

At Bow School we believe that, for our students to leave in Year 13, 'World Ready and Career Ready' they must be effective leaders. We want our students to understand what highly effective leadership looks like and give them the confidence and opportunities to demonstrate it. We offer a breadth of student leadership opportunities from Year 7 to Year 13; whether this is being a Student Receptionist, greeting guests and supporting our administrative team; joining our Transition Team working with our community and prospective students; being a member of our effective School Council; being a Student Librarian to joining our prestigious Prefect and Sixth Form Ambassador Teams.

All the roles outlined in this handbook provide students with opportunities to lead by example, gain confidence, improve their oracy and communication skills, to work respectfully and cooperatively with others to ensure we all embody the vision and values of our school.

In line with our high expectations, and World Ready Career Ready Vision, we expect all student leaders to:

- Always wear correct, smartly turned-out uniform
- Arrive at any duties or meeting on time
- Maintain an excellent behaviour record
- Be polite and respectful to peers and colleagues
- Actively engage with all classwork and homework
- Involved in the wider life of the school, including regularly attending BowExtra
- Always present themselves positively in the wider community

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Sixth Form Ambassador & Senior Ambassador Job DescriptionOverview

Leadership can provide students with a range of opportunities and help them develop key skills such as written and verbal communication skills. Ambassadors are involved in several different activities such as presentations. Organisational skills will also be important in an Ambassador role, and these opportunities will help develop your organisation skills as students will need to plan and lead upcoming whole school events. Prioritisation, listening, and feedback skills are also amongst those students will develop.

Responsibilities

To promote academic achievement of all students regardless of ability to increase motivation, resilience and confidence.

Ensure that all students have excellent communication skills to allow them to access all areas of school life.

To make sure every child feels safe and welcome in school.

To support students to feel ready and prepared for secondary school.

To be a visible positive role model at all times

Address the school at key events and assemblies (e.g. Remembrance Day)

To actively support a KS3 tutor group

To be trained in, and be able to support the delivery of, the PERMA coaching model

To be present at transition events, and school open evenings

To lead/support the lead of student council meetings at KS3 and KS4

To take an active role in the presentation of the Sixth form area

To represent the school at external events

To mentor new ambassadors during.

Where required or asked to support across several lower School clubs such as reading or cooking clubs.

### Application Process

Written application and formal interview with 6<sup>th</sup> Form team in Autumn Term 1.



## Student Leadership

### Prefect and Senior/Deputy Senior Prefect Job Description

#### Overview

The Prefect Team led by Senior and Deputy Senior Prefects positively impacts the culture and ethos of the school whilst developing and improving leadership skills. The team shows a dedication to the school community that goes beyond other students; they are forward-thinking, confident and advocates of positive change.

#### Senior Prefects/Deputy Senior Prefects Responsibilities

- Effectively lead the Prefect Team, setting high examples and holding the team to account
- Represent the school in public speaking events for example, Remembrance Day Ceremony, Holocaust Memorial Day, Open and Transition Evenings, along with any other events arising
- Support in creation of transition materials
- Play an active role in School Council meetings

#### Prefect Team

- Provide support to the Breakfast Club (on a rota September – March)
- KS3 Assembly Support (On a rota September – March)
- KS3 Tutor Group Support (Assigned and to visit on agreed dates with the HOY/AHOY)
- Lunch lines / Library support (rota)
- Responsibly for the Prefect board (supported by Anna Rawles)

- Prom Planning – Senior Prefects to Present Plan to SLT = January (latest)
- To deliver at least one assembly across the year
- Support any bake sales/charity events throughout the year
- Support AHOY with Student Council meetings (allocated to a year group)
- To contribute to Year 6 transition materials

### Application Process

- Stage 1: Students submit a one-page PowerPoint presentation demonstrating skills and attributes that make them suitable
- Stage 2: Whole year presentations and student voting
- Stage 3: Selection process with AHT and HOY
- Stage 4: Once the team is announced, all successful candidates are invited to apply for Senior/Deputy Senior Prefect
- Stage 5: Prospective Candidates write a formal letter of application
- Stage 6: Panel interviews with HT, AHT and HOY



## Student Leadership

### Student Council Representative Job Description

#### Overview

At Bow School, we believe our students' voices and opinions can help us shape the positive direction of our school; being an active citizen is an integral part of our 'World Ready' vision, and as councilors students learn to articulate their ideas and respectfully challenge others about the running of the school, something that is vital to successfully leave 'Career Ready.' Students learn how to chair, contribute to and minute meetings, along with developing the key skill of holding others to account on agreed actions.

