

# MANSFIELD

## STATE HIGH SCHOOL

Quality Learning in a Caring Environment



### 2026/27

# Student Leadership Handbook



Broadwater Road, Mansfield Qld 4122 , PO Box 229, Mt Gravatt Qld 4122

P: (07) 3452 5333 E: [info@mansfieldshs.eq.edu.au](mailto:info@mansfieldshs.eq.edu.au) W: [www.mansfieldshs.eq.edu.au](http://www.mansfieldshs.eq.edu.au)



## Contents

|                                                        |    |
|--------------------------------------------------------|----|
| Contents .....                                         | 2  |
| Introduction .....                                     | 3  |
| Principles of student leadership at Mansfield .....    | 3  |
| Student leadership positions at Mansfield .....        | 4  |
| The Mansfield Way.....                                 | 4  |
| Student Council representatives .....                  | 5  |
| Senior leadership opportunities .....                  | 6  |
| Leadership Camp.....                                   | 6  |
| Student leadership structure .....                     | 7  |
| Roles and responsibilities.....                        | 8  |
| The Inter-year Program (TIP) Leaders .....             | 11 |
| Selection process for Senior Leadership positions..... | 11 |
| Senior leadership timeline .....                       | 12 |



## Introduction

At Mansfield State High School, we believe that every student has the potential to lead. Leadership is not confined to those in formal positions - it is a shared responsibility and an integral part of our school ethos. We are committed to creating a culture where student voices are heard and valued.

Our Student Leadership Team structure provides meaningful opportunities for students to contribute to the life of the school, while also developing the confidence and skills needed to lead when the moment arises. Through the Student Development Program and active involvement in school events, clubs and community projects; students engage with the principles of ethical and effective leadership.

Leadership at Mansfield is about learning, doing, and growing - together.

## Principles of student leadership at Mansfield

The principles of student leadership at Mansfield State High School are based on the three R's.

| Role Model | Responsibility | Relationships |
|------------|----------------|---------------|
|------------|----------------|---------------|

Mansfield student leaders are role models of:

- behaviour
- presentation
- effort
- engagement in school activities.

Mansfield student leaders take responsibility, they:

- follow through
- turn thoughts and ideas into actions
- plan to ensure success
- assist others to bring their ideas into actions
- take responsibility for their own actions
- show integrity.

Mansfield student leaders develop relationships with their fellow peers:

- they build rapport and trust
- they spend time engaging in conversations with other students
- they value the opinions of their peers and make others feel welcome and valued, ensuring they build a sense of belonging for all students.



## Student leadership positions at Mansfield

Students at Mansfield State High School are encouraged to engage in leadership at all levels - within the school and the broader community. Leadership opportunities are available across all year levels, allowing students to develop their skills progressively and contribute meaningfully throughout their high school journey.

These opportunities include:

- Student Council representative
- Sporting team captain or
- Kokoda challenge
- Concert masters and ensemble leaders
- Debating coaches
- Leaders of clubs or groups e.g. Rauchle Service Club, Amnesty group, Production Support Team
- Senior student
- The Inter-year Program (TIP) leaders
- Prefects (Academic, Cultural, Environmental, First Nations, Inclusion, Service, Wellbeing and House Leaders)
- Student Council President and Student Council Vice President
- School Captains and Vice Captains.

## The Mansfield Way

Student leaders at Mansfield embody the *Mansfield Way*, showing excellence in effort, achievement, behaviour, participation and presentation.

Mansfield student leaders:

- attend school regularly, on time, ready to learn and participate in school activities
- respect others' dignity, feelings, cultural differences and show acceptance towards other students and staff
- work hard and comply with requests or directions from school staff
- abide by school requirements, meeting homework and assessment requirements
- are well presented and wear the Mansfield uniform with pride
- behave in a responsible manner that does not infringe on the right to learn of others
- respect the property of the school and others
- maintain a clean and safe environment
- are, at all times, a worthy ambassador for Mansfield State High School.

The school motto, '**Steadfast**' reminds students to remain firm of purpose, in upholding the highest ideals of the school and community.



## Student Council representatives

Mansfield State High School has a Student Council which consists of representatives elected from each Student Development Program (SDP) class. Student Council representatives are the voice at school for the student body, working closely with the Year level Student Council Prefects.

The election process for representatives is held at the start of each year, with one student from each SDP class elected. The nomination process for representatives includes a formal application including a short speech to their class.

