

Leadership

in the Senior College 2012



St Andrew's College

Leadership in the Senior College

All students in the Senior College perform a leadership role. You are role models, and your example, encouragement and support are invaluable for those in your year group and for younger students.

Getting involved in College activities is a great way for you to have more fun, feel more connected and contribute your ideas and skills.

There have been many famous and perceptive descriptions of leadership. Here are three which are relevant to you as a senior student.

'The key to successful leadership today is influence, not authority.' (Kenneth Blanchard)

'Don't tell people how to do things, tell them what to do and let them surprise you with their results.' (George Patton)

'Leadership cannot really be taught. It can only be learned.' (Harold Geneen)

If you wish to accept a leadership role at St Andrew's, you will need to understand that you are committing yourself to working for others rather than your own personal glory. Leadership is not about positions or titles; it is about taking responsibility and action when needed.

If you have the desire and willpower, you can become an effective leader. Being appointed as a leader is the easy step – becoming a successful leader is the challenge.

On page 3 is a simple leadership self-assessment survey that you may like to complete. On page 4 is a simple leadership motivation self-assessment you may also like to complete.

The requirements for leadership vary between roles. Many senior students at St Andrew's possess the qualities referred to in this booklet. For some they are a personal strength. Not all seniors will desire a leadership role, nor are they ready for one. You are encouraged to look at your personal qualities and try to match them against the role which suits you best.

Inevitably, at College as in society, some of you will not be chosen for the positions that you aspire to. The challenge is to accept the decision, and recognise there is a wide range of other opportunities available for you to explore. The College reserves the right to adjudicate on all positions of leadership as set out in this booklet.

The opportunity to learn and put into practice leadership skills is an important aspect of your time in the Senior College. This booklet outlines the many ways in which you, as a senior student, can lead within the College, detailing qualities, key tasks processes and feedback. Your contribution as a leader throughout the year is recognised and recorded on your Record of Achievement. Some opportunities contribute towards the service requirement of the Senior College Diploma.

To ensure students are not over committed, any one student will be offered a maximum of two leadership positions. An exception to this are the Heads and Deputy Heads of College and the Heads of Boarding. These students will be offered only these leadership positions. This will be overseen by the Head of Senior College. No leadership appointments will be made until after College Prefects are appointed.

The Year 12 Leadership Day is compulsory to all students. Staff involved in the selection and appointment of leaders will have access to the independent assessment that will be completed on that day.

I hope that in these, your final College years, you will take the opportunity to extend yourself in leadership and give something back to the St Andrew's College community.

Andrew Tweedie

Head of Senior College



A Simple Leadership Self-assessment

This survey will provide you feedback as to your feelings about leading others.

Rate yourself on a scale of 1 to 5, with 5 being a definite **Yes** and 1 being a definite **No**.
Be honest about your answers as this survey is for your own self-assessment.

Tick the box which most closely represents your feelings about the task.

| Task | NO | | | | | YES |
|--|----|---|---|---|---|-----|
| | 1 | 2 | 3 | 4 | 5 | |
| 1. I enjoy working on teams. | | | | | | |
| 2. I am able to speak clearly to others. | | | | | | |
| 3. I enjoy relating to others on an interpersonal basis. | | | | | | |
| 4. I am good at planning. | | | | | | |
| 5. I can interpret rules and regulations. | | | | | | |
| 6. I am comfortable asking others for advice. | | | | | | |
| 7. I enjoy collecting and analysing data. | | | | | | |
| 8. I am good at solving problems. | | | | | | |
| 9. I can delegate tasks to others. | | | | | | |
| 10. I am able to constructively criticise my peers. | | | | | | |
| 11. Giving directions to others is comfortable for me. | | | | | | |
| 12. I set goals and use them as motivation. | | | | | | |
| 13. I am able to appraise performance and give feedback. | | | | | | |
| 14. One of my great desires is to become a leader. | | | | | | |
| 15. I am honest and fair. | | | | | | |
| 16. I enjoy communicating with others. | | | | | | |
| 17. I make decisions with input from others. | | | | | | |
| 18. I listen to feedback and ask questions. | | | | | | |
| 19. I can be assertive when needed. | | | | | | |
| 20. I treat others with respect and dignity. | | | | | | |
| Total for each column: | | | | | | |
| My total score for all five columns is: <input style="width: 100px;" type="text"/> | | | | | | |

Turn to page 30 to see what your score represents.

A Simple Self-assessment: Am I Motivated to Lead?

Show the extent to which you agree or disagree to each of the following statements on a scale running from 1 (strongly disagree) to 5 (strongly agree). Tick the box which most applies to you.

Answer the questions as you actually are (rather than think how you should be) and don't worry if some of the questions seem to score in the 'wrong direction'.

| Question | Disagree | | | Agree | |
|--|----------|---|---|-------|---|
| | 1 | 2 | 3 | 4 | 5 |
| 1. I can make a presentation to a group of peers. | | | | | |
| 2. Team accomplishment is more important to me than my own personal accomplishments. | | | | | |
| 3. When involved in group tasks, building group cohesiveness is important to me. | | | | | |
| 4. I enjoy recognising and celebrating accomplishments of others. | | | | | |
| 5. When involved in team tasks, my team members' problems are my problems. | | | | | |
| 6. When involved in team tasks, I often find myself an 'ideas generator'. | | | | | |
| 7. When involved in team tasks, I am inclined to let my ideas be known. | | | | | |
| 8. As a practice, I ask people constructive questions when we are working on common tasks. | | | | | |
| 9. I listen to group feedback and ask questions. | | | | | |
| 10. I am a good delegator. | | | | | |
| 11. I want to take charge. | | | | | |
| 12. I enjoy communicating with others. | | | | | |
| 13. I make decisions with input from others. | | | | | |
| 14. I give others the information and support they need to do their job. | | | | | |
| Total for each column: | | | | | |
| My total score for all five columns is: | | | | | |

Turn to page 30 to see what your score represents.

