



STUDENT LEADERSHIP

Policy Time Frame: Policy Effective From: 17.09.2019

Review Date: 01.09.2021

Introduction

Included within the KIS Mission Statement it is announced that, "In partnership we work with families to respect and promote the values which KIS advocates, so enabling resilient, compassionate and reflective individuals to lead in successfully shaping their world."

Amongst our identified values we recognise the importance of leadership, community and responsibility. We work to provide opportunities for students to experience and excel in these spheres. We encourage our students to:

- take opportunities to lead commensurate with their age and experience;
- work with purpose and respect in making a full and positive contribution to their school as well as to the wider community;
- share in the diversity of the KIS international community and support the culture and traditional values of our host country;
- readily assume leadership opportunities available to them and recognise their responsibility to the school and to society;
- recognise the importance of honesty, integrity and respect and apply these values in their relationships with others.

Leadership Opportunities Overview

Student leadership opportunities include, but are not limited to, a combination of formal appointments carrying a range of responsibilities and duties, alongside participation in a range of organised student groups/bodies. These include, but are not limited to:

- Head Student and Deputy Head Students (Whole School)
- Whole School Prefects
- Head Girl & Head Boy (Primary)
- Student Council
- Eco School Committee
- House Captains
- Classroom Monitors

Informal opportunities for students to lead and demonstrate leadership outside the formal framework are also actively encouraged.

HEAD STUDENT / DEPUTY HEAD STUDENTS

These three senior student leadership roles, carry a whole school purview and are considered the highest position of student responsibility within the school. The positions are awarded by the Principal to students in Year 12 during term three of the academic year. The award and associated responsibilities run throughout their four remaining terms at KIS, concluding with their graduation, post examinations, in term three of their Year 13. In their first term of office they serve alongside the incumbent Year 13 student post holders.

The Head Student and the two Deputy Head Students report to and meet regularly with the Principal on whole school matters and with the Vice Principal (Secondary & 6th Form) on 6th Form matters and day to day organisation.

Responsibilities and duties for these posts include:

- Promoting and celebrating the Mission and Values of the school;
- Chair of the Student Council (Head Student);
- Deputy Chairs of the Student Council (Deputy Head Students);
- Line management for the Whole School Prefect body;

- Being internal and external ambassadors for the school and to act as outstanding role models for all students at KIS;
- Conduct school tours for prospective parents at the request of the Principal;
- Give key presentations about the school, for example to prospective parents and students at the Sixth Form Open Evenings, Careers Conventions and local schools, as well as other major school events;
- Greet important visitors to the school;
- Plan and present at least one assembly to each key stage;
- Report to the Senior Leadership Team as and when requested by the Principal;
- Assist in the organisation of the Year 13 Graduation Ball;
- Assist in charity and fund-raising events;
- Any other duties that may be reasonably called upon to undertake by Senior Members of staff.

WHOLE SCHOOL PREFECTS

Prefects are ambassadors for the school both within the establishment and the wider community. They are expected to maintain the highest levels of behaviour, attitude and appearance at all times. As younger students look up to, follow the lead set by and aspire to be, student leaders themselves, prefects at KIS serve as positive role models for other pupils throughout the school. In setting and consistently meeting standards which embody the values KIS promotes through its mission statement. Prefects undertake various roles and responsibilities which support the daily life of the school as well as promoting and driving initiatives, standards and expectations within the community.

Prefects will exhibit the personal qualities valued at KIS, including; self-discipline, leadership skills, communication skills, public speaking, commitment, politeness, helpfulness, respect and care for others. They are fair, reliable and responsible members of the School's community.

Each academic year, in term one, students in Year 12 are invited to submit applications for the role of School Prefect to the Principal, outlining why they make suitable candidates for the position and how they perceive their contribution will benefit KIS. A short list of candidates will be drawn up by The Principal and the VP (Secondary & 6th Form) with interviews then held to discuss the application made. The outcomes of these interviews will be determined by The Principal and the VP (Secondary & 6th Form) with successful candidates awarded the title KIS School Prefect.

Once appointed KIS School Prefects carry their position throughout their remaining tenure at KIS, although performance falling below the desired standards and expectations may result in the award being suspended or withdrawn.

Personal Attributes

All School Prefects are expected to:

- promote and celebrate the Mission and Values of the school;
- be positive, set high standards, exercise good judgment and adhere to school rules;
- demonstrate high standards of uniform and attendance, punctuality, and a sound academic focus;
- be a good ambassador for the school;
- be cooperative, helpful, trustworthy and responsible;
- be respectful toward teachers, peers and the school environment;
- assist with school assemblies and events e.g. Open Evening, Parent Evenings, Career & Guidance Evenings and Presentation Evenings;
- motivate and encourage students to participate in School and House events throughout the year;
- show initiative and be able to work independently and as part of a team, in order to generate new ideas and develop them;
- willingly assist with the smooth running of the school during the school day by regularly and reliably performing duties;
- be involved with all aspects of school life, both within the school day and outside school hours, including extracurricular activities, House assemblies and events.

Duties and Responsibilities

For scheduled duties Prefects work in groups or pairs and so ensuring there is always at least one other person to share the process of decision making with, when fulfilling their duties. Whilst scheduled duties will be assigned, Prefects should always be prepared to respond to situations of need as they arise.