Potential representatives must demonstrate that they:

- support school policies
- co-operate with school staff
- are a willing representative of their SDP class and peers
- have been involved and have shown an interest in school activities
- can participate in a productive and mature way in meetings
- have good communication skills to seek ideas, speak up at meetings and report back to their SDP class
- will attend all student council meetings
- are excellent role models of behaviour, uniform presentation and participation in school events.

Duties of the Student Council representatives may include, but are not limited to:

- attending year-level meetings as representatives of their cohort
- attending Student Council meetings
- participating in all Student Council events and projects throughout the year including development of legacy projects
- rotational responsibilities as secretary for year-level meetings and communication on year-level assemblies.





## Senior leadership opportunities

While all Year 12 students at Mansfield lead our school by example and are role models for other students, there are individual leadership opportunities available to Year 12 students in their final year at Mansfield State High School.

These opportunities include:

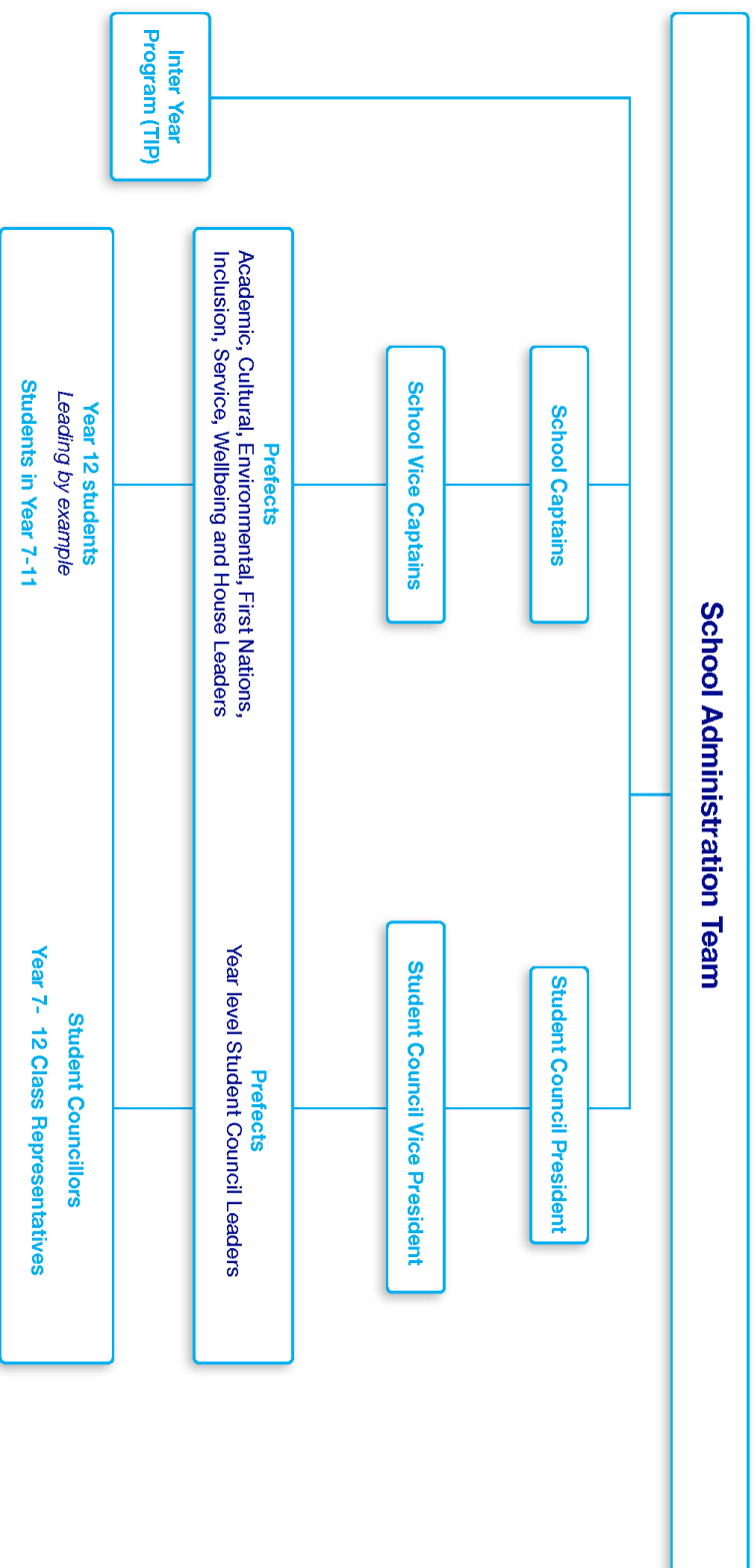
- The Inter-year Program (TIP) leaders
- Prefects (Academic, Cultural, Environmental, First Nations, Inclusion, Service, Wellbeing and House Leaders)
- Student Council President and Student Council Vice President
- School Captains and Vice Captains.