Ten Desirable Qualities of a Leader

| Desirable | Undesirable |
|---|---|
| Involvement - prepared to get in and help out, willing to offer, prepared to serve, not intimidated by responsibility. View oneself as part of the team. | Stand back and delegate, happy to watch others offer and do the work, being the 'boss'. |
| Honesty - not prepared to compromise one's position, morals or values - stay true to oneself, be genuine. | Going with the flow and succumbing to peer pressure, showing false interest, not being 'up front'. |
| Initiative - being heard, standing out from the crowd, being different and original, liking the thrill of a challenge. | Not questioning, not looking for improvements, accepting the status quo. |
| Commitment - always fulfilling duties to the best of one's ability, to put oneself out for others, to serve others, prepared and willing to do the 'hard yards.' | Having a half-hearted attitude, ready to opt out when the going gets tough, not a deep-seated urge to serve others. |
| Reliability - always there, always on time, always prepared to give 100%. | Attend as and when it suits, often late to arrive, always with excuses, seems unconcerned that actions let others down. |
| Organisation - an ability to manage time and to meet deadlines, possesses the 'completion factor' as regards tasks. | Leaving things to the last minute, always rushing, not meeting deadlines, seems to be forever completing tasks but never fully completes any. |
| Respects other's opinions and feelings and shows a caring and compassionate attitude, held in high regard by peers. | My way or the highway, when you think respect goes with the position. |
| Self-confidence - being proud of yourself with the ability to communicate with confidence. Saying what is required. | Shy, not comfortable in expressing own opinion, saying what is desired and 'sugar-coating'. |
| Motivation - the ability to motivate others to work as a team or individually. | Not able to inspire others or get others to work alongside you. |
| Personal standards - sets a high tone/standard, takes pride in personal appearance and StAC uniform, looks sharp. | Not a good role model for personal standards, sloppy. |

Leadership Roles Available to Senior Students

| Position | Page | Year 12 | Year 13 | Staff Liaison |
|--|------|---------|---------|---|
| Prefects | 7 | | ✓ | Head of Operations, Mr Newton Head of Senior College, Mr Tweedie |
| Heads of Boarding | 9 | | ✓ | Director of Boarding, Mrs MacDonald House Managers |
| Academic Captains | 10 | | ✓ | Head of Senior College, Mr Tweedie |
| Cultural Captains | 11 | | ✓ | Head of Co-curricular, Head of Music, Drama, Media, Director of Pipe Band, Dance Coordinator |
| Senior College Council | 12 | ✓ | ✓ | Head of Senior College, Mr Tweedie |
| Peer Support Leaders | 13 | ✓ | ✓ | Counsellor, Mr Quinn |
| Sports Captains | 14 | | ✓ | Head of Co-curricular, Mr Jones |
| Heads of Individual Sports | 15 | ✓ | ✓ | Head of Co-curricular, Mr Jones, Sports Coordinator, Teacher in Charge of Sports |
| Day House Leaders | 16 | ✓ | ✓ | Counsellor, Mr Quinn Teacher in Charge of House |
| Boarding House Leaders | 17 | ✓ | ✓ | Director of Boarding, Mrs MacDonald House Managers |
| International Exchange Leaders | 18 | | ✓ | International Exchange Coordinator, Dr Curtis |
| International Leadership: Committee Member, International Club | 19 | ✓ | ✓ | HOD International Dept., Mrs Brooks |
| Head of Music - Instrumental | 20 | ✓ | ✓ | HOD Music, Mr Ferguson |
| Head of Music - Vocal | 20 | ✓ | ✓ | |
| Pipe Band Officers | 21 | ✓ | ✓ | Director of Pipe Band, Mr Hawke |
| Head of Drama | 22 | ✓ | ✓ | HOD Drama, Mrs Drummond |
| Head of Theatre Sports | 23 | ✓ | ✓ | Mrs Garrett |
| Senior Theatre Manager(s) | 24 | ✓ | ✓ | HOD Drama, Mrs Drummond |
| Head of Dance | 25 | ✓ | ✓ | Dance Coordinator, Miss Hornblow |
| Head of Media - Production | 26 | ✓ | ✓ | HOD Media, Mr Williams |
| Head of Media - Technical | 26 | ✓ | ✓ | |
| Senior Librarian | 27 | ✓ | ✓ | Library Manager, Mrs Kennedy |
| Community Service Leaders | 28 | ✓ | ✓ | Chaplain, Mr Morrow |
| Chapel Sacristans | 29 | ✓ | ✓ | Chaplain, Mr Morrow |
| Coaching Junior Sports Teams | 30 | ✓ | ✓ | Head of Co-curricular, Mr Jones |
| Year 12 Leadership Day | 31 | ✓ | | Head of Senior College, Mr Tweedie Year 12 Dean |

Prefects

Desirable Qualities –

- Involvement
- Honesty
- Initiative
- Commitment
- Organisation
- Respect
- Self-confidence
- Personal standards
- Reliability
- Motivation

Key Tasks:

- Uphold the reputation of St Andrew's College inside and outside the College;
- Encourage all members of the College to respect College standards and rules;
- Encourage all members of the College to be co-operative and supportive of each other;
- Participate fully in chapel services and assemblies;
- Be an ambassador for the College as required;
- Actively mix with younger students and make an effort to talk to them;
- Fulfil duties as assigned by the Head of Management and HOSC;
- Give encouragement and advice to others when required;
- Set the tone and lead by example;
- Perform gate duties at lunch time and after school;
- Speak to other year groups as and when required;
- Initiate whole College activities;
- Be in attendance before the start of assemblies to see students are seated and quiet;
- Be courteous, friendly and helpful to other students, staff and visitors;
- In consultation with student support services, act as mentors to junior students;
- Attend Prefects' Leadership Camp in Term 1, and subsequent prefect leadership evenings;
- Organise annual Prefects' Assembly;
- Behave in exemplary fashion at all times;
- Promote and organise mufti day in Term 1.

