

# **Applying for Student Leadership**

## **2026 Handbook**



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## **What does it mean to be a leader at this College?**

To become a leader at Pakenham Secondary College, there are many qualities and expectations that one must uphold consistently to be successful. Acquiring a leadership position at the College means that you are willing to exemplify our SOAR College values daily, and act as a positive mentor to your peers throughout the year.

### **Social and Personal Responsibility**

- Fulfilling leadership obligations
- Attending SRC meetings weekly
- Represent the College with pride and professionalism
- Being reliable, organised, punctual and honest
- Model positive behaviours and habits to peers

### **Opportunities for All**

- Demonstrate teamwork and encourage others
- Fully participate in leadership opportunities and extra-curricular activities provided by the College
- Accept and appreciate difference of opinion
- Demonstrate fairness and equity by considering various groups within the school where important decision-making is concerned

### **Achieving Personal Best**

- Contributing actively and regularly in SRC meetings
- Set goals and do the best we can in all College activities
- Be positive and try new things
- Seek and apply feedback provided
- Sharing success with your peers

### **Respectful Relationships**

- Listen to your peers when they are speaking, and take on feedback gracefully
- Respect the views of others
- Model respectful and positive behaviour
- Celebrate our achievements collectively and be proud of what we achieve together

# Leadership Positions offered in 2026

## Year 12 Positions

### **Year 12 College Captain (x2)**

The College Captains act as ideal role models to their peers at Pakenham Secondary College, whereby qualities of respect, kindness, strong work ethic, reliability and collaborative skills are exemplified in their everyday schooling lives. College Captains will primarily assist the Principal and the School Representative Council to meet College goals and will contribute positively to the functioning of the school in various ways. They will speak publicly at assemblies, information nights, and at other public events and represent their College with pride and enthusiasm. College Captains will contribute to important decision-making processes and will honourably represent Student Voice where necessary. They will liaise with external members of the wider community to promote student engagement and commit to their responsibilities dutifully. College Captaincy is the most revered leadership role at Pakenham Secondary College and is to be fulfilled by the most exceptional candidates in Year 12 VCE and/or VM programs.

### **Year 12 Vice College Captain (x2)**

The Vice College Captains act as the College Captains' trusted allies in representing the school exceptionally. Vice Captains will also exemplify qualities of respect, kindness and integrity, as well as demonstrate academic effort and reliability. Vice Captains take part in important decision-making processes, whole-school projects and pupil mentorship, alongside other leadership members. While College Captains primarily lead these initiatives, Vice Captains have an essential role in supporting the College Captains by contributing sound advice and assistance where necessary. Vice Captains will deputise for College Captains when they are absent or unavailable, and in these instances, will be expected to present publicly at assemblies, information nights and other whole school events. They will represent their College with passion and pride, and act as upstanding role models to their younger peers.

### **Year 12 SRC Captain (x1)**

An SRC (Student Representative Council) Captain is a student leader elected to represent the interests, concerns, and ideas of the student body. The SRC Captain will oversee and help manage the three branches of the SRC body, including *Inclusion and Diversity*, *Student Engagement* and *Community Connections*. They will act as a liaison between students and school staff, helping to improve the school environment, advocate for student needs, and organise events or activities that benefit the student community. They will serve as a voice for the student body, ensuring that students' opinions, ideas, and concerns are communicated to school leadership. The SRC Captain will lead and participate in school-wide initiatives, events, and programs that enhance the student experience. They will work alongside the College Captains, other SRC members, school staff, and administration to plan and execute projects or address issues. Additionally, they will be expected to speak at assemblies and in other public forums to represent the College with pride, rigour and passion.

### **Year 12 Sport Captain (x1)**

The College Sport Captain is responsible for instilling pride, enthusiasm, sportsmanship and motivation in students to engage positively in sporting events that the College has to offer. The Sport Captain will liaise closely with the SRC to keep both branches abreast of any sport-related updates and events. They will model positive behaviours to the younger year levels during sporting events and assist to recruit students to engage in sporting activities. The Sport Captain plays an essential role during events like the Swimming Carnival, Athletics Carnival, Cross Country, the Colour Run, Interschool Sport tournaments, Teachers vs Students events and more. They will oversee and guide the House Captains in completing their roles and duties through regular communication. The Sport Captain will assist in setting up whole school events outside of normal school hours where necessary and will demonstrate reliability and punctuality during these events. The Sport Captain will also be expected to speak publicly at whole school events to award students who demonstrate exceptional sporting performance.

