or participation in student leadership training, and communication of SRC projects and student issues to the college community.

### **College Leader, House Leader and SRC Member Elections and Commissioning**

Elections for College Leader positions and House Captain positions are held during Term 3 & Term 4 in the year prior to their term of office, and both staff and students contribute to the voting process.

Elections for membership of the SRC are held at the beginning of each year.

The commissioning of the College and House Leaders and occurs at the Opening School Mass.

### **Senior Leader, House Leader & SRC Member Meetings**

The Student Leadership Team comprising of the College Leaders and the House Captains meet regularly with the Assistant Principal Pastoral Care, Senior Pastoral Coordinators and the Mission and Ministry Coordinator to discuss issues raised by the SRC, House projects and College events.

SRC members from each year group meet regularly with their Pastoral Coordinators to discuss student issues and concerns. These are then taken to the Student Representative Council for consideration and action where appropriate.

SRC members from each year group meet regularly as a vertical house group with their Year 12 House Leaders to plan House Charity fundraising for their designated house charities.

The Student Representative Council meets monthly with the SRC Facilitator to plan charity fundraising, school projects and events and to hear and seek solutions in relation to student



issues and concerns. The minutes of these meetings are then reported by SRC members to their Year groups. The SRC Facilitator provides a report on the activities of the SRC to staff each term.

**The SRC Facilitator**

The charter and work of the Student Representative Council is overseen by the SRC Facilitator. This position is held by a member of staff whose general role description includes the facilitation of SRC meetings, the coordination of SRC fundraising activities, the organisation of or participation in student leadership training and communication of SRC projects and student issues to the College community.

**Termination of Appointment of College or House Leaders**

The appointment of a student to a leadership position is considered to be of great significance. By making such an appointment the College is expressing its confidence in the student's ability to display integrity, honesty, and commitment to upholding the values and ideals contained within the vision and mission of St Clare's.

Should a student consistently fail in her leadership role or by her actions to display an unwillingness or inability to uphold the College vision then her appointment may be terminated.

The process for termination of an appointment to a leadership position is as follows:

- The complaint against the College Leader or House Leader is to be made in writing to the Principal, Assistant Principal Pastoral Care or the relevant Pastoral Coordinator.
- The complaint is investigated by the relevant Pastoral Coordinator or Assistant Principal Pastoral Care.
- If the matter is serious enough to warrant the termination of the appointment the Assistant Principal Pastoral Care will convene a panel consisting of the Assistant Principal Pastoral Care, the Year 12 Coordinator, and a staff member to hear the complaint. The panel will hear the complaint and the evidence and make a recommendation. The penalty may take the form of an official warning or termination of appointment.
- The Principal will consider the recommendation of the panel and will modify, ratify or dismiss it.
- If the matter is serious enough the recommendation of the panel may be to terminate the student's appointment. In this case the Principal will inform the student of the panel decision in the presence of the Assistant Principal Pastoral Care. The Principal will inform the student's parents in writing.

<b>Approved by:</b>	Executive
<b>Implementation date:</b>	2006
<b>Revision date:</b>	2016
<b>St Clare's Contact Officer</b>	Assistant Principal Pastoral Care