STUDENT LEADERSHIP HANDBOOK

2026-27





THE ADEYFIELD ACADEMY
LEARNING WITHOUT LIMITS

Ambition Education Trust

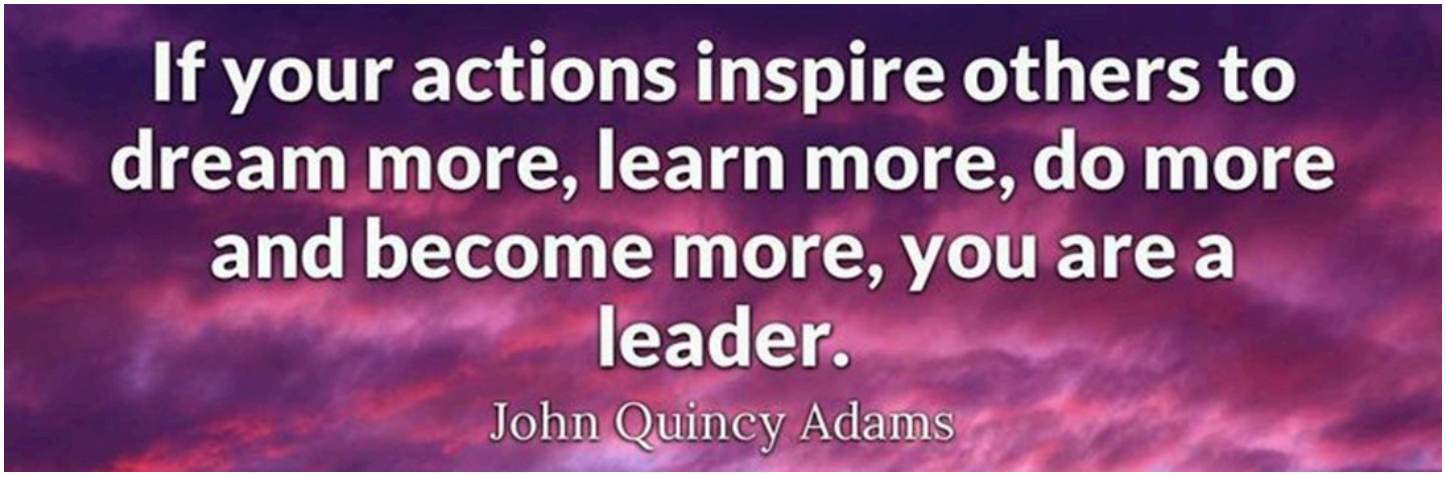
STUDENT LEADERSHIP AT THE ADEYFIELD ACADEMY

Student leaders are there to embody the school values and to be a voice for all members of the school student community.

At Adeyfield Academy we believe that every student has the potential to be a successful leader. By integrating student leadership into many areas of school life, we ensure that opportunities are created for all of our students to experience this, as well as giving them a voice and feeling valued within the school community. These will improve their leadership skills, benefitting not only their school life and beyond, but also that of their peers.

Students are to be ambitious role models not only in lessons but in other aspects of school life and also outside of the school environment. Our student leaders are to set a good example to their peers, thereby positively influencing them through their actions.

We aim to encourage all students to explore the many opportunities available to them from Year 7 to Year 13.



