Role Descriptions for School Leaders

The following are role descriptions for each Leadership Role for our Year 6 students

**School Captains (Elected Position)**

- Host school assemblies when required
- Monday Morning Assembly – school prayer.
- Friday Assembly - Welcome
- Represent the school at official functions- e.g. Parliament House, ANZAC Day @ RSL, Victorian Cross etc.
- Welcome and thank guests to O.L.G.C.
- Encourage the student body to support the activities of the school
- Organise a Student Representative Council Meeting each term and prepare a summary of the meeting for the Principal.
- Report to principal about issues in relation to student needs
- Graduation Speech – Year 6 Graduation mass.
- Special messages over the school PA system.
- Prayer at Swimming and Athletic Carnivals
- Always set a good example.

**Colour House Captains (Elected Position)**

- Lead colour houses at Athletics and Swimming Carnivals
- Sit with colour houses at each week’s assemblies
- Write and teach war cries before carnivals
- Collect colour house points from classes each week
- Announce colour point winners each week at assembly
- Organise colour house banners for carnivals
- Aerobics warm up session at athletic carnival.
- Prepare Health Hustle for Friday mornings

**SRC- Liturgy Committee (3-4 members)**

- Assist with digital resources for singing practices/mass
- Assist REC with prayer table cloths to ensure correct coloured cloths are used to match the liturgical Season.
- Prepare prayers for weekly assembly (Vary prayer between spoken, musical, visual prayer)
- Attend special masses as school representatives such as the Mission Mass
- Encourage the use of the outdoor classroom as a prayer space for classes and develop a roster for its use.
- Prepare resources for classes for special feasts e.g. Father’s Day & Mother’s day prayers, Mary Mc Killop, St Brigid Feast Day

**SRC- Environment Committee (3-4 members)**

- Promote environmentally friendly practices among the students such as Earth Hour, paper recycling, Clean Up Australia Day
- Organise extra garbage bins as required by teachers on duty
- Ensure that each term every class has a designated recycling tub – report if more tubs need purchasing or replacing.
- Provide a class roster for clean up areas of the school and provide a weekly clean up area time (monitor each area for cleanliness) and present Environment Care
- Change the school notice board advertising upcoming events.
- Be responsible for lost property tub – develop a daily roster
- Garden Club

**TASMAN**: 2 Captains
**BASS**: 2 Captains
**DAMPIER**: 2 Captains
**FLINDERS**: 2 Captains
SRC- **Playground Committee (3-4 members)**
- Assist with outdoor Lunch Club each Tuesday – allocating equipment, engaging students as they play, returning all equipment and packing up.
- Assist students on the playground – a first stop helper before the child needs to speak the teacher on duty e.g. tie up shoelaces, open food packaging, assist Kindies on tuckshop days- maybe wear a vest
- Raise the flag at Monday Morning Assembly
- Organise the tape for the National Anthem for Monday Morning’s Assembly
- Identify playground issues and report to Principal or Assist Principal once a term with feedback, ideas and suggestions.
  - Suggestions:
    * Link this with PBL program monitor canteen lines on canteen day
    * Monitor play equipment until a teacher is on duty

SRC- **Social Committee (3-4 members)**
- Hand out birthday pencils each Friday
- Organise one social event per term which engages the student community. The event may be in support of a fundraiser or other group within the school e.g. Sakila Heart Kids, Bandana Day etc
- Report to the Principal or Assistant Principal about the organisation of such fundraisers.
- Speak at school assemblies to promote or report upon planned events.
  - Suggestion:
    * Committee could help P & F at the school disco – by promoting safe behaviour/ assist sell glow sticks etc

SRC- **Technology Committee (3-4 members)**
- Set up microphones every morning for assembly (prepare a roster)
- Set up data projector for Friday Assemblies and special events
- Assist with the data projector for School Masses when required
- Weekly IT Maintenance Book taken to teachers for any items which need attention/repair and return to IT Supervisory Teacher
- Develop IT tutorials on student data e.g. How to make a movie using Movie Maker, How to save a word document – resources for students – self tutorials.

SRC- **Drama and Music Committee (3-4 members)**
- Assist in setting up and packing up equipment required for weekly class music and/or drama lessons
- Set up and pack up Stage-Pak staging system as requested by music or drama teachers, and also by class teachers where required
- Assist drama teacher in collecting, storing and maintaining school costumes and props
- Act as stage crew for drama/music productions if requested

SRC- **Social Justice Committee (3-4 members)**
- Lead the schools school justice organisations including Mini Vinnies
- Be an active part of the Mission Team
- Promote drives including project compassion

**Band Captains: (2 Captains)**
- Hand our band notes, anything needed for band