#### Responsibilities

- Tutor Group Council Representative must attend one meeting per half term, overseen by their AHOY and a Sixth Form Ambassador
- Representatives must ascertain feedback from their tutor group and bring notes to the meeting
- All representatives must contribute to the meeting in a respectful manner
- One student must chair the meeting
- One student must minute the meeting
- Once a term, Year Group representatives (two per year) will meet with the Headteacher to discuss matters arising

### Application Process

- Students volunteer to be a tutor group representative, if there are more than two volunteers, students must present, and tutor group vote decides
- Once successful in the Tutor Council Representative, students vote for two Year Council Representatives

<b>Whole School Council</b> <b>2 X reps per year group</b> <b>1 meeting per term with HT &amp; AHT</b>						
<u>Year 7</u> 2X reps per form 1 meeting per half term with AHOY and Prefect	<u>Year 8</u> 2X reps per form 1 meeting per half term with AHOY and Prefect	<u>Year 9</u> 2X reps per form 1 meeting per half term with AHOY and Prefect	<u>Year 10</u> 2X reps per form 1 meeting per half term with AHOY and Prefect	<u>Year 11</u> 2X reps per form 1 meeting per half term with AHOY and Sixth Form Ambassador	<u>Year 12</u> 2X reps per form 1 meeting per half term with AHOY and Sixth Form Ambassador	<u>Year 113</u> 2X reps per form 1 meeting per half term with AHOY and Sixth Form Ambassador



## Student Leadership

### Student Receptionist Job Description

#### Overview

In Year 8, all students are expected to spend at least one day in our Student Receptionist Role. The role emulates the expectations of a working day for students. It encourages students to be

punctual, to manage a workload, problem solve, speak to a cross section of adults and students and to positively represent the school to visitors. In doing so the role improves student organisation, forward thinking and confidence, attributes we feel are fundamental to successful leaders.

### **Responsibilities**

- Taking messages to students in classrooms across the school (Knock, say excuse me, apologise for interrupting, and provide message)
- Trimming/sorting worksheets for various teachers across the school
- Sorting paperwork / filing work
- Greet visitors and act as a guide to them around the school (point out areas of importance, Head teacher's office, toilet, and meeting rooms and classrooms where needed)
- Help tidy/sort areas in the school

### **Application Process**

- All Year 8 students will have at least one opportunity to be Student Receptionist
- Should a student demonstrate poor behaviour or attitude, their HOY may decide to rescind this privilege or reschedule



## **Student Leadership**

### **Transition Team Job Description**

#### **Overview**

Students in the Transition Team are the 'go-to' students related to transition. The roles gives them an opportunity to represent our school to potential students and the wider community. Students develop their speaking and listening skills, along with using their expertise about the school to inform and promote.

#### **Responsibilities**

- Attend and contribute to meetings ahead of events
- Act as a guide for transition/options evening events

- Have up to date knowledge about the school and be able to effectively communicate this
- Deliver welcome speeches to new and prospective students and parents during transition events
- Support subject leaders with delivering the primary liaison programme for Year 4 and Year 5 students
- Delivering school tours for prospective students and their families
- Promote Bow Extra to Year 7s
- Support the admissions team with welcoming in-year starters

### **Application Process**

The Transition Team is a voluntary role. Students are invited to an initial meeting where roles, responsibilities and timescales are outlined and discussed. Selections and duties are decided from there.