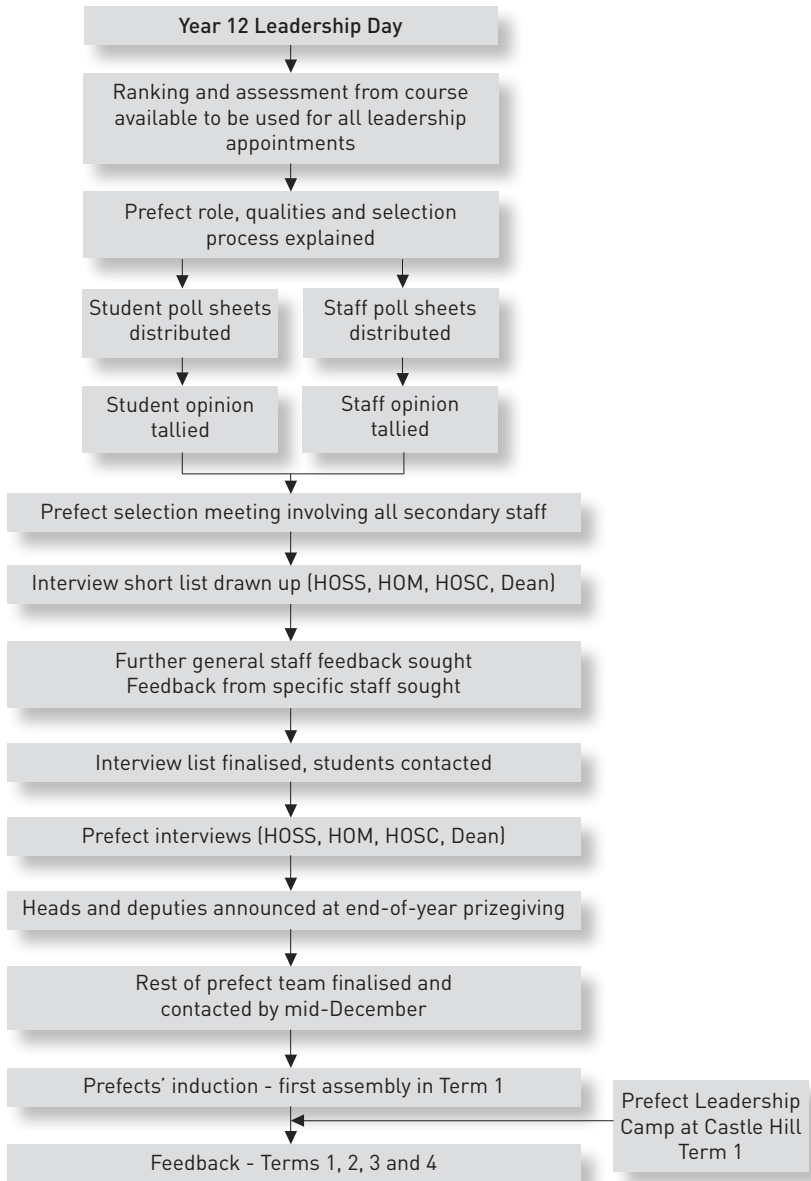
Process:

- Prefects are appointed positions (students do not apply);
- The process is outlined on page 8 of this booklet;
- The performance of Year 12 students, relating to their suitability for a prefect position is monitored from when they become members of the Senior College;
- Enquiries should be made to the Head of Operations, Mr Newton or HOSC, Mr Tweedie;
- Prefects will be advised of their appointment prior to Wednesday 14 December;
- Heads and Deputies will be announced at prizegiving;
- Prefects will be announced at Prefect Induction Assembly.

Feedback:

- Written feedback is provided after Prefects' Camp by HOSC;
- All prefects complete a personal self evaluation at the end of Term 1 and or Term 2 – summarised and commented on by HOSC;
- All prefects have a personal interview with the Head of Operations and HOSC late in Term 2 or early in Term 3;
- Heads and Deputies meet regularly with HOSS.

Prefect Selection Process



Heads Of Boarding

(One Year 13 male and one Year 13 female)

Desirable Qualities –

- Involvement
- Organisation
- Self-confidence
- Initiative
- Reliability
- Honesty
- Motivation
- High personal standards
- Respect
- Commitment

Key Tasks:

- Act as positive role models for boarding students by exhibiting attitudes that encourage academic, social, physical and moral development amongst students;
- Make speeches as required at occasions related to boarding;
- Chair House Team meetings;
- Take charge of ceremonies for House competitions and dinners;
- Represent the boarders' views and needs;
- Organise sporting, cultural and recreational events and help manage them;
- Develop rapport with boarding students;
- Communicate with House staff;
- Update the hand-on books to the following year's Heads of Boarding (boys hand-on by Boys Head of Boarding, girls hand-on by Girls Head of Boarding).

Process:

- Boarding House Leaders are appointed positions (students do not apply);
- Boarding students will vote for their peers, and every Year 12 boarder intending to return the following year will be interviewed by the Director of Boarding, House Managers and Matrons/Assistant House Parents;
- Interviews will take place during Term 4;
- Should a boarder be appointed to the role of Head of College or Deputy Head of College after being appointed to a boarding position, they will be required to vacate the Boarding House position;
- Heads of Boarding are announced at prize giving;
- Enquiries should be made to the Director of Boarding, Mrs MacDonald - DMD@stac.school.nz.

Feedback:

- All Boarding House Leaders have a personal interview with the Director of Boarding.