## Leadership Camp

In Year 11, students have the opportunity to attend Leadership Camp which provides an opportunity for our potential school leaders to learn more about leadership qualities, to self-reflect and to develop stronger relationships with their peers. While not a pre-requisite for a leadership role, this is an excellent opportunity for those who are an aspiring leader.



# Student Leadership Structure



Quality Learning in a Caring Environment

## Roles and responsibilities

| School Captains and Vice Captains                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | President and Vice President                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Leadership roles focus on guiding and representing the Mansfield <b>student body</b> . School Captains and Vice captains work collaboratively with staff, students and the Administration Leadership Team to represent and support the school community. As the community face of the school body, they play an active and visible role at key school events.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Leadership roles are focussed on guiding the Student Council and representing <b>student voice</b> . The President and Vice President work collaboratively with staff, students and the Administration Leadership Team to support the school community and lead Student Council initiatives. They play an active and visible role in student-led decision making and key school events. |
| School Captains, Vice Captains, President and Vice President                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                         |
| <p>Our School Captains, Vice Captains, President and Vice President work collaboratively, each leading distinct but equally valued aspects of student leadership. They take on responsibilities such as:</p> <ul style="list-style-type: none"> <li>• building school spirit by encouraging others to follow the <i>Mansfield Way</i></li> <li>• representing the school at official functions</li> <li>• representing the whole school student body on working parties, boards and committees</li> <li>• presenting at events such as Anzac Day ceremonies, Senior Formal and Graduation</li> <li>• welcoming teachers and handing out information packs during the Student Free Days</li> <li>• assisting to welcome Year 7 students on the first day of school</li> <li>• attending fortnightly Prefect meetings</li> <li>• attending Year 11 Leadership Camp to share leadership experiences</li> <li>• new student inductions</li> <li>• assisting on “Open Days”</li> <li>• being visible and active spokes people on Year level assemblies</li> <li>• positively promoting Mansfield State High School and its achievements.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                         |
| School Captains and Vice Captains                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | President and Vice President                                                                                                                                                                                                                                                                                                                                                            |
| <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> <li>• writing the Student Leadership Report for the School Magazine</li> <li>• developing proposals in collaboration with the Year 12 Deputy Principal and Prefect group</li> <li>• leading senior school celebrations such as 100 days and Trivia Night.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> <li>• Chair the Student Council and prepare agendas and the annual calendar of events</li> <li>• coordinating Student Council events and working with Year level Student Council leaders</li> <li>• writing proposals and leading Student Council events and legacy projects.</li> </ul>                   |





## Prefects

Student representatives and leaders of the study body who are elected to the subcommittee roles of Academic, Cultural, Environmental, First Nations, Inclusion, Service, Wellbeing and House leaders. The total number of Prefects and the representation within the subcommittees changes from year to year.

Our Prefects take on responsibilities such as:

- building school spirit by encouraging others to follow the *Mansfield Way*
- representing the school at official functions
- representing the student body on working parties, boards and committees
- assisting with set up at Year level assemblies, being a visible and active spokesperson and assisting where needed
- developing subcommittee ideas and proposals with the Senior Leadership team and sharing these ideas with the Prefect group
- Developing an action plan around activities to support their project/event
- Organising events/activities which align with their subcommittee's action plan
- Leading whole school events e.g. R U OK day, Harmony Day and more
- Presenting at events such as Anzac Day, Evening of Excellence and more
- Preparing promotional info e.g. videos, posters etc.
- Community service
- New student inductions throughout the year
- Assist on "Open Days" throughout the year
- Taking a proactive role in issues relating to their subcommittee
- Being active and positive promoters of Mansfield State High School and its achievements.

