

*Student
Constitution*



THE BRITISH SCHOOL
OF GUANGZHOU
A NORD ANGLIA EDUCATION SCHOOL

The Student Constitution is created to give structure to student-led leadership in the Secondary School at The British School of Guangzhou.

This document provides the foundation of the student leadership system; which promotes student voice, encourages students to take initiative, showcase our core values, and above all allows students to be ambitious!

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Student Leadership Committee (SLC)

Role/Purpose of the Student Leadership Committee

- To represent student voice and present ideas to SSLT.
- To develop and update the structure of leadership within the school (includes CASA Connect)
- To make monthly reports on the progress of student leadership and make recommendations to the Secondary School Leadership Team (SSLT).
- To communicate actions and achievements of the student body to all stakeholders.
- To lead assemblies and to greet external visitors.
- Work in partnership with the other student leaders within the student hierarchy framework.

Members of the Student Leadership Committee (Y12 Position Only):

- 1) Head Students (2)
- 2) Head of Charity
- 3) Head of Learning
- 4) Head of Communications & Events

See appendix for SLC job descriptions.

Expectations of SLC

Meetings:

- SLC meet once a month (minimum of 3 working days prior to the SSLT meeting).
- SLC attend the first SSLT meeting of each calendar month.
- SLC circulate actions to be discussed at least two working days before the meeting with SSLT (Head of Communications and Events responsible for minuting all meetings).
- All members of SLC must attend all meetings; if unable to attend, other members of SLC must be notified beforehand.


Other:

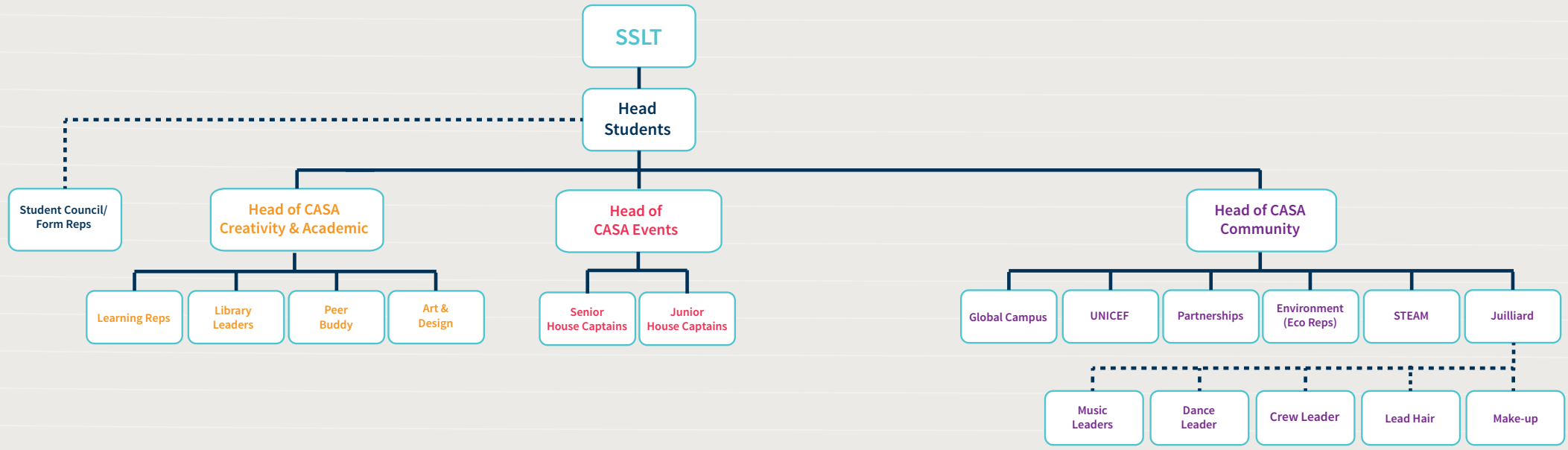
- At least 4 members of the SLC attend each PTC in rotation.
- SLC must plan and present assemblies at regular intervals throughout the academic year.
- All members of the SLC meet and review the Student Leadership Constitution at the end of the academic year in preparation for the handover.
- Support with the recruitment of the next SLC.
- Develop links with Primary Leadership.
- Head Students meet with Facilities Officer, Events Manager and Primary Lead on a monthly basis.

All members of the SLC must adhere to the above expectations.

Student Leadership Hierarchy

“Leadership is to make sure all of the students’ thoughts and ideas are represented and heard.”

– Eunis Cheung, Head Student 



“Leadership is an action, not a position. It’s down to you to make it effective or not.”

