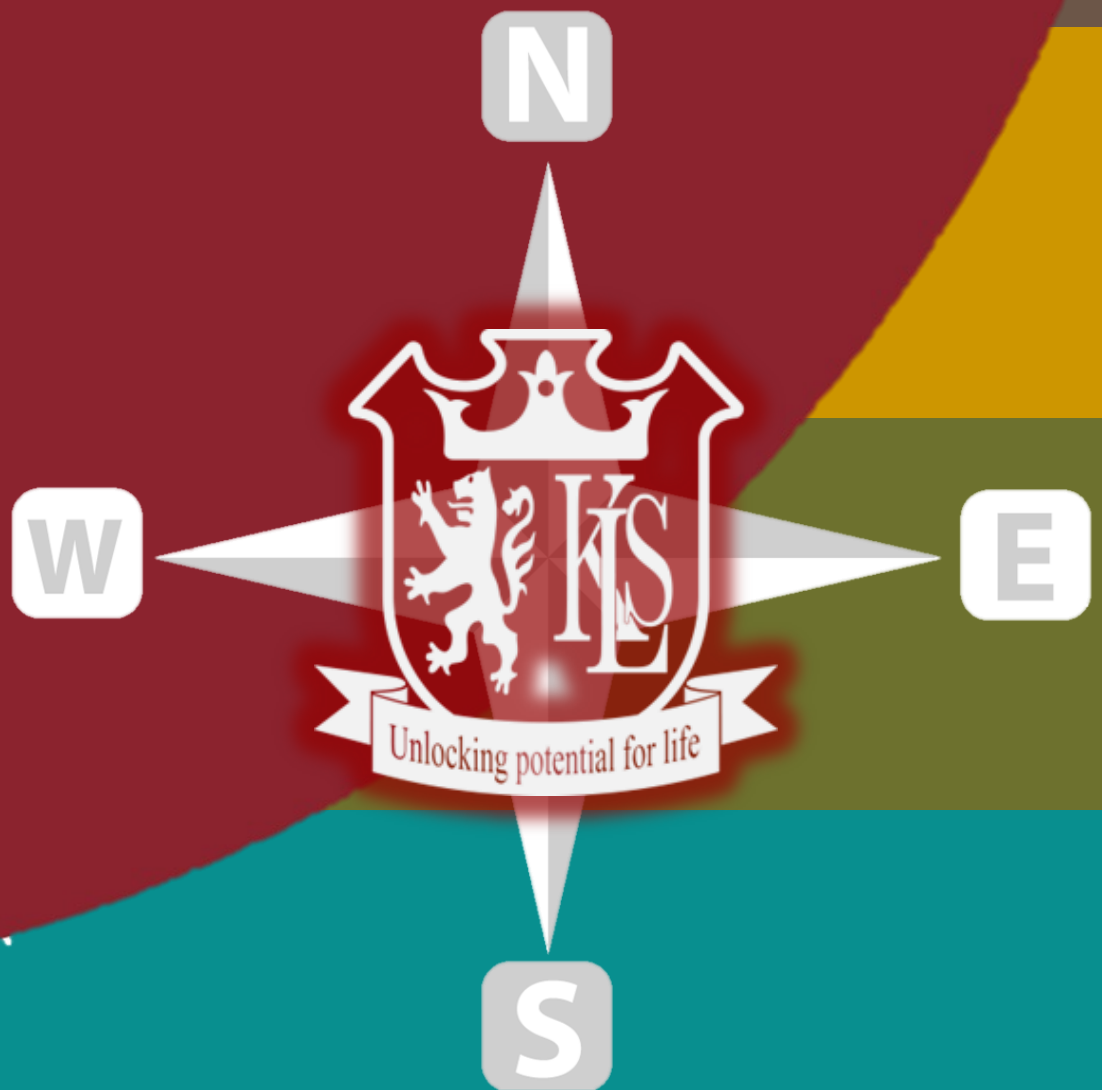


# KLS Student Leadership Passport

*Leadership development is self-development*



**KINGS LANGLEY SCHOOL**  
**SIXTH FORM**  
READY FOR YOUR FUTURE

# Introduction

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Developing leadership skills as a student at Kings Langley School and Sixth Form is incredibly valuable for your personal growth and future success. Leadership skills help you become more confident, responsible, and effective in working with others. By taking on leadership roles in school clubs, sports teams, or class projects, you learn how to motivate and guide your peers, solve problems creatively, and make important decisions. These experiences not only make you a better student but also prepare you for future challenges in higher education and your career.