Academic Captains

(One Year 13 male and one Year 13 female)

Desirable Qualities –

- Initiative
- Organisation
- Self-confidence
- Positive role model
- Supportive to others
- Commitment
- Ability to impart knowledge
- Self-directed learner
- Passion for learning
- High academic rank

Key Tasks:

- Act as positive role models for students by exhibiting attitudes that encourage academic development;
- Publicise, organise and manage peer academic tutoring on a voluntary basis;
- Publicise, organise and manage Middle School academic tutoring on a voluntary basis in collaboration with HOMS, Dean and Head of Learning Support;
- Approach, discuss and arrange with Tutors, presentations to tutor groups as required on specific topics such as time management, life balance and academia (not just grades, but also the love of learning);
- Be available to speak in whole College assemblies if and when invited;
- Once in each of Terms 1, 2 and 3, organise some form of academic event (e.g. academic quizzes, spelling bees, competitions such as riddles, subject weeks, academic speakers, academic displays) for either the whole College, Senior College or Middle School;
- Liaise with and do duty as required in the Learning Support Department;
- Provide subject advice from a student's perspective at the College course information afternoon;
- Update the hand-on book for the following year's Academic Captains;
- In collaboration with Preparatory School organise and supervise LEAP Reading programme (Term 2 commitment);
- In collaboration with the HOSC, organise and supervise the Peer Tutoring Programme (Term 3 commitment).

Process:

- Applicants for this position must have a high academic rank;
- You are invited to express interest by Wednesday 26 October;
- Expressions of interest should be made to the Head of the Senior College, Mr Tweedie, by visiting him in his office (Senior College reception) or email ATW@stac.school.nz.
- Appointments will be made by the Head of the Senior College in consultation with the Head of Education;
- Successful applicants will be advised of their appointment by Wednesday 14 December;
- Any enquiries should be made to the Head of the Senior College;
- Captains will be announced at Leadership Assembly.

Feedback:

- The academic captains will meet regularly with HOSC;
- At the end of the year, the Academic Captains will receive from the HOSC written acknowledgement of their contribution to academic life at the College.

Cultural Captains

(One Year 13 male and one Year 13 female)

Desirable Qualities –

- Involved in a number of cultural activities
- Reliability and responsibility
- Self organisation and ability to organise others
- Respect for and encouragement of others
- Passionate about promoting culture at the College
- Communication (e.g. speaking in assembly)
- Creative thinking skills
- Self-confidence
- Motivation
- Commitment
- Initiative

Key Tasks:

- Provide leadership for all cultural activities at the College;
- Organise regular meetings of the Cultural Council, which comprises student Heads of Dance, Drama, Media, Music, Theatre Sports, Senior Theatre Managers, and Pipe Major;
- Liaise regularly with HODs of Drama, Media and Music, Coordinators of Dance and Theatre Sports, Director of Pipe Band and Head of Senior College;
- Organise regular lunchtime entertainment and competitions, working closely with Head of Co-curricular, Head of Senior College, and appropriate HODs and Coordinators;
- Give cultural reports at year group meetings and whole school assembly;
- Represent the College at cultural events held away from the College;
- Help with the organisation and running of major College cultural events and activities;
- Organise/motivate supporters' groups for significant cultural events/activities;
- Attend Awards Committee meetings and report on College cultural events and activities from a student's perspective;
- Attend Awards Committee meetings and provide input into decisions on all awards;
- Organise performers at Year 13 Focus Meeting in Terms 2 and/or 3;
- Update the hand-on book to the following year's Cultural Captains.

Process:

- You are invited to express interest by Wednesday 26 October;
- Expressions of interest should be made to the Head of Drama, Mrs Drummond, by visiting her in the theatre or email JDM@stac.school.nz.;
- Mrs Drummond will collect all expressions of interest on behalf of the cultural appointments team;
- Applicants will be interviewed by current Cultural Captains and Mrs Drummond;
- Appointments will be made by the HODs of Drama, Media and Music, the Coordinators of Dance and Theatre sports, the Director of Pipe Band, and in consultation with the Head of Senior College;
- Successful applicants will be advised of their appointment by Wednesday 14 December;
- Any enquiries should be made to the current Cultural Captains or to the Head of Drama;
- Captains will be announced at Leadership Assembly.

Feedback:

- The Cultural Captains will receive verbal feedback throughout the year;
- At the end of the year, the Cultural Captains will receive written acknowledgment of their contribution to cultural life at the College, from the Head of Drama.

Senior College Council

(Includes two Year 13 Students as Head and Deputy Head Of Council)

Desirable Qualities –

- Involvement (desire to assist in Council-organised events)
- Honesty (contribute what comes naturally)
- Initiative (look to present new ideas such as this year's Valentines Day)
- Commitment (attend all meetings)
- Reliability (when you say you will organise the sausage sizzle you will do it)
- Organisation (no clash of meetings or events)
- Respect (at meetings give others an opportunity to have their say)
- Personal standards (set an example with uniform)

Key Tasks:

- Provide a student voice at Senior College level;
- Organise the Senior College Formal (involves all Council members);
- Provide advocacy for senior students' concerns;
- Oversee student welfare;
- Care of the Senior College and facilities;
- Recommend and purchase (as required) facilities for the Senior College;
- Organise activities for Senior College students e.g. Singstar, sausage sizzle;
- Coordinate special events e.g. Valentines Day, St Patrick's Day, birthdays;
- Attend fortnightly formal meetings of the Senior College Council;
- Oversee upkeep of Senior College Council notice board;
- Organise Common Room Cup competitions between the two year groups;
- Update the hand-on material to the following year's Council (Head and Deputy);
- Write Collegian article on Formal (Head);
- Organise students donation to NZ Blood (Deputy);
- Write On Strowan article (Head);
- Complete written feedback on Council members twice per year (Head and Deputy)

Process:

- You are invited to express interest by Wednesday 26 October.
- Expressions of interest should be made to the Head of Senior College, Mr Tweedie, by visiting him in his office (Senior College reception) or email ATW@stac.school.nz.
- Appointments will be made by the Head of Senior College;
- Successful applicants will be advised of their appointment by Wednesday 14 December;
- Any enquiries should be made to the Head of Senior College or to any current member of the Senior College Council;
- Council will be announced at the Leadership Assembly.

Feedback:

- At the end of Term 1 and/or Term 2, each Council member will be given verbal or written feedback from the Head of Council and Deputy Head of Council;
- At the end of Term 3 a written evaluation for each Council member will be completed by the Head of Council, Deputy Head of Council and the HOSC;
- Written evaluation for the Head and Deputy Head of Council will be prepared by HOSC.