– Claire Liang 



Selection Process

1. **Launch application process begins (19th August)**
2. **Deadline for SLC application forms (26th August)**
3. **Shortlisting begins (26th August)**
4. **Formal speech (2nd September)**
5. **Final interview (9th September)**
6. **Final decision (12th September)**

1) **Application process** launched at Y12 induction. All application forms uploaded to Moodle. Application question is shown below:

Using the space below please explain why you consider yourself to be a suitable candidate for the Student Leadership Committee. You should clearly explain why you are interested in this leadership role and include any past experiences, if applicable.

Please write no more than 500 words and ensure that your application remains relevant to the guidance above.

As part of the selection process all applications will be graded by the current SLC and HOY using the following criteria:

- *Vision (what you hope to achieve in the role)*
- *Quality of written communication*
- *Examples of relevant experience*

Shortlisted applicants will then be asked to prepare a short speech to present to Year 7. A final, formal interview with the current SLC and Head of Sixth Form will complete the selection process.

Application Deadline: 24th August

2) Shortlisting process:

- Shortlist drawn up through a meeting with the SLC, Head of Sixth Form and Head of Y12.
- Interview process: Head of Sixth Form & Head Students.
- Final recommendations to SSLT.

3) Transition includes:

- New SLC, old SLC and Head of Sixth Form have one meeting together to come up with a list of targets for the academic year.
- During the transition period the old SLC oversees the agenda and chairing of meetings.

Other Leadership Positions

- All meetings take place on a Monday under the direction of the SLC.
- Details of roles and responsibilities associated with each role can be found in the individual job descriptions.
- Students are welcome to apply for more than one position but they will only be eligible for one leadership role each academic year.

Selection Process:

1. Selection through election

The only role this will apply to are the student council form representatives.

i) Form representatives will be elected by putting their name forward. A class vote will then take place and the student with the most votes will represent their form.

2. Selection through volunteering

This applies to Prom Committee and Peer Buddy.

- i) Expression of interest means candidates will carry out the role unless there are any concerns raised by the lead teacher.
- ii) If too many people express an interest in the role, a formal selection process will take place.

3. Selection through application/interview

This applies to all other senior leadership positions.
Key responsibilities listed in the job descriptions (see appendix).

- i) Application process launched during leadership assembly (late-August).
- ii) Applications must be emailed to the named lead teacher by the deadline..
- iii) Short-listing and interview to be carried out by lead teacher and SLC link, if applicable (mid-September).
- iv) Assembly announcing positions (late-September).

4. Junior leadership positions will be available from August 2019.

Student concerns should be raised with SLC and, if deemed appropriate, details will be passed onto SSLT at the monthly meeting.

If a student has fulfilled all the requirements of the leadership position over the academic year, a formal certificate will be issued. Lead Teachers responsible for creating the certificates.



Job Descriptions for Individual Roles

| | |
|---------------------------------------|--|
| Leadership Position: | Head Student |
| Number of positions available: | 2 |
| Applications welcome from: | Year 12 |
| Responsible to: | Head of Sixth Form |
| Selection Process: | Shortlist followed by interview |
| ASA Commitment: | No |

Key Roles and Responsibilities

- Act as ambassadors and role models for the whole school, leading by example at all times.
- Promote BSG's core values amongst the entire community.
- Provide monthly student feedback to SLC & SSLT .
- Act as an orchestrator in the Student Leadership Committee and take a leading role during monthly SSLT meetings.
- Ensure other members of Student Leadership Committee are comfortable in their roles and are assisted if required.
- Take responsibility for school leadership assemblies in coordination with the other SLC members. Use this opportunity to inform the student body on progress and changes.
- Fully participate in PTC events, welcoming and registering parents.
- Support the delivery of Secondary events, such as, but not limited to:
 - Welcome to Secondary Information Evening.
 - Year 12 Induction Day.
 - Year 6-7 Transition.
 - Awards Day.
 - Other Assemblies.
- Work with the marketing department on promoting school events.
- Act as Head of Student Council and chair the weekly meetings.
- Ensure Student Voice is represented in monthly SSLT meetings.
- Liaise with the Head of Facilities on a monthly basis.
- Liaise with the catering company via the Events Manager on a monthly basis.
- Liaise with Primary Leadership Coordinator on a monthly basis.

Role in the Student Leadership Committee

- To represent Student Voice and present ideas to SSLT.
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- To make monthly reports on the progress of Student Leadership and make recommendations to the Senior Staff Leadership Team (SSLT).
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| | |
|---------------------------------------|--|
| Leadership Position: | Head of CASA Community |
| Number of positions available: | 1 |
| Applications welcome from: | Year 12 |
| Responsible to: | MCU |
| Selection Process: | Shortlist followed by interview |
| ASA Commitment: | Yes |

