



Cedarwood School

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CEDARWOOD SCHOOL LEADERS SELECTION POLICY

This policy must be read in conjunction with the POPIA Manual

Purpose of this Policy:

To provide guidance on the selection and appointment of the College leaders.

1. The following procedure will apply for the selection of leaders for the pupil body:
 - 1.1 Grade 11 or Voc pupils can apply to become a leader by submitting their curriculum vitae and a letter of motivation to the Head of the FET Phase.
 - 1.2 The Head of the FET Phase will send an email to the parents of the candidate to outline the requirements of their role and this policy which outlines the leadership selection process.
 - 1.3 The candidates will then enter into a probation period where they will be given duties. Staff will observe how they conduct themselves during this period. Pupils will be under intense scrutiny and any breach of school rules will be looked at more unfavourably.
 - 1.4 The first phase of interviews will then take place towards the end of their probation period with pupils being interviewed by staff who are on the prefect selection committee.
 - 1.5 Pupils and teachers will then be given an opportunity to vote for the candidates they feel are most suited to the position of leader.
 - 1.6 The candidates' names will be entered onto a ballot sheet for voting purposes.
 - 1.7 Only after votes have been counted and interviews conducted will the committee meet to discuss the selection of leaders.
 - 1.8 Candidates will be selected based on their performance during the probation period, the amounts of votes they receive and their interview.
 - 1.9 The committee will also decide which portfolios will be assigned to the leaders. As well as who the head prefects positions will go to.
 - 1.10 It is at the discretion of the committee that pupils are made leaders.
 - 1.11 Managers who are not on the committee may not interfere with the leader selection process.
 - 1.12 Unsuccessful candidates will be informed of such by the staff who interviewed them during a meeting in which they outline the areas of development for that candidate.

- 1.13 The Head of the FET phase will also send out emails informing parents of the candidates success/failure.
- 1.14 The candidates will then go through to their final interviews with the principal and deputy principal.
- 1.15 Portfolio holders will be allocated to focus areas by the staff involved in the selection process (Grade 10 and 11 pupils). These focus areas will depend on the needs of the school community and the strengths of the candidates.
- 1.16 In the first term of the commencement of duties, the leaders will attend a leadership development outing/camp.

Addendum:

- Should no suitable candidates be found, it is at the discretion of the Principal, Deputy Principal and HOP, that no leaders need to be selected.
- Selection of leaders will only happen if suitable candidates are found.
- The portfolios and number of portfolios held will depend on the candidates selected.

RECORD OF CHANGES

<u>Date</u>	<u>Page no, heading, brief description of changes</u>	<u>Entered by</u>
22/08/2015 & 1/09/2015	None	D van Wyk
24/08/2016	Pg. 1 point 1.4. Only successful candidates will attend the day outing.	R da Cruz
10/10/2017	Added points 1.9-1.11	Phillip Kotze
1/11/2017	Policy entirely reviewed	E van Roon
19/01/2018	Title	J Evans
19/01/2018	Purpose	J Evans
19/01/2018	1.1 spelling of learners	J Evans
19/01/2018	1.5 learner spelling	J Evans
19/01/2018	1.6 spelling of learners	J Evans
19/01/2018	1.7 spelling of allocated; Gr; Voc 11; learners; full stop	J Evans
19/01/2018	1.8 correction of Voc 10 and 11 learners; full stop	J Evans
18/07/2018	None	P Kotze

26/09/2018	Policy Name	J. Evans
30/09/2019	Deleting VOC 11 word	A Lovell
11/09/2020	POPIA	Management
11/09/2021	Added new sentences - Changed	Management
07/11/2022	None	Management
17/10/2023	Various	A Lovell