### **Year 12 House Captain (x8)**

The House Captains are also responsible for instilling College pride, sportsmanship and excitement in our students to engage in sporting events at Pakenham Secondary College. In particular, they will bolster enthusiasm within their respective House teams through the active participation in sporting events, House cheer squads and by dressing in their House colours during whole school sporting events. The House Captains also play an essential role during events like the Swimming Carnival, Athletics Carnival, Cross Country, the Colour Run, Interschool Sport tournaments and Teachers vs Students events through positively recruiting other students to participate in the weeks leading up to the events. The House Captains will assist in setting up whole school events outside of normal school hours where necessary and will demonstrate reliability and punctuality during these events. They will be guided by the Sport Captain and will work collaboratively.

## **Year 7-11 Leadership Positions**

### **Sub School Captain (x8)**

The Sub-School Captains play a key role in leading, inspiring and supporting their respectful cohorts. The Sub-School Captains will be responsible for ensuring that they model positive learning behaviours, including class-preparedness, wearing the correct uniform, the use of respectful and uplifting language, punctuality, organisation and a dedication to trying their best academically. They will complete additional tasks set forth by their Sub-School leader and will endeavour to help students and staff in any way they can. The Sub-School Captains may be expected to present at Sub-School Assemblies to make announcements and motivate students under their leadership. They will act as a liaison between their student cohort and the Sub-School leadership team, where they will seek student feedback and present it to their Sub-School leaders. They will work closely with their Sub-School leaders and the SRC to make improvements to the workings of their Sub-School and exude a collaborative and prideful attitude.

### **Art and Design Captain (x2)**

The Art and Design Captains will play a key role in promoting the Art and Technology Faculty within the College and broader community. They will actively lead and endorse the initiatives driven by the Art and Technology Faculty through assisting with events such as the Art and Technology Exhibition and partaking in the Indigenous Artist in Residence program. They will work alongside Ms Schinzig and other members of the SRC to bolster the outcomes of the College, while collaborating with students across other programs (i.e. PACT, VM, etc) to improve the school environment and further instil school pride. The Art and Design Captain will mentor and support other aspiring Art students through modelling attributes of creativity, innovation and passion.

### **Chess Captain (x2)**

The Chess Captains will actively promote and participate in the College's Chess Club on a regular basis. They will play a key role in managing the Chess Club and its monitors through ensuring that members are behaving appropriately and responsibly; that they keep the Chess Coordinator (Gabe) informed of any new equipment required and whether there are other interested parties within the College. The Chess Captain will endorse the Club through contributing to community messages or newsletters and encouraging others to join. They will attend the Chess club regularly (3 days a week at a minimum) and will participate in cross-community events (i.e. Chess Tournaments) where appropriate.

### **Community Connections Captain (x2)**

Community Connections Captains will endeavour to strengthen the College's engagement with the local community through creating projects with external entities and organizations and other schools alike, as well as building relationships and shared goals with other SRC branches and PSC learning programs. They will regularly attend SRC meetings and be guided by the SRC Coordinator and other staff members to achieve their initiatives and additionally be a spokesperson for the College at school events. This role demands innovation, creativity and confidence to communicate with local community members and build positive relationships to bolster connection and hope.

### **Inclusion and Diversity Captain (x2)**

The Inclusion and Diversity Captain will play a key role in the promotion and celebration of the school community's diversity regarding culture, race, gender, ability and orientation. They will proudly advocate for groups that may feel underrepresented through the consistent modelling of inclusive behaviours and attitudes. The Inclusion and Diversity Captain will regularly liaise with other SRC members and students; relevant staff and the wider community to bolster their outcomes and endorse the values of the school. They will actively contribute to the College's cultural events; raise awareness for various causes; promote and lead relevant fundraisers; develop initiatives to increase tolerance and understanding amongst their peers; play a key role in decision-making processes; mentor and support students who feel marginalized; and most importantly, embolden students through providing voice and agency.

### **International Student Captain (x1)**

The International Student Captain serves as a leader, mentor and advocate for the international student community within the school. Their roles and responsibilities include: act as a positive role model for all students, especially for other international students; represent the interests of international students to school community and wider community; provide support and mentorship to new and existing international students; help motivate and encourage student participation in school activities. They will be guided by the International Student Coordinator and other staff members.

### **Koorie Captain (x1)**

The Koorie Captain plays an important role in leading the College through sharing Indigenous knowledge with the local school community and being a part of the decision-making processes where Indigenous initiatives are concerned. The Koorie Captain will be expected to attend internal and external Koorie events alongside staff and SRC members; contribute to the community via communication channels (i.e. monthly newsletters); lead Pakenham Secondary College's Cultural Day and much more. They will mentor and support other Koorie students and will proudly represent them, fostering an inclusive and safe environment. The Koorie Captain will regularly liaise with other SRC members and students; relevant staff and the wider community to bolster their outcomes and endorse the values of the Pakenham Secondary College.