Kings Langley School offers various opportunities for you to practice and refine these skills in a supportive environment. Whether it's through participating in student council, leading a group project, or captaining a sports team, each opportunity allows you to develop essential skills such as communication, teamwork, and critical thinking. These skills are highly valued by universities and employers, setting you apart from others.

Moreover, leadership experiences help you build resilience and adaptability, qualities that are crucial in today's fast-changing world. Embracing these opportunities can help you stand out, showing that you are capable, driven, and ready to lead. Start developing your leadership skills today and watch how they positively impact every aspect of your life, from your academic performance to your personal relationships and future career prospects.

We have developed our leadership award model using the Kouzes and Posner 'exemplary leadership model' (2003). We have identified a range of activities which enables young people to discover, develop and grow their leadership potential. We hope that students find this passport useful in developing their leadership skills and look forward to seeing what they can achieve.

If you have any thoughts, ideas or leadership projects that you want to work on, speak to Mr Tubb.

Mr Tubb

Principal Assistant Headteacher *responsible for Student Leadership.*

**ENTER QUOTE ABOUT THE LEADERSHIP PASSPORT**



# The five practices and ten commitments of exemplary leadership

## MODEL

1

Modelling exemplary student behaviour in lessons, around the school and within the community

2

Being a role model by representing the school and championing our values.

## INSPIRE

3

Lead projects or initiatives that inspire or encourage others.

4

Motivate and inspire others to participate through promoting equality and inclusiveness.

## CHALLENGE

5

Identify ways of improving our school community using effective channels and voice.

6

Challenge yourself by taking risks that enable you and/or others to develop.

## ENABLE

7

Provide opportunities for other people to learn, grow or develop.

8

Develop competence and/or confidence in others.

## ENCOURAGE

9

Encourage other students to participate in activities or opportunities.

10

Contribute to the wider culture of collaboration within the school and wider community.



# How to use this passport

This passport is designed to provide leadership inspiration and opportunities to practice your existing, or new leadership skill set.

There are many different types of leadership roles at Kings Langley School, and we believe that everyone has the ability to be a leader in some form.

For each type of leadership role, there is a challenge page. Read through the challenges and complete as many as possible. If you complete 5 of the leadership challenges for a specific leadership role and you will be awarded **Accomplished Leadership level**, complete them all and you will be awarded **Leadership Excellence** level.

If you hold a leadership role, these are an excellent way of showing your commitment to the role. Go to the pages that are for your leadership role to see what challenges you can achieve.

If you are not yet a leader, you can still achieve these awards. All you need to do is look at the challenges for 'Personal Leadership' as it gives you a fantastic experience of what it is like to be a leader—you might even enjoy it that much that you want to apply for an official leadership role!

Step 1—look through each leadership page

Step 2—decide which challenges you will complete

Step 3—get your form tutor to sign off your leadership challenge page

Step 4—apply for your leadership badge online

**Accomplished  
Leadership**



**Leadership  
Excellence**



# Personal Leadership

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## What is PERSONAL LEADERSHIP?

Personal Leadership is for students who do not yet hold a leadership role, i.e., Form Captain, Subject Ambassador, etc., but who want to develop their leadership skills and potential.

All students can work towards the 'Accomplished Leadership Award' or the 'Leadership Excellence Award' by complete the challenges on the next page.

We recognise that not all students want to be a leader in a specific role but may wish to develop these skills. Therefore, these challenges are made for you.