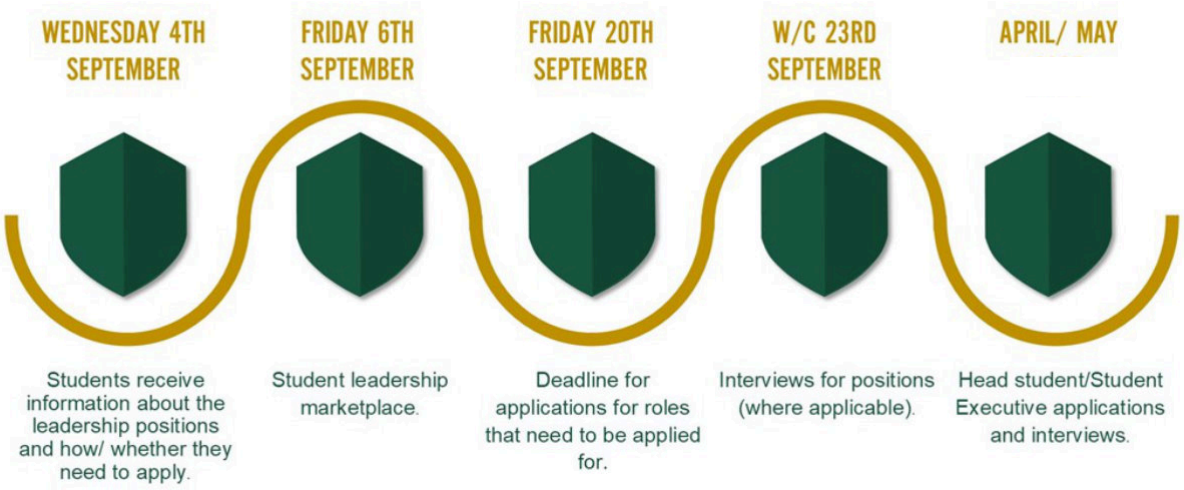
WHAT ARE WE LOOKING FOR FROM OUR STUDENT LEADERSHIP TEAM?

Every student who takes on a leadership role will be an integral part of the Academy and will be the ambassadors to other students, our community and to all visitors.

To embody this our student leadership team need to have or be willing to develop:

- A positive attitude towards the school, including commitment to the school's five star values; compassion, courage, ambition, respect and dignity.
- Their support of a range of school activities and events.
- Dignity by having high presentation standards and uniform.
- An exemplary record in terms of effort grades, attendance and punctuality.
- A keen sense of responsibility, and have the courage to be an upstander.
- A high level of motivation and ambition, including a willingness to work with and learn from their peers.
- Confidence and the ability to communicate effectively.
- Skills in leadership and teamwork.
- Reliability and dedication.
- Ability to inspire other students and command the respect of their peers.
- A positive role model, always striving to be a 5 Star Student
- A sense of compassion by willing to assist and support others.

WHEN DO I APPLY?

