



SURBITON

HIGH SCHOOL

Student Leadership Team Selection, Duties and Responsibilities

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Surbiton High School: Ethos and Aims

Surbiton High School aims to **inspire, encourage and empower** all its students to discover and embrace their individual talents, within United Learning's core mission to bring out "the best in everyone". We combine an intellectually rigorous academic environment with outstanding pastoral care and outstanding co-curricular opportunities; through this provision, we encourage our students to live out our **School values**, and become compassionate, respectful, courageous, and inquisitive members of the community.

Our Values

We are compassionate:

We are kind and we care, in both thought and action. We consider those less fortunate and strive to support and offer aid. We are mindful of the gentle power of positive actions. We support and encourage those around us, living out the School's motto: *Amor nos semper ducat* (May love always lead us).

We are respectful:

We respect all people equally. We respect ourselves, our learning, our community, our environment, and the planet we all share. We strive to act with respect and integrity in all things. When we disagree, we do so respectfully.

We are courageous:

When challenged by our fears we are determined, not deterred. We call on resilience for strength when in the heat of the struggle. We bravely chase our dreams and fight for what we believe. When we fall, we pick ourselves up and forge forward.

We are inquisitive:

We understand that a thoughtful question is the key to unlock understanding. We believe where answers provide ends, questions pose exciting beginnings. We are eager to explore, we question to discover, we are curious to learn more of the world at large.

We are a community:

We are united - with a common focus. We value belonging to a wider community: our school community, our local community, our global community. We are inclusive of all, no matter our differences. We value and nurture the connections we form.

United Learning and the United Church Schools' Trust

Surbiton High School is part of *United Learning* and the *United Church Schools' Trust*. The School has an Anglican foundation, valuing its Christian heritage whilst welcoming staff and children from all faiths and none. We share with United Learning its core mission statement "to bring out the best in everyone". We are committed to the aims of United Learning, including its *Framework for Excellence*, which can be found at: www.unitedlearning.org.uk



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Policy Statement

Members of the Student Leadership Team make a valuable contribution to the wider School community at Surbiton High School, taking on important leadership roles, assisting and supporting both staff and pupils, liaising with prospective parents and pupils and other visitors and acting as excellent role models for their peers and younger pupils.

Members of the Student Leadership Team are students in the Sixth Form who have been appointed through a formal application and selection process. This process is completed in the Autumn/Spring Term of Year 12. Pupils hold their posts for one year, beginning their duties in the Summer Term of Year 12.

The size of the Student Leadership Team will depend on the strength of the applicants; however, the usual size of the team is approximately 18-24 students. The following roles are available on the Student Leadership Team:

- Head Girl (1 pupil)
- Deputy Head Girls (up to 6 pupils)
- Senior Prefects (approximately 10-20 pupils)
- Games Captain (1 pupil)
- Deputy Games Captain (up to 2 pupils)

This policy applies to all students in Year 12 & 13.

Surbiton High School is fully committed to ensuring that the application of this Student Leadership Team policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

Surbiton High School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on our website, and on Common Docs and should be read in conjunction with the following documents: Equal Opportunity Policy document.

This document is reviewed annually by Jon Owen, Assistant Principal, Director of Sixth Form. The next scheduled date for review is December 2026.

Policy Aims

The creation of the Student Leadership Team will promote and fulfill the following school aims:

- Providing a broad, balanced, challenging and enriching educational experience for all pupils.
- Creating opportunities for leadership and challenge.
- Provide opportunities for students to develop their leadership and communication skills
- Ensuring relationships are based on mutual respect.
- Encouraging hard work and commitment.
- Preparing pupils for their subsequent education and their future lives.



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- Celebrating success and achievement.

Furthermore, the Student Leadership Team policy underpins all of the core values of United Learning:

Ambition – to achieve the best for ourselves and others;

Confidence – to have the courage of our convictions and to take risks in the right cause;

Creativity – to imagine possibilities and make them real;

Respect – of ourselves and others in all that we do;

Enthusiasm – to seek opportunity, find what is good and pursue talents and interests;

Determination – to overcome obstacles and reach success.

Members of our Student Leadership Team uphold our core values, which promote service, compassion and generosity.

This ethos is our expression of our Christian roots, in a School which is fully inclusive and welcomes and respects students and staff of all faiths and none.

Responsibilities of members of the Student Leadership Team

- Act as role models to all pupils within the School community, living true to the School's ethos and promoting its aims through high standards of academic work, excellent attendance and punctuality smart appearance, commitment to the pastoral care of others and involvement in co-curricular activities.
- Promote the Sixth Form in a positive way to pupils across all year groups in the School.
- Be available to assist at the Year 12 Induction Day at the start of the Autumn Term.
- Represent the School through activities such as attending and presenting at assemblies, providing guides for school tours, acting as members of interview panels, speaking at open events etc.
- Attend feeder school open evenings.
- Attend and assist at Year 12 external applicant open events, including evening events.
- Attend the Year 7 first day at the start of the Autumn Term
- Attend and assist at the Year 7 entrance exam day (please note this is on a Saturday)
- Attend Student Leadership Team meetings.
- Attend training, including the Student Leadership Team training event, which takes place in the Summer Term of Year 12.
- The Head Girl and Deputy Head Girls will automatically become members of the Green and Silver Club Committee for one year after leaving school. The Head Girl and Deputy Head Girls will be expected to be available, either in person or via Teams, for the termly committee meeting. The Head Girl will co-host the School's Fashion and Arts Showcase with a member of staff
- The Head Girl must be available to attend and speak at Prize Giving in the Autumn Term of Year 13.



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In addition to these responsibilities, the Head Girl has a specific responsibility to co-ordinate the work of the Student Leadership Team.

Whilst we expect members of the Student Leadership Team to fulfil their duties at all times throughout their tenure, there is an understanding that Student Leadership Team duties must not take precedence over the academic progress of the pupil.

Student Leadership Team Selection Process

Stage 1

- Introduction in Year 12 assembly (December Year 12)

Stage 2

- Students express an interest by submitting a written application form
- No specific role is applied for at this stage

Stage 3

- The SLT review application forms and academic/progress data. This will be completed using a double-blind approach (January/February Year 12)

Shortlist of approximately 30 students
Students will be informed of the outcome of their application via email and those not shortlisted will be offered feedback on their application

Stage 4

- Staff asked for feedback on shortlisted applicants (January/February Year 12)

Stage 5

- All shortlisted applicants to have a small group (2-3 students) interview with the Director of Sixth Form and Head of Year 12 (January/February Year 12)



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Stage 6

- School Principal to interview students in small groups 4-5 students. (Feb/March Year 12)

Stage 7

- Review of applicants by Principal, Director of Sixth Form and Head of Year 12 and final team decided (February/March Year 12)

Stage 8

- 4-5 students with the potential to be Head Girls selected to give an open morning speech to SLT (February/March Year 12)

1.

Final Team announced in assembly (March/April of Year 12)

Training

Members of the Student Leadership Team are entitled to training to help them better fulfil their roles. Members of the Student Leadership Team are also able to attend student/prefect conferences, as long as these do not interfere with their academic studies.

Demotion from the Team

Students who are unable to fulfil their roles on the Student Leadership Team will be asked to meet with the Head of Sixth Form and their Head of Year. During these discussions, any barriers to fulfilling their role will be explored, and actions agreed upon to support the student. Parents will be notified of the outcome of this meeting in writing via email.

After a period of no less than two weeks, should the student continue to not fully contribute to the team, they will be informed both in writing and in person of their demotion from the team.



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