## What will I need to do?

Look at the leadership challenges on the next page. If you complete one challenge for each of Model, Inspire, Challenge, Enable and Encourage, you will be awarded the 'Accomplished Leader Award'. If you complete all ten (both challenges for each of Model, Inspire, Challenge, Enable, and Encourage', you will be awarded the 'Leadership Excellence Award'.

If you need further help, speak to your form tutor.

## How do I become a leader with a specific title or role?

Complete a leadership application form for the role you are interested in, online. Leadership applications are open at the start of every half term. There are many leadership roles such as subject ambassador, library leader, school council, equality leader, etc. Speak to your form tutor or subject teacher if you have an idea of what you want to do. If there isn't yet a leadership position for that interest, we can create one! There are leadership roles for every student in the school.

Don't forget, by completing elements of PERSONAL LEADERSHIP, you can sign off 'leadership' criteria for your KLS Colour Awards.



# Personal Leadership

**Complete 1 activity for each category (Model, Inspire, Challenge, Enable and Encourage) to be awarded Accomplished Leadership. Complete all 10 activities to be awarded Leadership Excellence.**

	Category	Activity	Tick when completed ✓	Evidence / Signed Off
<b>1</b>	<b>MODEL</b>	Assist subject teachers in your lesson by providing exemplar work, homework and positive attitude in lessons		
<b>2</b>	<b>MODEL</b>	Represent the subject area or the school at an open evening or other similar events.		
<b>3</b>	<b>INSPIRE</b>	Inspire others by doing some charity or volunteering work in school or outside of school		
<b>4</b>	<b>INSPIRE</b>	Write an article for the school newsletter on an area that you are positive about the school		
<b>5</b>	<b>CHALLENGE</b>	Challenge yourself by participating in a House event or competition, in an area that is new to you		
<b>6</b>	<b>CHALLENGE</b>	Raise a suggestion for school improvement by writing a letter to the Head Students who will take this to the School Council		
<b>7</b>	<b>ENABLE</b>	Lead a club or activity that enables other students to try something new		
<b>8</b>	<b>ENABLE</b>	Help and support other students such as helping at homework club, reading buddies, or in the library		
<b>9</b>	<b>ENCOURAGE</b>	Encourage participation of others in House events or competitions by suggesting and then planning this with a member of staff or other students		
<b>10</b>	<b>ENCOURAGE</b>	Introduce a friend or peer to a club or group that you attend and encourage them to become a member		



# Subject Ambassadors

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## What is a SUBJECT AMBASSADOR?

A subject ambassador is a passionate advocate of the subject who is a role model for others across the school. The subject ambassadors play an important role in engaging other students in the subject, offering support, and bridging communication between students and teaching staff. The subject ambassador role enhances community, promotes the subject's value, and inspires academic excellence.

## What does a SUBJECT AMBASSADOR do?

A subject ambassador is the student representation for a subject area. They work with the subject leader and subject staff on developing opportunities such as competitions, contributing to the development of the curriculum, help run or lead clubs or societies, as well as contribute to developing access to the subject for students of all backgrounds and abilities.

## What do I need to be a SUBJECT AMBASSADOR?

- A passion for the subject
- An interest in thinking about exciting ways to inspire and encourage other students to enjoy the subject
- A desire to achieve and succeed in the subject
- The potential to want to have a career connected to this subject area
- Skills or ability in the subject that other people can learn from
- Ideas about how to make the subject more accessible to others

## How do I become a SUBJECT AMBASSADOR?

Complete a leadership application form online. Leadership applications are open at the start of every half term.

Don't forget, by being a SUBJECT AMBASSADOR you can sign off 'leadership' criteria for your KLS Colour Awards.



# Subject Ambassador

Complete 1 activity for each category (Model, Inspire, Challenge, Enable and Encourage) to be awarded Accomplished Leadership. Complete all 10 activities to be awarded Leadership Excellence.