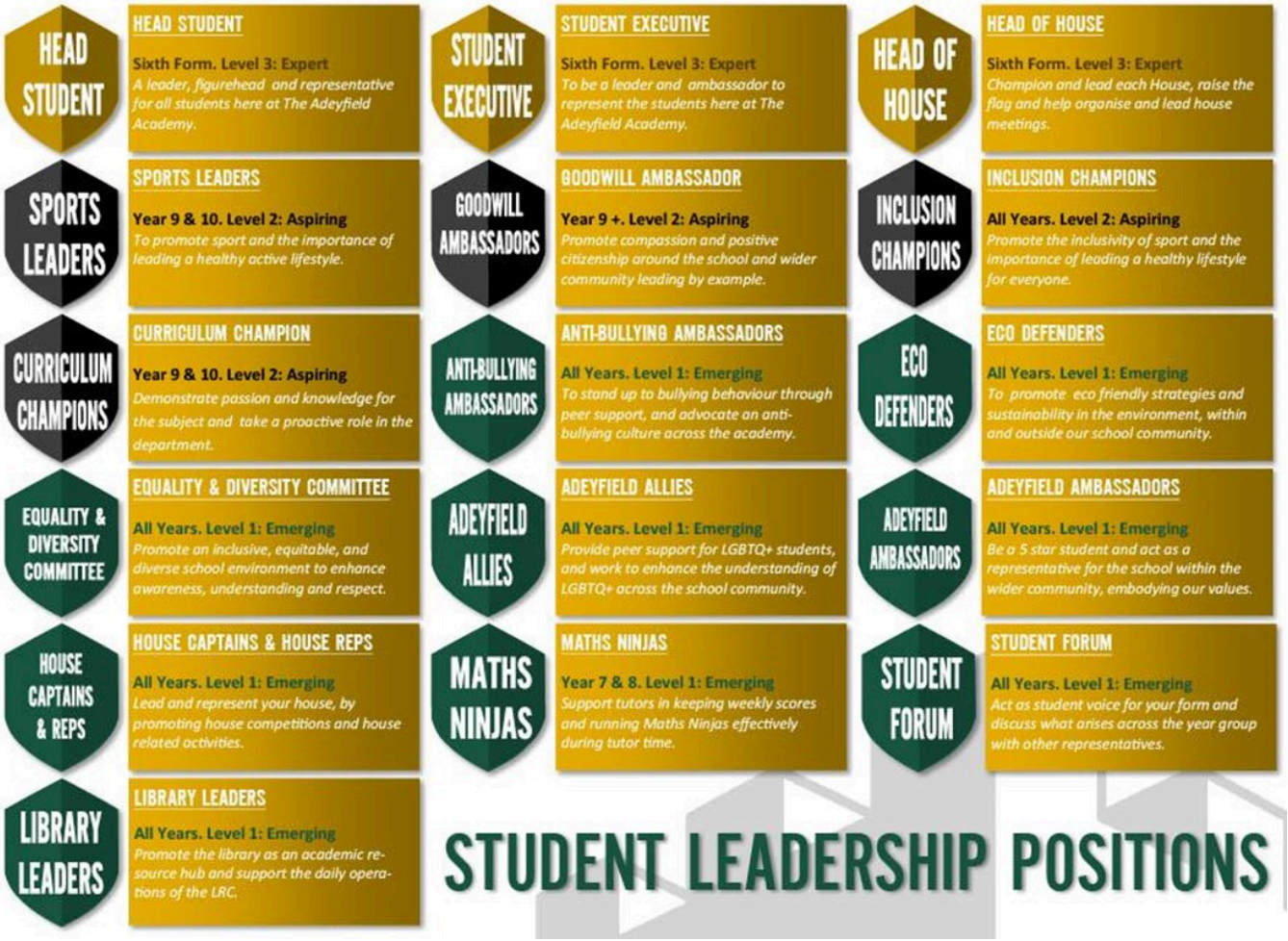


STUDENT LEADERSHIP LEVELS

The Student Leadership Ladder has been designed for you to get involved with all elements of school. Some Leadership roles require more dedication and involvement than others, and the ladder reflects this, with three different levels. The three levels are:

- Emerging
- Aspiring
- Expert

They will help you to gain valuable experience in preparation for leadership roles both later in your school journey, and beyond.



Read the job descriptions carefully, choose roles in which you might be interested, some positions you will need to apply for, others you will need to put your name forward. We look forward to receiving your applications.

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HOUSE REPRESENTATIVES AND SPORTS HOUSE CAPTAINS (ALL YEAR GROUPS)

Number of appointments: One House Rep and one Sports House Captain per form

The most important aspects of this post are linked to your ability to be the leader and representative of the students here at Adeyfield. To do this you must lead by example at all times, through your commitment to both your studies and wider school roles. You will also be required to act as an ambassador for the school within the wider community at public events.

Responsibilities:

- To be a dignified and ambitious role model in terms of attitude, work ethic, manners and appearance to all members of the school community.
- To prepare and attend House meetings by using a form time to discuss any actions from the previous meetings.
- To promote and champion house events and activities to encourage others to take part
- To be courageous co-leading and supporting house assemblies throughout the year.
- To show compassion and support the school charity through fundraising events.
- To undertake any other duties she may be reasonably called upon to undertake by the Principal and Head of House.

Linked staff member: Miss Stow / Staff Head of House



Days / times required:

- Meetings once a half term with Head of House
- Other meetings may be required around events

Application process:

Students are to be nominated within the form.

Where there are more students interested in the position, students will need to give a short speech to the form as to why they would be suitable for the position and voting will take place.