### **Student Leadership**

### **Student Librarian Job Description**

#### **Overview**

Students of all key stages are invited to take their love of literature to the next level as Student Librarians. Our Student Librarians positively impact our culture of reading by supporting Ms Smith to keep an organised and tidy Learning Resource Centre, making ideas come to life in the form of competitions and events, along with helping their peers make great book choices. Students develop their leadership by improving their communication skills with their peers, along with understanding how systems and processes can improve the running of an organisation.

#### **Responsibilities**

- Complete one shift per week at lunchtime or after school (students can pick up more if required)
- Support keeping the LRC tidy and organised
- Prepare books for borrowing



- Create displays and posters (including those for the screens)
- Plan and deliver quizzes for other students
- Helping students with computer use
- Advise students on book choices
- Assist LRC staff with one off special events
- Be mindful of new and popular releases and advise on ordering

### Application Process

- Group interview process to ascertain appropriateness for role



## Student Leadership

### Anti-Bully Ambassador Job Description

#### Overview

In Years 9 and 10 students are provided the opportunity to become an Anti-Bullying Ambassador. Anti-Bullying Ambassadors work closely with the Safeguarding Team and Pastoral Team to provide students with an additional line of communication with the school about bullying. Their role is to identify potential areas around the school where students may not feel safe, be approachable to other students so they can report bullying and share this information promptly with the Safeguarding Team.

#### Responsibilities

- Attend the Anti Bullying Ambassador training run by The Diana Award
- Attend meetings overseen by The Diana Award Team
- To lead activities during Anti Bullying week in November
- Attend half termly Student Leadership meetings
- Be a role model to other students around the school
- Be visible around the school at break and lunch times
- Attend assemblies when asked to raise the Anti-Bullying Team profile and highlight where team members can be located.
- Wear the gold Anti-Bullying tie and Diana Award badge as part of your school uniform.
- To be vigilant of bullying around the school and report it
- Promote 'respect' and 'being kind' around the school
- Chair Anti Bullying meetings

- Take minutes of Anti Bullying meetings
- Be a spokesperson for Bow Schools Anti-Bullying Ambassadors at events both in the school and in the community
- Deliver assemblies to other year groups regarding Anti Bullying
- Attending form groups to speak to students about safe areas in the school and bullying
- Research different ideas for how we can support students with cyberbullying
- Conduct surveys with students on bullying at Bow School and potential concerns
- Work towards the five categories of awards In The Diana Award Anti Bullying Alliance

### Recruitment Process

- Anti-bullying Ambassadors are specifically selected by our mental health and wellbeing lead Ms Browning with the support of Heads of Year.



## Student Leadership

### Mental Health Ambassador Job Description

Throughout all year groups students are provided the opportunity to become a Mental Health Ambassador. Mental Health Ambassadors promote positive emotional wellbeing by delivering mindful activities and being available at break and lunchtimes to actively listen to other learners. They also work closely with the Safeguarding Team and Pastoral Team to provide students with an additional line of communication within the school about concerns regarding emotional wellbeing.

### Responsibilities

- Attend the Mental Health Champions training run by Kooth
- Attend meetings overseen by Kooth in the school community
- To lead activities during Children's Mental Health week in May
- Attend half termly Student Leadership meetings
- Be a role model to other students around the school
- Be visible around the school at break and lunch times 3 times a week
- Attend assemblies when asked to raise the Mental Health Ambassadors' profile and highlight where team members can be located
- Wear the blue Mental Health Ambassador tie as part of your school uniform
- Be vigilant of students that may be struggling with their emotional wellbeing around the school and report any concerns to the Safeguarding Team

- Promote ‘respect’ and ‘being kind’ around the school
- Chair Mental Health Ambassador meetings
- Take Mental Health Ambassador minutes of meetings
- Deliver assemblies to other year groups regarding Mental Health
- Research different ideas for how we can support students with cyberbullying
- Conduct surveys with students on bullying at Bow School and potential concerns

### Recruitment Process

- Mental Health Ambassadors are specifically selected by our mental health and wellbeing lead Ms Browning with the support of Heads of Year.