| Academic Prefects                                                                                                                                                                                                                                                                                                                                                                      | Cultural Prefects                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Specific role responsibilities include:</p> <ul style="list-style-type: none"> <li>• presenting to year level cohorts at Learning and Teaching presentations</li> <li>• supporting Guidance Officers and Heads of Department with events such as Careers Day, Science and Humanities week</li> <li>• supporting staff with Learning and Teaching initiatives and events.</li> </ul> | <p>Specific role responsibilities include:</p> <ul style="list-style-type: none"> <li>• leading events such as Harmony Day</li> <li>• raising awareness of cultural diversity</li> <li>• supporting staff with cultural initiatives and events.</li> </ul>                                                                                                               |
| Environmental Prefects                                                                                                                                                                                                                                                                                                                                                                 | First Nations Prefects                                                                                                                                                                                                                                                                                                                                                   |
| <p>Specific role responsibilities include:</p> <ul style="list-style-type: none"> <li>• leading events as such Green Day</li> <li>• raising awareness of environmental issues</li> <li>• supporting staff with environmental initiatives and events.</li> </ul>                                                                                                                        | <p>Specific role responsibilities include:</p> <ul style="list-style-type: none"> <li>• leading events such as NAIDOC week</li> <li>• reading the Acknowledgement of Country at school events</li> <li>• supporting staff to raise awareness of First Nations culture and working collaboratively to further develop cultural awareness in the Junior school.</li> </ul> |



| House Prefects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Inclusion Prefects                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Specific responsibilities include: <ul style="list-style-type: none"><li>• working with the House Cup Coordinator, Director of Sport and staff to develop the House Cup culture at Mansfield</li><li>• leading their House by being a positive role model and demonstrating good behaviour</li><li>• planning and organising House Cup events and school carnivals with the Director of Sport and House Cup Coordinator, including attending regular meetings, promotion on assemblies and assisting with set-up and pack-down for events</li><li>• attending House Cup and school carnival events, leading students to encourage participation and friendly rivalry</li><li>• writing the House Leader report for the School Magazine.</li></ul> | Specific role responsibilities include: <ul style="list-style-type: none"><li>• supporting events which promote inclusion and equity for all students</li><li>• working with staff to increase awareness through inclusion initiatives and education programs</li><li>• mentor and role model to Junior school students with a disability.</li></ul> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Service Prefects                                                                                                                                                                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Specific role responsibilities include: <ul style="list-style-type: none"><li>• leading events such as Chappy Day and the Easter primary school visit</li><li>• raise awareness of the value of service within the school and wider community</li><li>• supporting school staff with service initiatives and events.</li></ul>                       |
| Student Council Prefects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Wellbeing Prefects                                                                                                                                                                                                                                                                                                                                   |
| Specific role responsibilities include: <ul style="list-style-type: none"><li>• chair year-level Student Council meetings</li><li>• working collaboratively with Student Council Executives and being a driving force on the Student Council.</li><li>• leading their allocated year level to assist in events, initiatives and legacy projects</li><li>• seek out and represent opinions of the allocated year level students.</li></ul>                                                                                                                                                                                                                                                                                                         | Specific role responsibilities include: <ul style="list-style-type: none"><li>• leading events such as RUOK Day</li><li>• raising awareness of the importance of wellbeing</li><li>• supporting staff with wellbeing initiatives and events such as Wear Purple Day.</li></ul>                                                                       |



## The Inter-year Program (TIP) Leaders

### TIP Leaders

TIP Leaders are selected by the Administration Leadership Team as student representatives to perform a range of duties to support Year 7 students and our Year 7 SDP teachers. They are the connection between our youngest students at Mansfield and our seniors.

The role of TIP Leader includes responsibilities such as:

- acting as mentors for Year 7 students, guiding them in their first year of high school
- attending on Day 1 of the school year, spending the day with their assigned SDP class to help familiarise them with the school, lead ice breaker activities and sitting with them at lunch
- leading Year 7 SDP roll classes once a week guided by teachers and the Year Leader Coordinator
- modelling behaviour, attitude and commitment to help shape our Year 7 students
- encouraging Year 7 students to join in school events, extracurricular activities and theme days across their first year
- attending meetings with the Head of Year and Year Level Coordinator for team building and operational sessions
- welcoming and providing support to Year 7 students who start throughout the year
- assisting with school Open Days including leading parent school tours
- assisting in 'Let's Get Physical' lessons as part of the Year 7 SDP program
- helping school the Year 7 Year Level Coordinator with culture-building activities throughout the year.

## Selection process for Senior Leadership positions

Mansfield State High School is committed to a fair and transparent process for the selection of leadership positions. Selections consider the suitability of an individual student to be an ambassador for the school, both within our community and externally and are based on:

- equal opportunity
- merit and proven ability to contribute positively to the leadership of our school.

Consideration is given to all applications. Leadership roles are not gender specific and the number of Prefects selected will be determined each year by the needs of the school.

Short listed applicants will undergo an interview with the Student Leadership Selection Panel which includes members of the Senior Leadership Team and school representatives. Applicants who are unsuccessful may request verbal feedback from the Head of Year who is part of the Student Leadership Selection Panel.





## Senior leadership timeline