GOODWILL AMBASSADORS (YEAR 9 AND ABOVE)

Number of appointments: 10 across the whole school

Your main role is to act as the leader of the student support provided here at Adeyfield. You will undertake the Diana Award Anti-bullying training and create and run activities, events, a club and lead on assemblies to earn the four badges to complete the award.

Responsibilities:

- to be a role model in terms of attitude, work ethic, manners and appearance to all members of the school community
- to lead the lunchtime safe space, running the club and offering support to those who may need it.
- to meet regularly with the staff in the Student Support Hub and SLT
- to support any member of the school community who is a victim of bullying and to mentor younger students who are having difficulties in school
- to ensure that all incidents of bullying are reported to a member of staff
- to support and promote any whole school activities linked to anti-bullying such as Anti-Bullying Week, and lead on assemblies and campaigns.
- to attend the anti-bullying conference and any Diana award training
- to carry out any other duties as required



Linked staff member: Miss Stow

Days / times required:

- Meetings every Friday during form time

Application process:

Students are to apply directly using the application form attached or via the google form here.

An interview process will take place to select the appropriate students for the position.

ANTI-BULLYING AMBASSADORS (ALL YEAR GROUPS)

Your main role is to act as the leader of the student support provided here at Adeyfield within your year group.

Responsibilities:

- to be a role model in terms of attitude, work ethic, manners and appearance to all members of the school community
- to promote the lunchtime safe space and the work of the Goodwill Ambassadors to mentoring younger students who are having difficulties in school.
- to meet regularly with the the Goodwill ambassadors and staff in the Student Support Hub
- to support any member of the school community who is a victim of bullying
- promote individuality, tolerance and understanding of everyone's differences
- to ensure that all incidents of bullying are reported to a member of staff
- to support and promote any whole school activities linked to anti-bullying such as Anti-Bullying Week, and lead on assemblies and campaigns.
- to attend the anti-bullying conference
- to carry out any other duties as required



Linked staff member: Miss Stow

Days / times required:

- Once every half-term

Application process:

Students are to apply directly using the application form attached or via the google form here.

ADEYFIELD AMBASSADOR (ALL YEAR GROUPS)

Number of appointments: 20 students across the whole school

The most important aspects of this post are linked to your ability to be the leader and representative of the students here at Adeyfield. To do this you must lead by example at all times, through your commitment to both your studies and wider school roles. You will be required to act as an ambassador for the school within the wider community at public events.

Responsibilities:

- to be a role model in terms of attitude, work ethic, manners and appearance to all members of the school community
- to be the public face of Adeyfield, being able to effectively communicate the values and mantra of Adeyfield to any visitors.
- to attend Open Evening and other whole school events
- To speak at public events to all stakeholders of the community (students, parents, external visitors, staff, governors etc)
- to show visitors around the building, and be involved in the student panel at staff interviews.
- To help on transition day with younger students
- To wear your Adeyfield Ambassadors tie with dignity.
- to carry out any other duties as required



Linked staff member: Miss Stow / Miss Walbank / Mr Hoque

Days / times required:

- As and when required for events/ meetings etc

Application process:

Students are to apply directly using the application form attached or via the google form here.

An interview process will take place to select the appropriate students for the position.

MATHS NINJAS (YEAR 7 AND YEAR 8)

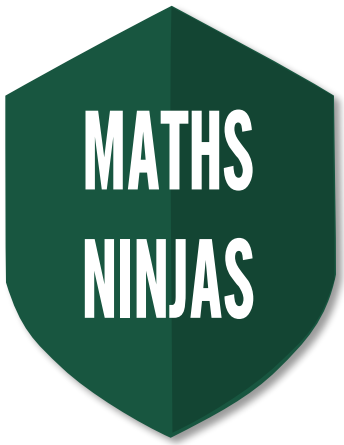
Number of appointments: Two per form

You will support form tutors with the running of Maths Ninjas once a week. Keeping record of weekly scores for the house competition.