Peer Support Leaders

(Includes one Year 13 male and one Year 13 female as Heads of Peer Support)

Desirable Qualities –

- Organisation
- Independence
- Confidence
- Passion for the College
- Be able to work in a team
- Loyalty
- Empathy
- Compassion
- Role-model
- Energy

Key Tasks:

- Attend a three-day training camp at the end of January;
- Lead a group of Year 9 students;
- Organise tutor group events;
- Prepare a tutor group session each week;
- Prepare and run a camp;
- Interview students for the position.

Process:

- Term 3 written applications are sent out;
- Completed application forms are returned to the College Counsellor, Mr Quinn;
- Applicants can make a time to see Mr Quinn to discuss the role;
- Applicants will be interviewed by a selection of Year 13 students who have completed the programme;
- A team from both Year 11 and Year 12 will then be picked;
- Successful applicants will be advised of their appointment by Wednesday 14 December;
- Leaders will be announced at Leadership Assembly.

Feedback:

- Students who miss out on becoming a Peer Support Leader are encouraged to make a time to speak with the interviewees to get feedback;
- Students who are selected to be a Peer Support Leader are given regular feedback from the coordinators. This can be done formally or informally;
- At the end of the programme, verbal and written feedback will be given.

Sports Captains

(One Year 13 male and one Year 13 female)

Desirable Qualities –

- Passionate about promoting sport at the College
- Reliability and responsibility
- Respect for and encouragement of others
- Record of past involvement in sport
- Self organisation and ability to organise others
- Communication (e.g. speaking in assembly)
- Fully involved in sport
- Creative thinking skills
- Commitment
- Motivation
- Initiative
- Self-confidence

Key Tasks:

- Provide leadership for all sport and sport related activities at the College;
- Meet fortnightly with the Head of Co-curricular;
- Liaise regularly with student heads of sport;
- Organise regular lunchtime inter-house sport, working closely with individual sports leaders and the Sports Coordinator;
- Help with sports exchanges such as scoring, refereeing, speeches and refreshments;
- Give sports reports at assemblies;
- Represent the College at student leader forums organised by School Sport Canterbury;
- Help with the organisation and running of major college sporting events and activities;
- Organise/motivate supporters' groups for significant events/activities;
- Attend sports committee meetings and report on College sport from a student's perspective;
- Attend Awards Committee meetings and provide input into decisions on all awards;
- Organise speaker(s) at Year 13 Focus Meeting in Terms 2 and/or 3.

Process:

- You are invited to express interest by Wednesday 26 October;
- Expressions of interest should be made to the Head of Co-curricular Mr Jones, by visiting him in his office or email DJ0@stac.school.nz.
- Students who express an interest will be provided with an application form;
- Appointments will be made by the Head of Co-curricular based on the application, staff input and in consultation with the Head of Senior College;
- Successful applicants will be advised of their appointment by Wednesday 14 December;
- Any enquiries should be made to the current Sports Captains or to the Head of Co-curricular;
- Captains will be announced at Leadership Assembly.

Feedback:

- At the end of Term 2, students will receive verbal and written feedback from the Head of Co-curricular;
- At the end of the year, the Sports Captains will receive written acknowledgement from the Head of Co-curricular of their contribution to sporting life at the College.

Heads of Individual Sports

Desirable Qualities –

- Involvement
- Commitment
- Organisation
- Self-confidence
- Approachability (especially for younger students)
- Initiative
- Reliability
- Respect
- Motivation

Key Tasks:

- Monitor equipment/uniforms as required by the Head of Co-curricular;
- Work closely with the Coordinator of the sport/activity you are leading;
- Help the Coordinator with the coordination and communication of sport information;
- Coach and manage a team as required and lead a team if the coach is away;
- Organise/motivate supporters' groups for significant events/activities;
- Help with sports exchanges such as scoring, refereeing, speeches and refreshments;
- Provide sports reports for the Sports Captain to read out at year group assemblies and Middle School Assembly;
- Keep notice boards current and interesting;
- Write reports for On Strowan and Collegian;
- Organise staff vs student games;
- Organise lunchtime activities where appropriate;
- Represent the sport or activity on the Sports Committee, if required;
- Encourage younger students in the sport or activity.

Process:

- You are invited to express interest by Wednesday 26 October;
- Expressions of interest should be made to the Head of Co-curricular, Mr Jones, by visiting him in his office or email DJJO@stac.school.nz.
- Students who express an interest will be provided with an application form;
- Appointments are made by the Head of Co-curricular based on application, interview, coordinator of sport input and in consultation with the Head of Senior College;
- Successful applicants will be advised of their appointment by Wednesday 14 December;
- Enquiries to Head of Co-curricular or the coordinator of the sport;
- Heads will be announced at Leadership Assembly.

Feedback:

- At the end of each term, students will receive verbal and/or written feedback from the teacher in charge of the sport.

Day House Leaders

(Two Year 13 students and one Year 12 student per House)

Desirable Qualities –

- Involvement
- Initiative
- Reliability
- Respect
- Motivation
- Honesty
- Commitment
- Organisation
- Self-confidence
- High personal standards

Key Tasks:

- Act as positive role models for students by exhibiting attitudes that encourage academic, social, physical and moral development amongst students;
- Motivate others to take responsibility;
- Set realistic objectives;
- Co-ordinate House activities and inter-house competitions;
- Devise and co-ordinate competitions between Houses with focus on inclusion of as many participants as possible in a competing or supportive role;
- Develop rapport with students, and represent their views and needs;
- Communicate with House staff.

Process:

- You are invited to express interest by Wednesday 26 October;
- Expressions of interest should be made to the Head of Co-curricular, Mr Jones, by visiting him in his office or email DJO@stac.school.nz.
- Interviews will take place during Term 4;
- Successful applicants will be advised of their appointment by Wednesday 14 December;
- Enquiries should be made to Mr Jones;
- Leaders will be announced at Leadership Assembly.

Feedback:

- Day House Leaders meet with Head of Co-curricular before all major events;
- Verbal feedback will be given.