The Prefect's main duties include:

- Working with the Principal, Vice Principals and staff to promote good behaviour, manners, politeness and to assist in helping the School to run effectively;

- Supporting KIS staff across all areas of the School for the benefit of the children;
- Acting as additional pairs of eyes at break times and lunchtimes and reporting any misbehaviour to staff;
- Upholding the values KIS promotes through its mission statement;
- Acting as friends and buddies for those who need support;
- Ensuring a commitment to honesty, respect, fairness and service;
- Performing other tasks and jobs as may be directed from time to time by staff.

Specific Prefects duties may involve, but are not limited to:

- preparing the hall and other school facilities for events;
- patrolling the School spaces and playgrounds at break times and lunchtimes;
- conducting tours of the School with potential parents and visitors;
- attending public events and fulfilling assigned, related responsibilities (ie: at presentations, PT Conferences, concerts & performances, open days, etc.);
- undertaking a Bus Duty if a bus user.

Prefects understand that they can be replaced if, in the judgement of the Principal, Vice Principals and staff, they are not fulfilling their roles effectively and in accordance with this job description and outline of duties.

HEAD GIRL & HEAD BOY (PRIMARY)

Supporting opportunities for leadership within the Primary phase of the school, each year a Head Girl and a Head Boy are appointed from within the Year 6 student body. Additionally, two further positions of Deputy Head Girl and Deputy Head Boy are appointed. During the first half of term 1 of each academic year students are invited to submit applications for these positions to the Vice Principal (EYFS & Primary) for consideration and award.

The Vice Principal (EYFS & Primary) and the Assistant Principal (EYFS & Primary) assess the applications and interview candidates. Decisions on appointments are, after discussion with the Principal, made by the Vice Principal (EYFS & Primary).

Head Girl and Head Boy (Primary) include:

- Promoting and celebrating the Mission and Values of the school;

- Assisting the Vice Principal (EYFS & Primary) in Primary assemblies;
- Assisting the Pastoral Coordinator with collection and collation of house points;
- Assisting the Pastoral Coordinator with planning for the half termly Golden Ticket party;
- Attending and representation on the Student Council;
- Any other duties that may be reasonably called upon to undertake by Senior Members of staff.

STUDENT COUNCIL

The Student Council provides a structure enabling 'student voice' within the school to be heard and for student proposals, initiatives and enquiries to be represented, heard and considered. The Student Council provides students from Years 6 to 13 the opportunity to participate in discussion and determination of identified actions within the school and its community. The Student Council also provides a platform for the School Leadership Team to consult students on selected initiatives and plans for development.

Student representatives are elected and serve for the duration of each academic year. The Student Council is made up of two representatives from each Secondary School year group along with the Head Girl and Head Boy (and/or their deputies, from Primary School). The Student Council aims to maintain gender balance within its composition.

The Head Student adopts the position of Chair for the council and is supported by the teacher liaison (Pastoral Coordinator). Student Council 'touch-base' meetings are held during lunchtimes for approximately 25 minutes and are held once in every 10 day cycle. A longer student council meeting is held once each half term in Week B on Day 6 period 1, during the PSHE session.

Meeting agendas are agreed in advance by the teacher liaison in discussion with the chairperson (Head Student), the secretary and/or others who the chair appoints. The Student Council may present proposals to the Principal for consideration, through the teacher liaison and the Chair. Once considered and with a decision reached, feedback on the outcomes to proposals made will be delivered to the Student Council either by, the Principal, the teacher liaison or by the Chair.

ECO SCHOOL COMMITTEE

KIS values identify the environment, sustainability and legacy alongside leadership and responsibility as significant focuses for our community. Students are encouraged to consider and to participate in initiatives which involve positive action in support of these values. The Eco School initiative and its related committee is an example of this. Eco-Schools empowers pupils, raises environmental awareness. It can improve the school environment and engage the wider local community.

The programme encourages pupils of all ages and abilities to work together to develop their knowledge and environmental awareness. It is believed that the positive impact on students, including increased confidence, development of leaderships skills, improved pupil well-being and behaviour and increased motivation are benefits experienced.

Students are voted into lead positions for each of the identified posts on the committee. These include an elected Chairperson (typically a Whole School Prefect). The Chair is supported by students elected to serve as leaders with responsibility for focus areas as identified within the Eco School framework, from;

- Marine
- Biodiversity
- Energy
- Litter
- Waste
- Water
- School Grounds
- Healthy Living
- Transport
- Global Citizenship

Students involved in the Eco School movement and its committee are engaged in:

- promoting and celebrating the Mission and Values of the school;
- attending and actively participating in the eco schools meetings;
- designing, presenting and leading environmental actions identified and agreed through to their outcome.

A team of teachers act as support to each of the key posts identified by the committee as agreed areas for action. Whilst smaller frequent meetings are held, the main Eco School Committee meets half termly during a PSHE period on Week B Day 6 (period 1).

HOUSE CAPTAINS

These Primary school positions are awarded to Year 6 students who serve as representatives for their House in EYFS & Primary.

The key duties of the House Captain include:

- Promoting and celebrating the Mission and Values of the school;
- Assisting with promotion and management of identified house events, such as sports days, literacy day, STEM day, culture and heritage day and other special occasions;
- Other duties that may be reasonably called upon to undertake by Senior Members of staff.

CLASSROOM MONITORS & BUDDIES

Chiefly in Primary School, although not exclusively, teachers identify a variety of tasks for which individuals are assigned opportunities to assume responsibility. These may include:

- Supporting new students joining the class and assisting them in their induction to KIS;
- Eco-monitor
- Equipment monitor
- Line leaders
- Classroom environment monitor