Responsibilities:

- To encourage your classmates to work independently and collaboratively
- To work with your form tutor to ensure that all students participate in the maths challenge.
- To run the fortnightly numeracy sessions in class; ensuring that the relevant materials are in place for the session.
- Record the results of each quiz accurately
- Keeping your form up to date on how students are progressing, giving praise and encouragement when required.
- To support the maths department in collating the results and analysing the data produced.

Linked staff member: Form tutor



Days / times required:

- Activity completed once a week

Application process:

Students are to be nominated within the form.

Where there are more than two students interested in the position, students will need to give a short speech to the form as to why they would be suitable for the position and voting will take place.

LIBRARY LEADERS (ALL YEAR GROUPS)

Number of appointments: 25 students across the school

Are you an avid reader? Library Leaders support the daily operations of the LRC, enhance the student experience, and promote the library as a central hub for academic resources and learning.

Responsibilities:

- Assisting with library services as set out by Miss Piper
- Support with organising events within the LRC
- Providing support to peers by being a reading mentor
- Helping to foster a welcoming and inclusive library environment.
- Assisting with duty at break and lunch times

Linked staff member: Miss S Piper



Days / times required:

- Meet once a half term
- required to support/ lead LRC events
- 1x Break duty support
- 1x Lunch duty support

Application process:

Students are to apply directly using the application which can be collected from the LRC.

An short interview process will take place to select the appropriate students for the position.

ADEYFIELD ALLIES (ALL YEAR GROUPS)

Number of appointments: unlimited

The Adeyfield Allies provide peer support for LGBTQ+ rights, and work to enhance the visibility and understanding of LGBTQ+ issues within the Adeyfield community.

Responsibilities:

- Organise and promote events such as Pride Week and LGBT+ History Month
- Advocate for LGBT+ rights and issues within the Adeyfield community.
- Create and present at assemblies to raise awareness about LGBT+ issues.
- Provide a safe and confidential environment for LGBT+ students to discuss their concerns and seek support.
- Foster a sense of community and belonging among LGBT+ students.
- Encourage student participation and engagement in group activities and events.
- Participate in regular meetings with Miss Stow to discuss ideas and concerns.

Linked staff member: Miss Stow



Days / times required:

- Week A - Everyone welcome to attend
- Week B - Admin students only
- Support at Allies events/ assemblies where required.

Application process:

Any student can attend the meetings. Please see the weekly tutor powerpoint for more information.

Lead admin students are nominated by the rest of the group at the end of the year for the coming academic year.

EQUALITY & DIVERSITY COMMITTEE (ALL YEAR GROUPS)

Number of appointments: unlimited

The Equality and Diversity Committee promotes an inclusive, equitable, and diverse school environment to enhance awareness, understanding, and respect for diversity among students, staff, and the wider community.

Responsibilities:

- Plan activities such as cultural diversity day and awareness campaigns.
- Collaborate with various student organisations and departments to ensure diverse representation and participation.
- Engage with the student body to understand their needs and concerns related to equality and diversity.
- Encourage student participation and engagement in group activities and events.
- Participate in regular meetings with Mr Molokwu to discuss ideas and concerns.

Linked staff member: Mr Molokwu



Days / times required:

- Once every two weeks.

Application process:

Any student can attend the meetings. Please see the weekly tutor powerpoint for more information.

Students who are interested in taking a leading position within the group, please fill in the application form here.

ECO-DEFENDERS (ALL YEAR GROUPS)

Number of appointments: unlimited

Your main role is to promote whole school sustainability and support the environment of the school. You will meet once a fortnight to discuss the eco needs of the school.

Responsibilities:

- to be a role model in terms of attitude, organisation, leadership and taking initiative
- to attend Eco Council Meetings
- to promote keeping the school tidy with your fellow students
- to promote Switch-Off days with your fellow students and teachers
- to organise weekly collection of paper recycling across the school
- to raise awareness of the work the group is doing
- to carry out any other duties as required



Linked staff member: Mr Cook

Days / times required:

- Once every half term

Application process:

Any student can attend the meetings. Please see the weekly tutor powerpoint for more information.