	Category	Activity	Tick when completed ✓	Evidence / Signed Off
1	MODEL	Assist subject teachers in your lesson by providing exemplar work, homework and positive attitude in lessons		
2	MODEL	Represent the subject area at an open evening or other similar events		
3	INSPIRE	Lead on an idea in the subject which inspires others. Think creatively and out-the-box		
4	INSPIRE	Write an article for the school newsletter that inspires others to take an interest in the subject		
5	CHALLENGE	Help improve the curriculum or resources used in the subject		
6	CHALLENGE	Learn new skills that challenge your existing skill set or acquire new knowledge that develops your understanding of the subject		
7	ENABLE	Lead a club or activity that enables other students to try something new		
8	ENABLE	Help, support, or lead intervention or support sessions designed to help other students in the subject		
9	ENCOURAGE	Promote opportunities that are designed to encourage other students to participate within the subject such as running a club		
10	ENCOURAGE	Suggest, plan, and put on an activity, event or club that combines a subject with another subject (cross-curricular)		





# School Council

## What is a SCHOOL COUNCIL LEADER?

Being a member of the school council is an important role which provides you with the opportunity to be at the forefront of whole school initiatives and projects. You are the representation of student voice from your form and you will play a significant role in developing student voice. School council leaders work directly with a member of the senior leadership team who then reports to the Headteacher and the governing body.

## What does a SCHOOL COUNCIL LEADERS do?

A member of the school council will work on projects, initiative or suggestions for change and improvement across the school community. School council leaders provide a voice for the student body and represent the opinions and views of students.

School council leaders are expected to attend school council meetings ONCE EVERY HALF TERM. School council leaders are then also expected to feed back to members of their form, the topics, discussions, actions, and projects that the school council is working on.

## How do I become a SCHOOL COUNCIL LEADER?

Complete a leadership application form online. School Council applications are open at the start of every half term.

## What do I need to be a SCHOOL COUNCIL LEADER?

- The desire to make positive change in the school for yourself and others
- The confidence or the desire to develop confidence in representing peoples views and opinions
- An interest in working with others on change
- Communication skills or an interest in developing these
- The ability to take on board different thoughts and opinions to your own

Don't forget, by being a SCHOOL COUNCIL MEMBER you can sign off 'leadership' criteria for your KLS Colour Awards.



# School Council

**Complete 1 activity for each category (Model, Inspire, Challenge, Enable and Encourage) to be awarded Accomplished Leadership. Complete all 10 activities to be awarded Leadership Excellence.**

	Category	Activity	Tick when completed ✓	Evidence / Signed Off
1	MODEL	Assist form tutors in your form time by providing opportunities for your peers to raise important issues across the school		
2	MODEL	Represent the school council at an open evening, assemblies or other similar events		
3	INSPIRE	Lead on an idea to improve the school which inspires others. Think creatively and out-the-box.		
4	INSPIRE	Write an article for the school newsletter/ design posters for school council events that inspires others to take an interest in the school council		
5	CHALLENGE	Help improve the curriculum/ resources and facilities used across the school		
6	CHALLENGE	Learn new skills that challenge your existing skill set or acquire new knowledge that develops your understanding of student leadership		
7	ENABLE	Lead a meeting or committee within the school council that provides opportunities for other students to grow and develop		
8	ENABLE	Help, support, or lead interventions or support sessions designed to help other students in your form group		
9	ENCOURAGE	Promote opportunities that are designed to encourage other students to participate within the school council such as being a school council		
10	ENCOURAGE	Suggest, plan, and put on an activity or event that raises awareness and/or charitable funds for important local charities		



# Library Leaders

## What is a LIBRARY LEADER?

School student library leaders play a vital role in promoting literacy and fostering a love for reading. They assist in organizing library events, manage resources, and encourage peer engagement. By cultivating a supportive learning environment, they enhance students' academic success and personal growth through increased access to literature.