Boarding House Leaders

(Three students per House)

Desirable Qualities –

- Involvement
- Commitment
- Organisation
- Self-confidence
- Initiative
- Reliability
- Respect
- Motivation

Key Tasks:

- Lead the House in a positive manner and promote House spirit;
- Encourage participation and inspire students to give their best;
- Be aware of students' strengths and use and promote these where possible;
- Support, attend and participate in House events;
- Organise new House events where possible;
- Delegate leadership within the House where appropriate;
- Help with running College sporting events;
- Attend House Leaders' meetings.

Process:

- Boarding House Leaders are appointed positions (students do not apply);
- Appointments are made by the Director of Boarding and House Managers;
- Enquiries should be made to the Director of Boarding, Mrs MacDonald email DMD@stac.school.nz;
- Successful applicants will be advised of their appointment by Wednesday 14 December;
- Leaders will be announced at the Leadership Assembly.

Feedback:

- Leaders meet regularly with the Head of Co-curricular and, as appropriate, the Director of Boarding and House Managers;
- Verbal feedback will be given.

International Exchange Leaders

(One Year 13 male and one Year 13 female)

Desirable Qualities –

- A sociable nature and willingness to get to know others
- Empathy for those who are away from home and may need support
- Organisational skills for social functions, meetings etc.
- Rapport with other students
- Problem solving skills
- Initiative in coming up with new ways to look after exchange students
- Reliability in carrying out tasks

Key Tasks:

- Assisting the Exchange Student Coordinator with administration for incoming exchange students;
- Greeting exchange students when they arrive at the College:
 - a) Take students on a tour of the school;
 - b) Help students with email account and logins;
 - c) Assist students to sign up for sports and activities;
 - d) Make sure that students are assigned lockers etc.
- Assisting Coordinator to introduce students to the Rector, Principal, HOMS/HOSC and Dean;
- Making sure that the students are settled in and engaged in classroom/activities;
- Formally welcoming (e.g. at assembly) and farewelling students;
- Acting as a contact for the exchange students over and above their host partner;
- Arranging the exchange student dinner each term, and other outings as necessary;
- Liaising with Exchange Student Coordinator (the Coordinator meets regularly with the exchange students, so student leaders can attend these meetings too);
- Promoting exchanges in year group meetings and assembly;
- Serving on the selection panel to choose the following year's exchange students;
- Update the hand-on book for the following year's Exchange Leaders.

Process:

- You are invited to express interest by Wednesday 26 October;
- Expressions of interest should be made to the Exchange Coordinator, Dr Curtis, by visiting her in her office (Library) or email JCT@stac.school.nz.
- Any student who expresses an interest will be provided with an application form;
- Appointments will be made by Exchange Coordinator in consultation with the Head of Senior College;
- Successful applicants will be advised of their appointment by Wednesday 14 December;
- Leaders will be announced at Leadership Assembly.

Feedback:

- Students will meet regularly with Exchange Coordinator;
- References will be provided at the end of the year.

International Leadership Committee Member: International Club

Desirable Qualities –

- Involvement
- Initiative
- Reliability
- Respect
- Motivation
- Honesty
- Commitment
- Organisation
- Self-confidence

Key Tasks:

- Attending International Club meetings;
- Attending International Club activities and outings;
- Attending Orientation Day for new international students;
- Promoting cultural diversity and inclusion in day-to-day behaviour at the College;
- Helping new students settle in by making contact and offering help and support;
- Liaising regularly with Head of International Department, providing feedback on how new students are settling into the student body and giving suggestions to help this process;
- Helping with International events such as Food Fairs and International Assembly;
- Helping with cultural exchanges, such as Setagaya Gakuen, if required;
- Mediating – being prepared to serve as a peer mediator in situations of cultural misunderstanding between students;
- Helping with integration of exchange students.

Process:

- You are invited to express interest by the end of February 2012;
- Contact should be made with the Head of International Department, Mrs Brooks, by email SBR@stac.school.nz.

Feedback:

- Students will meet regularly with Head of International Department;
- References will be provided at end of the year.

Head of Music – Instrumental

Head of Music – Vocal

Normally these positions are filled by an instrumentalist and vocalist from the College's groups, such as the Concert Band or the Chorale.

Desirable Qualities –

The Heads of Music should always act as positive role models by:

- Being punctual to rehearsals and regular in attendance
- Leading by example, showing young players the way
- Maintaining a consistently high standard of performance
- Supporting the music teaching staff
- Using initiative by looking for ways to assist teaching staff

Key Tasks:

- Assisting in setting up chairs, stands and music for rehearsals, and helping organise packing up at the end;
- Assisting in contacting group members by phone when necessary, especially prior to performances or when an unexpected cancellation arises;
- Introducing musical items at performances;
- Liaising with the conductors, relaying any ideas from players concerning playing groups;
- Update the hand-on book for the following year's Heads of Music;
- Attend regular meetings with the Cultural Captains, student Heads of Dance, Drama, Theatre Sports, Media, Pipe Major and Senior Theatre Manager(s).

Process:

- You are invited to express interest by Wednesday 26 October;
- Please apply in person to the teacher in charge of instrumental music, Mr Ferguson or email DFE@stac.school.nz. or the teacher in charge of vocal music, Mr Botting or email BBN@stac.school.nz.
- Students who express interest will be provided with an application form;
- Instrumental Head appointment will be made by the teacher in charge of instrumental music, after consulting with conductors;
- Vocal Head appointment will be made by the teacher in charge of vocal music;
- Successful applicants will be advised of their appointment by Wednesday 14 December;
- Heads of Music will be announced at Leadership Assembly.