Students who are interested in taking a leading position within the group, please fill in the application form here.

CURRICULUM CHAMPIONS (ALL YEAR GROUPS)

Number of appointments: approximately 5 per subject area

Curriculum Champions will play a vital role in having a student perspective on the curriculum, working with staff and middle leaders to support curriculum development and implementation, as well as being an advocate for that subject. They will represent and support the department at relevant events and activities.

Responsibilities:

- Gather and relay feedback from students regarding academic experiences and curriculum effectiveness.
- Support and make new or adapted resources
- Support the faculty at events such as open evening, as well as subject specific events, activities or competitions
- To attend some faculty meetings to have a student perspective on the department.
- To complete responsibilities as underlined by the leads in each department (which may vary depending on the subject)
- To liaise with the Head of Faculty or Curriculum Lead for any subject specific updates or developments.

Linked staff member:
Curriculum Leads and Heads of Faculty/ curriculum champion lead



Days / times required:

- Meet as and when required

Application process:

Students are to apply directly using the application form attached or via the google form here.

An interview process will take place to select the appropriate students for the position.

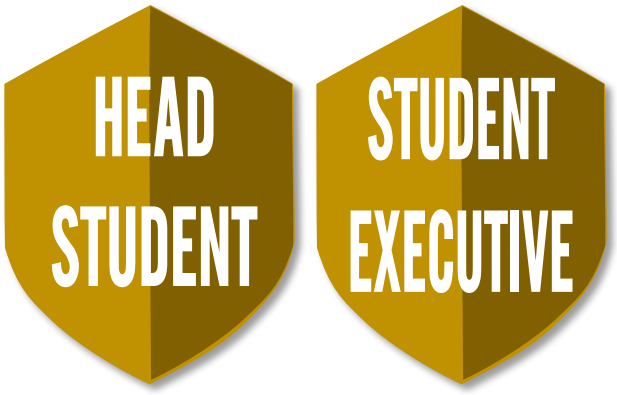
STUDENT EXECUTIVE & HEAD STUDENT(S) (6TH FORM)

Number of appointments: Six positions

The most important aspects of this post are linked to your ability to be a leader and representative of the students here at Adeyfield. To do this you must lead by example at all times, through your commitment to both your studies and wider school roles. You will also be required to act as an ambassador for the school within the wider community at public events.

Responsibilities:

- To be a role model in terms of attitude, work ethic, manners and appearance to all members of the school community
- To attend regular meetings with Ms Mason, Miss Walbank and Miss Stow
- To liaise with the School Leadership Team, Sixth Form Team and Heads of Faculty
- To lead Student Forum meetings
- To speak at various school functions as required
- To make arrangements for Sixth Formers to show visitors around the school
- To meet with school governors as required
- To meet with members of the press and media as representatives of Adeyfield
- To assist staff with the organisation of school events, such as parents evening, information evenings, open evenings, assemblies and prize giving evenings.
- On a weekly rota with other Head/Deputy Students and student executive, coordinate lunch and break duties supporting SLT around school and in the canteen;
- To undertake any other duties s/he may be reasonably called upon to undertake by the Principal.



Linked staff member: Mr Cook / Miss Stow

Days / times required: Once every two weeks

Application process:

Students apply in May. They will have a separate application process. An interview process will take place to select the appropriate students for the position.

HEADS & DEPUTY HEADS OF HOUSE (YEAR 12)

Number of appointments: up to two per house

The most important aspects of this post are linked to your ability to be the leader and representative of the students at Adeyfield. To do this you must lead by example at all times, through your commitment to both your studies and wider school roles. You will also be required to act as an ambassador for the school within the wider community at public events.