## What does a LIBRARY LEADER do?

The role of a library leader can be wide-ranging and diverse but could include contributing or leading on the following activities:

- Helping to run an efficient library and resource centre
- Help cataloguing books, periodicals and magazines
- Organising book fairs and reading challenges
- Promoting literacy through book recommendations, reading campaigns
- Helping other student leaders to identify how literacy can be developed in subject areas
- Create a warm and welcoming library environment for other students
- Promote the Reading & Oracy KLS Colour Award

## What do I need to be a LIBRARY LEADER?

- An interest in reading, oracy or books
- A warm and friendly disposition
- The desire to help other students
- The ability to communicate the importance of literacy and oracy skills

## How do I become a LIBRARY LEADER?

Complete a leadership application form online.

Don't forget, by being a LIBRARY LEADER you can sign off 'leadership' criteria for your KLS Colour Awards.



# Library Leaders

**Complete 1 activity for each category (Model, Inspire, Challenge, Enable and Encourage) to be awarded Accomplished Leadership. Complete all 10 activities to be awarded Leadership Excellence.**

	Category	Activity	Tick when completed ✓	Evidence / Signed Off
1	MODEL	Be a good role model in the library at break and lunch times by demonstrating a positive and readerly attitude		
2	MODEL	Represent the library at an open evening or other community event		
3	INSPIRE	Create a themed book display and/or set of posters for the North Stairs to promote reading and the library		
4	INSPIRE	Write an article or book review for the school newsletter that inspires others to read and/or use the library		
5	CHALLENGE	Develop higher-level library leadership skills, e.g. cataloguing, weeding, stock selection		
6	CHALLENGE	Suggest, plan, and put on an activity, event or club that combines a subject with library resources (cross-curricular)		
7	ENABLE	Help maintain or improve the library space, so it can be enjoyed by all students		
8	ENABLE	Help, support, or lead the library leadership team in the library to help other students access our resources		
9	ENCOURAGE	Promote opportunities that are designed to encourage other students to read and/or use the library more regularly		
10	ENCOURAGE	Recommending good books to other people		



# Equality Leaders

## What is an EQUALITY LEADER?

A student equality leader in secondary school champions inclusivity and addresses discrimination, advocating for equal opportunities for all students. They work to create a supportive and respectful environment by organizing awareness campaigns, facilitating discussions on diversity and equality, and collaborating with peers and staff to implement inclusive policies and practices.

## What does an EQUALITY LEADER do?

An equality leader is an important role where they use student voice to identify where change needs to take place, where systems and policy needs to be challenged, and to help promote and celebrate equality and diversity so that everyone can express themselves and celebrate their backgrounds and communities. Equality leaders will attend meetings, plan celebration events, develop equality events, and contribute to the development of school policy to cultivate greater community cohesion and a culture of belonging.

## How do I become an EQUALITY LEADER?

Complete a leadership application form online.

## What do I need to be a EQUALITY LEADER?

- The desire to make positive change in the school for yourself and others
- The confidence or the desire to develop confidence in representing peoples views and opinions
- An interest in working with others on change
- Communication skills or an interest in developing these
- The ability to take on board different thoughts and opinions to your own
- An open-mind

Don't forget, by being an EQUALITY LEADER you can sign off 'leadership' criteria for your KLS Colour Awards.



# Equality Leaders

**Complete 1 activity for each category (Model, Inspire, Challenge, Enable and Encourage) to be awarded Accomplished Leadership. Complete all 10 activities to be awarded Leadership Excellence.**

	Category	Activity	Tick when completed ✓	Evidence / Signed Off
<b>1</b>	<b>MODEL</b>	Become an equality ambassador or an active member of an equality group		
<b>2</b>	<b>MODEL</b>	Write an article for the school newsletter that raises awareness of an international or national awareness/celebration event		
<b>3</b>	<b>INSPIRE</b>	Lead or support an assembly that raises awareness or celebrates equality, diversity, inclusiveness and belonging		
<b>4</b>	<b>INSPIRE</b>	Inspire a whole school community by demonstrating a commitment to challenging discrimination or overcoming barriers		
<b>5</b>	<b>CHALLENGE</b>	Promote the values and aims of the equality group by representing the group at an internal or external school event		
<b>6</b>	<b>CHALLENGE</b>	Identify a way(s) of improving equality, diversity, inclusiveness and belonging in the school to a member of staff		
<b>7</b>	<b>ENABLE</b>	Educate other students about an area of equality, diversity, inclusiveness and belonging		
<b>8</b>	<b>ENABLE</b>	Support befriending of another student(s) who is unknown to you, individually or at a club		
<b>9</b>	<b>ENCOURAGE</b>	Help the school develop opportunities for all students by suggesting and helping form a new club or group		
<b>10</b>	<b>ENCOURAGE</b>	Suggest ways of further promoting increased diversity in a subject by working with a subject leader		