Pipe Band Officers

Officer roles available for Year 12 and Year 13 students are:

- Pipe and Drum Corporal(s)
- Pipe and Drum Sergeant(s)
- Drum Major
- Pipe Major

Desirable Qualities –

- High personal standards, musically and technically
- Commitment to Pipe Band activities
- Responsibility and reliability
- Respect for tutors, staff and other band members

Key Tasks:

- Lead the Band in terms of music, presentation and discipline;
- Assist in motivating all other members of the Pipe Band;
- Liaise with the Pipe Band Director on any matters of concern;
- Communicate and mix with the whole Band community and assist where possible;
- Be a positive role model in terms of:
 - Musicality
 - Conduct
 - Presentation
 - Commitment
- Attend regular meetings with the Cultural Captains, student Heads of Dance, Drama, Media, Music, Theatre Sports and Senior Theatre Manager(s).

Process:

- You are invited to express interest by Wednesday 26 October;
- Expressions of interest should be made to the Pipe Band Director, Mr Hawke, by visiting him at the Pipe Band room or email RHA@stac.school.nz.
- An interview will be held with the Pipe Band Director and relevant tutors;
- Tutors will be asked for input;
- Appointments will be made by the Pipe Band Director;
- Successful applicants will be advised of their appointment by Wednesday 14 December;
- All enquiries should be made to the Pipe Band Director;
- Officers will be announced at Leadership Assembly.

Feedback:

- Officers will meet regularly, on an informal basis, with the Pipe Band Director.
- References will be provided at end of the year.

Head of Drama

Desirable Qualities –

- Current NCEA Drama student
- Passionate about promoting drama at the College
- Communication skills, including confidence to address a large audience
- Creative thinking skills
- Initiative
- Commitment
- Reliability and responsibility
- Self organisation and ability to organise others
- Respect for and encouragement of others
- Self-confidence
- Motivation

Key Tasks:

- Provide leadership for all drama activities at the College;
- Attend regular meetings of the Cultural Council with Cultural Captains, student Heads of Dance, Media, Music, and Theatre Sports, the Senior Theatre Managers, and the Pipe Major;
- Initiate / support / co-organise and manage regular lunch entertainment and competitions in conjunction with the Cultural Captains and wider cultural leadership team;
- Liaise with the HOD Drama;
- Provide leadership and organisational support on student trips to theatre performances;
- Provide leadership and organisational support at the Sheilah Winn Shakespeare Festival;
- Provide leadership and organisational support with the Senior College production and Year 9 / 10 production;
- Organise / motivate supporters' groups for significant drama events;
- Speak to students about drama at the course information afternoon;
- Update the hand-on book for the following year's Head of Drama.

Process:

- You are invited to express interest by Wednesday 26 October;
- Expressions of interest should be made to the HOD Drama, Mrs Drummond, by visiting her in the theatre or email JDM@stac.school.nz.
- The appointment will be made by the HOD Drama in conjunction with HOSC;
- Successful applicants will be advised of their appointment by Wednesday 14 December;
- Any enquiries should be made to the current student Head of Drama, or to Mrs Drummond.

Feedback:

- The Head of Drama will receive verbal feedback throughout the year;
- At the end of the year, the Head of Drama will receive written acknowledgment of their leadership, organisational skills, and promotion of drama at the College.

Head of Theatre Sports

Desirable Qualities –

- Involvement and desire to assist in Cultural Council organised events that could involve Theatre Sports;
- Honesty - contribute what comes naturally;
- Initiative - look at ways of presenting new ideas to the group for Theatre Sports events, and discuss them with your team;
- Commitment- attend meetings with the Theatre Sports Coach/Theatre Sports Liaison;
- Reliability - when you say you will organise an event, you will do it. Check that you have informed the Theatre Sports team of important workshop dates;
- Organisation - good time management, dates in order for competitions;
- Respect - towards team members, giving others an opportunity to have their say;
- Personal standards - be on time for rehearsals and workshops. Set an example with uniform.

Key Tasks:

- Provide a student voice at assemblies and other school events;
- Organise Theatre Sports events and performances at assembly;
- Inform students about important Theatre Sports events, competitions, workshops etc.
- Attend various workshops with the coach, and report back to Theatre Sports members;
- Supervise students at Theatre Sports events;
- Take the roll at each Theatre Sports training event and follow up on absences;
- Attend meetings with Theatre Sports Liaison;
- Write reports on group workshops or competition results, to be given to the Theatre Sports Liaison;
- Update the hand-on book for the following year's Head of Theatre Sports;
- Attend regular meetings with the Cultural Captains, student Heads of Dance, Drama, Media, Music, Pipe Major and Senior Theatre Manager(s).

Process:

- You are invited to express interest by Wednesday 26 October;
- Expressions of interest should be made to the teacher in charge of Theatre Sports, Mrs Garrett or email AGT@stac.school.nz;
- Expressions of interest will be discussed with the current Head of Theatre Sports and the current coach;
- Successful applicants will be advised of their appointment by Wednesday 14 December;
- Any enquiries should be made to the Head of Theatre Sports.

Feedback:

- At the end of each term, the Head of Theatre Sports will be given written feedback from the Coach and the Theatre Sports Liaison;
- At the end of Term 4 the Head of Theatre Sports will write a self evaluation based on the year's progress.

Senior Theatre Manager(s)

This will be a shared role involving two students bringing a wide range of skills to the positions.

Desirable Qualities –

- Significant experience and knowledge of theatre lighting, sound, or backstage management
- Passionate about promoting theatre backstage and technical skills
- Creative thinking skills
- Initiative
- Commitment
- Reliability and responsibility
- Self organisation and ability to organise others
- Respect for and encouragement of others
- Ability to share knowledge
- Self-confidence
- Communication skills (cueing)
- Ability to work under pressure

Key Tasks:

- Manage theatre resources and student personnel;
- Organise recruitment and training of students new to the demands of technical and backstage theatre roles;
- Attend regular meetings of the Cultural Council with Cultural Captains, student Heads of Dance, Drama, Media, Music and Theatre Sports, and the Pipe Major;
- Initiate / support / co-organise and manage regular lunchtime entertainment and competitions in conjunction with the Cultural Captains and wider cultural leadership team;
- Liaise with the HOD Drama;
- Organise and manage backstage and technical support for the Sheilah Winn Shakespeare Festival;
- Organise and manage backstage and technical support for the Senior College Production, Year 9/10 Production and annual Dance Review;
- Organise and manage backstage and technical support for key NCEA Drama assessments.