### **Performing Arts Captain (x2)**

The Performing Arts Captain will be responsible for overseeing, promoting and participating in the Performing Arts Programs offered at Pakenham Secondary College, such as the annual Production, the Instrumental Program, Victorian State School's Spectacular and many more. This role requires strong leadership, organisation, and creativity to support both the students involved and the staff members who oversee these programs. They will regularly liaise with other SRC members and students; relevant staff and the wider community to bolster their outcomes and endorse the values of the school. Additionally, the Performing Arts Captain will be closely guided by Mrs Lentini while working towards shared goals within the Performing Arts and will strive to inspire, motivate and embolden young aspiring performers within the College to reach their full potential.

## **Student Engagement Captain (x2)**

The Student Engagement Captain will be the person that will directly represent student voice within the College regarding the School's learning and working operations. They will create, collect and collate student forums and feedback relating to what students would like to see change at the College specifically. For example, based on student feedback, the Student Engagement Captain could advocate to make recommendations regarding new school events (i.e. introduce school formals or fetes); or additionally, make amendments to existing structures and policies. Student Engagement Captains will also create wellbeing initiatives to improve mental health amongst students and therefore, increase school engagement. This role will demand initiative from the Student Engagement Captain, with a vision to promote increased student and community engagement and bolster school pride.

## **Student Representative Council (SRC) – General Member**

An SRC (Student Representative Council) member is a student leader elected to represent the interests, concerns, and ideas of the student body. SRC members act as a liaison between students and school staff, helping to improve the school environment, advocate for student needs, and organise events or activities that benefit the student community. They will serve as a voice for the student body, ensuring that students' opinions, ideas, and concerns are communicated to school leadership. SRC members will lead and participate in school-wide initiatives, events, and programs that enhance the student experience. They will work alongside other SRC members, school staff, and administration to plan and execute projects or address issues. Additionally, they will aid to address student concerns or suggestions, helping to find solutions to improve the school environment.

## **Application Key Selection Criteria**

**KSC 1:** How do you model the SOAR College values in your everyday schooling life?

**KSC 2:** Outline the personal qualities and skills that would make you a suitable candidate for the role you are applying for.

**KSC 3:** What makes you stand out from other potential candidates applying for this role?

**KSC 4:** Outline your previous leadership experience.

**KSC 5:** What is your intended vision to improve our College in 2026?

## How to Apply for a Leadership Position

**Step 1:** Access the Student Bulletin via Compass on the right-hand side of your home page.

**Step 2:** Find and click on the link to apply for a leadership position. This will take you directly to the College website.

**Step 3:** Through this link, you will find fill-in boxes to respond to each Key Selection Criteria (KSC), along with other boxes to indicate which position you are applying for, your personal details, and your references.

**Step 4:** Carefully fill in each box and click 'Submit' once you are finished.

**Step 5:** You will receive a confirmation email that your application has been submitted successfully within 24 hours of applying.

## Processes and Timelines

### Year 12 Leadership Positions

| Process                                                                                           | Date                                                                                                                                                    | Week            |
|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| The Leadership Application Handbook and application information will be available to all students | Monday, 25/8/2025 online                                                                                                                                | Week 6          |
| Year 12 leadership applications due                                                               | Friday, 5/9/2025 online                                                                                                                                 | Week 7          |
| Year 12 leadership applications close                                                             | Friday, 5/9/2025 at 6.00pm                                                                                                                              | Week 7          |
| Year 12 leadership interviews                                                                     | From Wednesday 10/9/2025 until the end of Term 3.<br><br>Some interviews may take place on the morning of Parent-Teacher interviews (student-free day). | Week 8 – Week 9 |
| Year 12 applicants (successful and unsuccessful) will be notified                                 | By the end of Term 3                                                                                                                                    | Week 9          |

### Year 7-11 Leadership Positions

| Process                                                                                           | Date                             | Week       |
|---------------------------------------------------------------------------------------------------|----------------------------------|------------|
| The Leadership Application Handbook and application information will be available to all students | Monday, 25/8/2025 online         | Week 6     |
| Year 7-11 leadership applications due                                                             | Friday, 19/9/2025 online         | Week 9     |
| Year 7-11 leadership interviews                                                                   | From Monday, 6/10/2025<br>Term 4 | Week 1 - 3 |
| Year 7-11 applicants (successful and unsuccessful) will be notified                               | From Monday 27/10/2025           | Week 4     |

## All the Best

We thank you for your interest in applying for a leadership role at Pakenham Secondary College for 2026. We wish all applicants the best of luck throughout the process. If you have any queries or concerns regarding any information in this Handbook, please contact Ms Erjavec in the Lower Senior School, or via email at [nicole.erjavec@education.vic.gov.au](mailto:nicole.erjavec@education.vic.gov.au)