Responsibilities:

- To take a leadership role in the House system, supporting the staff Head of House, House Lead and faculty house events where required.
- To be a dignified and ambitious role model in terms of attitude, work ethic, manners and appearance to all members of the school community.
- To organise and run at least one house event in the year.
- To prepare, attend and lead House meetings.
- To be courageous in co-leading and supporting house assemblies throughout the year.
- Foster a positive and inclusive school culture by promoting school spirit and school virtues, encouraging student involvement, and organising activities that celebrate diversity and unity.
- To show compassion and support the school charity through fundraising events.
- To undertake any other duties she may be reasonably called upon to undertake by the Principal and Head of House.

Linked staff member: Miss Stow / Mr Cook



Days / times required:

- Once every two weeks.
- Meet with your house reps and sports captains once a half term - more regularly closer to events

Application process:

Students are to apply directly using the application form attached or via the google form here. An interview process may take place to select the appropriate students for the position.

SPORTS LEADER (SELECTED YEAR 9 & YEAR 10 STUDENTS)

Number of appointments: approximately 10 students

Your main role is to act as the student leader of PE and support the work of the PE Department to promote sport and the importance of leading a healthy active lifestyle. You will also have the opportunity to gain a sports leadership qualification, work with local primary schools and support sports events outside of school and learn key skills such as basic first aid.

Responsibilities:

- to be a role model in terms of attitude, work ethic, manners and appearance to all members of the school community
- to meet regularly with Miss Stow and other members of the PE Department
- to attend Open Evening as a representative of the PE Department
- to help coordinate team lists for all competitive fixtures
- to work with local primary schools to support their sporting events
- to write articles for the APA to promote the work of the PE Department
- to coordinate team lists for any inter-house sporting competitions and sports day
- to promote sports clubs and ensure messages from the PE Department are regularly shared with the form and displayed on the form board
- to support the Head Students and House Captains in their duties as required
- to carry out any other duties as required



Linked staff member: Miss Stow

Days / times required:

- Meet as and when required

Application process:

Students are to apply directly using the application form attached or via the google form here. An interview process will take place to select the appropriate students for the position.

INCLUSION CHAMPIONS (YEAR 9 & YEAR 10)

Number of appointments: approximately 10 students

Your main role as an Inclusion Champion in PE is to support the work of the PE Department to promote sport and the importance of leading a healthy active lifestyle especially for those students who have had a negative experience in sport. You will gain a Hertfordshire coaching qualification and gain opportunities and experience with our local specialist needs school and specialist support in understanding Autism, ADHD and how sport is adapted for physical disabilities.

Responsibilities:

- to be a role model in terms of attitude, work ethic, manners and appearance to all members of the school community
- to attend Hertfordshire Coaching Meets
- to develop a lunch club that is inclusive to all students in the school.
- to plan and develop ways to develop our PE department to make lessons in inclusive and fun for all
- to work with local primary schools and specialist needs school to support their sporting events
- to write articles for the APA to promote the work of the PE Department
- to promote sports clubs and ensure messages from the PE Department are regularly shared with the form and displayed on the form board
- to carry out any other duties as required



Linked staff member: Miss Stow

Days / times required:

- Meet as and when required

Application process:

Students are to apply directly using the application form attached or via the google form here. An interview process will take place to select the appropriate students for the position.

APPLICATION FORM

Please apply for one of the positions above via the online application here

If you are unable to complete the online application form, please complete the form below and pass it on to Miss Stow.

If you would like to apply for more than one position, you will need to complete a new application form for each position. Go onto a separate page to complete answers if required.

Full name: **Form:**

House: **Position applying for:**

If you are applying to be a Curriculum Champion, please write the subject(s) you would like to be considered for:

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1. Why do you wish to apply for this role?

……

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2. What personal characteristics do you have which will help with this role? (Remember to refer to the specific leadership description in your answer)

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3. Why is this particular role important in our school and what difference do you think you can make?

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Please provide names of two members of staff who would give you a reference in support of your application. These would be two staff members that know you and can tell us positive things about you.

1. …… 2. ……

THANK YOU FOR YOUR APPLICATION, AND GOOD LUCK!