Key Roles and Responsibilities

- Act as ‘partnerships’ ambassador for the whole school.
- Set out a list of goals throughout the academic year and review the plan of the previous SLC lead.
- Coordinate and lead the ‘partnership’ meetings and inform the lead teacher of the intentions/agenda before each session.
- Promote community action and fundraising across Secondary, including assembly announcements.
- Fully participate in all partnership and community events.
- Liaise with the Events and Fundraising Coordinator in order to maximise fundraising opportunities.
- Liaise with the school’s affiliated charities while acting as ambassador.
- Attend all relevant meeting.
- Ensure the partnerships committee are reacting appropriately to community needs and put in place an immediate response when needed, such as the Typhoon Appeal for the Philippines.
- Delegating duties and communicate with other partnership/community committee members.
- Allocate roles to charity/partnership leaders.
- Explore new fund raising initiatives.
- Raise awareness of various charities through regular partnership/community updates within assemblies.
- Additional responsibilities for 2019-20: GC, UNICEF, partnerships, environment, Julliard and STEAM link. Duties and responsibilities TBC

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| | |
|---------------------------------------|--|
| Leadership Position: | Head of CASA Events |
| Number of positions available: | 1 |
| Applications welcome from: | Year 12 |
| Responsible to: | HOY12 |
| Selection Process: | Shortlist followed by interview |
| ASA Commitment: | TBC |

Key Roles and Responsibilities

- Responsible for taking minutes during the Student Leadership Committee meetings and emailing these minutes to the Head of Sixth Form.
- Write updates, when necessary, for SSLT and any other relevant communications.
- Take on the role of “Head of Prom Committee” for the Senior Prom.
- Support with wider school events e.g. International Day.
- Communicate with the Marketing Department to advertise and promote SLC initiatives and ideas.
- Attend every student council meetings and minute the meetings.
- Keep the minutes for all SSLT meetings.
- Explore new platforms for promoting SLC initiatives and Student Voice.
- Collate suggestions and feedback ideas/actions to the Student Body.
- Work with the Junior and Senior House Captains in organising House events

Role in the Student Leadership Committee

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| | |
|---------------------------------------|--|
| Leadership Position: | Head of CASA Creativity & Academic |
| Number of positions available: | 1 |
| Applications welcome from: | Year 12 |
| Responsible to: | Assistant Head: Sixth Form Relevant lead teachers |
| Selection Process: | Shortlist followed by interview |
| ASA Commitment: | n/a |

Key Roles and Responsibilities

- Liaise with Learning Reps and Peer Buddies to oversee the relevant committees and report their progress to the SLC.
- Act as the Teaching and Learning ambassador for the Secondary School. This will involve leading on whole-school initiatives.
- Liaise with teachers regarding goals and priorities for the academic year.
- Demonstrate a passionate involvement for teaching and learning initiatives and be proactive in the promotion of these.
- Be prepared to take part in staff meetings and contribute to training sessions to share the knowledge and opinions of the student body regarding the Learning Reps and Peer Buddies.
- Train and prepare one student to fill in during study leave to ensure there is continuous direction and leadership throughout the academic year.
- Help to promote BSG's core values through the work you carry out.
- With the help and support of a teacher(s), aim to carry out some teaching to either your peers or a younger year group.
- Organize, lead and minute meetings with Learning Reps and Peer Buddies with the support and/or presence of relevant teachers.
- Analyze feedback and views across the Secondary school regarding the performance of Learning Reps and Peer Buddies.
- Optional but suggested: Opting into the Junior/Senior Leadership ASA programme to work with Primary students during ASA time. If possible, join ASA leadership program to work with Primary students and encourage students across the year to participate.
- Collaborate with relevant teacher to organize activities for transition day.
- Support the delivery of whole school student surveys
- Additional responsibilities for 2019-20: Library Leaders, Art and Design links TBC

Role in the Student Leadership Committee

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Sample Application Form



| | |
|--------------------------------|--|
| Leadership Position: | |
| Number of positions available: | |
| Applications welcome from: | |
| Responsible to: | |
| Selection Process: | |
| ASA Commitment: | |
| Name of Applicant: | |
| Tutor Group: | |

| Leadership Position: | Order of Preference |
|----------------------------|---------------------|
| Head Students | |
| Chair of Charity Committee | |
| Head of Student Council | |
| Head of Student Prefect | |
| Head of Learning Reps | |

Using the space below please write why you consider yourself suitable for a leadership role in the Student Leadership Committee. You should clearly explain why you are interested in a leadership role and include any past experiences if applicable. Please also state your order of preference for the five leadership positions (in the first instance you are applying to be a member of the SLC and roles will be allocated on the strength and individual merits of each application).

Please write no more than 500 words and ensure that your application remains relevant to the guidance above.

STATEMENT IN SUPPORT OF APPLICATION

For more information, please email
the Head of Sixth Form via
andrew.hallas@bsg.org.cn





Contact us

The British School of Guangzhou
983-3 Tonghe Lu, Baiyun District
Guangzhou, 510515

Email

admissions@bsg.org.cn

Phone

+86 (0)20 8709 4788

Find out more
bsg.org.cn