# Form Captains

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## What is a FORM CAPTAIN?

A form captain is an important position in the registration system as well as being a student representative of each registration group. A form captain will be there to support the form tutor in daily tasks and be a voice for peers in the form. Form captains also help foster teamwork, responsibility, and a sense of community within the class.

## What does a FORM CAPTAIN do?

A form captain will assist the form tutor in daily tasks which could include things such as, emptying the form pigeon hole, passing on form messages, collecting registers, representing the form at meetings, being a contact for the House Captains, promoting House competitions and events.

## How do I become a FORM CAPTAIN?

Complete a leadership application form online.

## What do I need to be a FORM CAPTAIN?

- Being a warm and friendly person who can represent others in your form
- Organisation skills
- Reliability and good attendance
- The confidence or the desire to develop confidence in representing peoples views and opinions
- An interest in working with peers
- Communication skills or an interest in developing these

Don't forget, by being a FORM CAPTAIN you can sign off 'leadership' criteria for your KLS Colour Awards.



# Form Captain

**Complete 1 activity for each category (Model, Inspire, Challenge, Enable and Encourage) to be awarded Accomplished Leadership. Complete all 10 activities to be awarded Leadership Excellence.**

	Category	Activity	Tick when completed ✓	Evidence / Signed Off
1	MODEL	Consistently model positive behaviours and displaying the school character virtues to peers		
2	MODEL	Represent the form at school events		
3	INSPIRE	Lead a form activity or project that promotes the school character virtues		
4	INSPIRE	Inspire other members in your form by achieving the KLS Colour Awards		
5	CHALLENGE	Complete a PPQ (Passion Project Qualification) and promote this to your form		
6	CHALLENGE	Work with your form tutor to identify how you could develop your leadership role in the form		
7	ENABLE	Assist a member of your form by befriending them and supporting them		
8	ENABLE	Help and support the form tutor by consistently undertaking form captain responsibilities that ensure smooth running of registration		
9	ENCOURAGE	Encourage members of the form to participate in form events, House events and school events		
10	ENCOURAGE	Lead a form activity that encourages other form members to participate		





# House Captains

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## What is a HOUSE CAPTAIN?

A House Captain is someone who supports form captains and assists with the whole-school House system. The House Captain increases the sense of community spirit and encourages students of all ages to get involved in the schools extra-curricular activities and events. A House Captain is a figurehead for students across all years groups across a House i.e., 7A, 8A, 9A, 10A, and 11A.

## What does a HOUSE CAPTAIN do?

A House Captain will help form captains to promote House events, competitions, collect sponsorships, assist Pastoral Leaders, support positive recognition events for the House.

House Captains will also assist

## How do I become a HOUSE CAPTAIN?

To become a house captain you must be a Sixth Form (Yr12 or Yr13). House Captains are recruited in September each year. You could however, apply for a House Captain position and be placed on a waiting list. Complete a leadership application form online.

## What do I need to be a HOUSE CAPTAIN?

- A sense of community spirit
- The ability and confidence to speak to students across the school community
- A positive approach to extra-curricular
- Commitment to attending House events
- A positive and outgoing disposition would be advantageous
- A 'can-do' attitude to getting involved in school and community activities and events

Don't forget, by being a HOUSE CAPTAIN you can sign off 'leadership' criteria for your KLS Colour Awards.