## Student Leadership

### STEM Leaders Job Description

#### Overview

STEM Club takes place once a week. STEM Leaders is our new learning programme that provides opportunities to develop their skills through their interest and appetite for science, technology, engineering, and maths. As pupil leaders, they are role models who inspire, lead and mentor their peers through the creation and delivery of STEM activities, events, and interactions within school. STEM Leaders develop important leadership, communication, and employability skills, which in turn will motivate them to be STEM leaders beyond school, one day leading change in this area for the rest of the world.

#### Responsibilities:

- Meet weekly to discuss STEM developments both in the classroom and the wider world.
- They develop invaluable investigative planning and practical skills that help to volunteer and carry out experiments during Open evenings, Primary school visits.
- They support the uptake and encouragement of STEM based options around the school.
- During the School celebrations/ events like National Science week, STEM leaders help to host the activities like Teacher-Student Quiz, carrying out investigations and sharing reports with other students by making videos/ presentations. E.g. Growing Butterflies

from eggs and taking care of them for 7-10 days at home, and then sharing videos to explain the Life cycle.

- During the trips and workshops, STEM leaders help teachers to organise trips by handing out letters, etc.

### Recruitment Process

- Students who are selected to be STEM Leaders must regularly attend STEM Club
- Students should have completed at least one project and entered one competition
- Students who meet the above criteria are then chosen by our school STEM lead MS Manda.



## Student Leadership

### Sports Leaders Job Description

#### Overview

Young people undertaking a qualification in Sports Leadership will learn and demonstrate important life skills such as effective communication and organisation whilst learning to lead basic physical activities to younger people, their peers, older generations and within the community. The courses involve both guided & peer-to-peer learning and supervised leadership to ensure that learners have all the skills they need to lead basic physical activities to other people.

#### Recruitment Process

Year 12 BTEC Business Studies and Science BTEC students are eligible for Sports Leadership positions., along with an opportunity for A-Level students to complete, but they work through the booklet.

At the end of Year 8, the PE department appoint sports leaders based on qualities demonstrated in Year 7 and 8. This is not the “best” students there is a mix of ability and aptitudes and is decided by through department discussion and selection.

#### Responsibilities

- Support in lessons leading warm up activities
- Support peers with exercises/activities

- Be a role model of good sportsmanship to others
- Be mindful of and adaptive to the needs of all participants



## Student Leadership

### Bow School Sixth Form Opportunities

#### Lunch-time supervisors

Sixth formers that are successful in their application to be lunchtime supervisors are employed by Tower Hamlets borough therefore the expectations are similar to any adult on duty. They are induction and trained in the same way as adult supervisors. Sixth formers are expected to take an active and vigilant approach when on duty. Sixth formers should engage in a meaningful way with lower School pupils as any adult member of the school community would. All serious instances should be reported to an adult straight away however there is an expectation that Sixth former's address low level issues such as pupils using the wrong entrance.

#### Year 11 tutors

Sixth Formers will act as mentors to tutor groups to help facilitate the transition from Year 11 into Sixth Form. Sixth Formers will guide pupils through the following essentials such as flight paths, the application process and post 18 options. Sixth Former's will also address informal topics like adjusting to Sixth Form life and managing independent learning time.

#### Reading Leaders

Several reading groups will be in place over the year. Most reading groups will be targeted for example there will be separate reading groups for pupils with English as an additional language need, expert readers and early years reading. Sixth formers are welcome to support several groups and express interest in a particular group.

#### DT mentors

DT mentors are expected to offer support to Y11 DT students who are completing their NEA. The support can be provided through providing expert guidance, motivation, and act as a role model during the lesson. The opportunity is flexible, and students can sign up for the lessons beforehand.

## **Sports Leaders**

During the academic year, students in year 12 can achieve the Level 3 Sports Leaders Qualification. They can develop their student leadership skills across a mixture of different settings. These opportunities enable students to continually develop their leadership, communication, teamwork, and resilience skills which prepare them for life at Bow and beyond, through effective feedback from PE teachers and external sporting providers. Opportunities include; leading warm-ups and activities within lessons and at a range of enrichment clubs, as well as assisting with the organisation and delivery of several primary and secondary school festivals in a range of sports across the academic year.