# House Captain

**Complete 1 activity for each category (Model, Inspire, Challenge, Enable and Encourage) to be awarded Accomplished Leadership. Complete all 10 activities to be awarded Leadership Excellence.**

	Category	Activity	Tick when completed ✓	Evidence / Signed Off
1	MODEL	Help train form captains in how to be effective in the role		
2	MODEL	Represent the House at events consistently within your role		
3	INSPIRE	Lead a House meeting for all form captains in your House which results in positive actions and ideas		
4	INSPIRE	Help increase an increased representation of young people from all backgrounds in House events		
5	CHALLENGE	Complete training that enables you to increase your confidence in a new area of leadership that supports other people		
6	CHALLENGE	Organise an inter-form competition for the House system and successfully run the event		
7	ENABLE	Help support Pastoral Leaders in assisting vulnerable students or groups of students		
8	ENABLE	Support younger students in completing their PPQ (Passion Project Qualification)		
9	ENCOURAGE	Promote opportunities that are designed to encourage other students to participate within House events which could include writing an article for the school newsletter		
10	ENCOURAGE	Suggest, plan, and put on a House activity or event that encourages House spirit		



# Sixth Form Student Leadership

## What is a SIXTH FORM STUDENT LEADER?

Sixth Formers at Kings Langley are role models to the lower school and as such, every Yr12 student is expected to undertake a leadership role of some kind. These leadership roles will vary and it will depend on each student's interests as well as areas of leadership that they wish to exercise or develop.

Leadership roles include:

- Environment Committee
- Reading and Literacy Leaders
- Pastoral Ambassadors
- Marketing & Social Media Leaders
- Health Ambassadors
- Mental Health Ambassadors
- Access-ibility Ambassadors
- House Captains

## What does a SIXTH FORM STUDENT LEADERS do?

It depends on the leadership role but, every Sixth Form student leader will assist with the Sixth Form culture and contribute to the wider school community. Some leadership roles will be student facing, some will be behind the scenes, and some will be community facing in an almost, advocacy capacity.

## How do I become a SIXTH FORM STUDENT LEADER?

In Sixth Form everyone is expected to be a leader in some form. This may be a formal position like the ones that are listed in this passport booklet or they may be more bespoke.

To be a member of the Sixth Form Leadership Team (SFLT) you will need to go through the official application, campaign and voting process. To be eligible for this, you must have successfully maintained a leadership role throughout Yr12.

Don't forget, by being a SIXTH FORM STUDENT LEADER, you can sign off the 'leadership' criteria for your KLS Colour Awards.



# Sixth Form Student Leadership

**Complete 1 activity for each category (Model, Inspire, Challenge, Enable and Encourage) to be awarded Accomplished Leadership. Complete all 10 activities to be awarded Leadership Excellence.**

	Category	Activity	Tick when completed ✓	Evidence / Signed Off
1	MODEL	Role model the values of the Sixth Form and wider school character education by achieving a Sixth Form role model award		
2	MODEL	Represent the Sixth Form at Sixth Form open events and wider school events such as open evening, contributing to the culture of belonging		
3	INSPIRE	Inspire students in the lower school to apply for a place at the Sixth Form through advocating/ marketing the Sixth Form		
4	INSPIRE	Contribute to the celebration and representation of diverse groups that promote equality and inclusiveness		
5	CHALLENGE	Show initiative by suggesting changes to the Sixth Form or wider school community on behalf of yourself and other students		
6	CHALLENGE	Complete and gain certification from a module on Eton X		
7	ENABLE	Assist teachers in lessons in a subject(s) for a sustained period of time		
8	ENABLE	Set up a study group for peers or for a lower school group that helps yourself and others develop and increase achievement		
9	ENCOURAGE	Encourage lower school students to participate in events that support developing aspiration and/or contribution to the school community		
10	ENCOURAGE	Lead on an event that encourages collaboration or partnership working with a person or organisation outside of the Kings Langley School & Sixth Form community		



**Good luck on leadership journey**



**KINGS LANGLEY SCHOOL**  
**SIXTH FORM**  
READY FOR YOUR FUTURE