Process:

- You are invited to express interest by Wednesday 26 October;
- Expressions of interest should be made to the HOD Drama, Mrs Drummond, by visiting her in the theatre or email JDM@stac.school.nz.
- The appointment will be made by the HOD Drama in consultation with HOSC;
- Successful applicants will be advised of their appointment by Wednesday 14 December;
- Any enquiries should be made to the current Senior Theatre Manager or Mrs Drummond.

Feedback:

- The Senior Theatre Managers will receive verbal feedback throughout the year;
- At the end of the year, the Senior Theatre Managers will receive written acknowledgment of their management and organisational skills, and their promotion of theatre technical and backstage skills at the College.

Head of Dance

Desirable Qualities –

- A passion for dance
- A history of involvement in dance, particularly at St Andrew's College
- The ability to lead by example
- A role model to students, by upholding the values of the College (honesty, reliability, trustworthiness)
- Commitment
- A high level of personal involvement in all St Andrew's dance classes

Key Tasks:

- To provide assistance to dance tutors and Director of Dance where necessary;
- To bring new creative ideas to St Andrew's College dance;
- To liaise between tutors and students;
- To circulate notices and memos when required;
- To assist with the staging of the annual performance evening for dance, and assembly items;
- To design and organise the dance uniform for the students, which includes designing the new annual logo;
- To coordinate publicity for the annual dance revue;
- Update the hand on book for the following year's Head of Dance;
- Attend regular meetings with the Cultural Captains, student Heads of Drama, Theatre Sports, Media, Music, Pipe Major and Senior Theatre Manager(s).

Process:

- You are invited to express interest by Wednesday 26 October;
- Expressions of interest should be made to the Dance Coordinator, Miss Hornblow, by visiting her in her office or email JHO@stac.school.nz.
- The appointment will be made by the Dance Coordinator and Head of Drama;
- Successful applicants will be advised of their appointment by Wednesday 14 December;
- Any enquiries should be made to the current student Head of Dance or to Miss Hornblow.

Feedback:

- The Head of Dance will receive verbal feedback throughout the year;
- At the end of the year, the Head of Dance will receive written acknowledgment, from the Dance Coordinator, of their leadership, organisational skills, and promotion of dance at College.

Head of Media – Technical

Head of Media – Production

Desirable Qualities –

- Ability to manage
- Ability to work with and be part of a team
- A role model
- Possess performance, technical or production skills
- A passion for the media and the TV studio
- Time management skills with an ability to work to deadlines
- Reliability
- Initiative

Key Tasks:

- A preparedness to learn new skills;
- A preparedness to teach others;
- A preparedness to assist in College functions such as assemblies;
- A preparedness to assist in setting up and being involved in outside broadcasts and field shoots such as prize giving;
- A preparedness to assist and train younger students;
- To play a role in maintaining an acceptable standard of order in the TV studio;
- To play a role in checking and servicing gear;
- To attend and/or help run Beyond the Camera;
- To assist with chosen productions at St Andrew's and elsewhere;
- To be responsible for the compilation and production of the Year 13 Leavers' DVD;
- Attend regular meetings with the Cultural Captains, student Heads of Dance, Drama, Theatre Sports, Music, Pipe Major and Senior Theatre Manager(s).

Process:

- You are invited to express interest by Wednesday 26 October;
- Expressions of interest should be made to the Teacher in Charge of Film and Television, Mr Williams, by visiting him in the TV studio or email SWM@stac.school.nz.
- Successful applicants will be advised of their appointment by Wednesday 14 December;
- Enquiries should be made to Mr Williams;
- Head will be announced at Leadership Assembly.

Feedback:

- Ongoing verbal feedback will be given throughout the year;
- A written reference will be provided on request at the end of the year.

Senior Librarian

Desirable Qualities –

- Involvement
- Reliability
- Literacy
- Commitment
- Self-confidence

Key Tasks:

- Managing and mentoring Junior Librarians;
- Management of the Issue Desk;
- Demonstrating desirable library behaviour.

Process:

- Expressions of interest should be made with the Library Manager by Wednesday 26 October;
- Enquiries to the Library Manager, Mrs Kennedy - CKY@stac.school.nz.
- Successful applicants will be advised of their appointment by Wednesday 14 December;
- Senior Librarian will be announced at Leadership Assembly.

Feedback:

- Senior Librarian will undergo training, and feedback on duties will be given during the year;
- References will be given if required.

Community Service Leaders

(Includes one Year 13 male and one Year 13 female as Head of Community Service)

Desirable Qualities –

- Leading of a team
- Sense of social justice
- Compassion for the needs of the world
- Desire to serve
- Inspirational communicator
- Organised
- Reliable

Key Tasks:

- Raise awareness of community service needs and opportunities;
- Attend World Vision weekend leadership camp in April;
- Lead the World Vision 40 Hour Famine team in organising the famine;
- Promote and organise Mufti Day in Term 2;
- Promote community service activities in the College to Middle School tutor groups and Senior College students;
- Support the Prefects and Middle School leaders in the organisation of mufti days
- Work with the Chaplain on where chapel offerings should go and help to promote these causes;
- Look for new ways to develop community service in the College;
- Meeting with Chaplain weekly (Tuesday 1.00pm);
- Promote and organise Mufti Day in Term 1;
- Responsibility for SADD.

Process:

- You are invited to express interest by Wednesday 26 October;
- Expressions of interest should be made to the Chaplain, Mr Morrow, by visiting him in his office (Preparatory School administration) or email PMO@stac.school.nz.
- Interviews will take place during Term 4;
- Successful applicants will be advised of their appointment by Wednesday 14 December;
- Enquiries should be made to Mr Morrow;
- Leaders will be announced at Leadership Assembly.

Feedback:

- Weekly meetings will be held with the Chaplain.

Chapel Sacristans

Desirable Qualities –

- Empathy with the chapel and Christian faith
- Technical skills
- Reliability
- Commitment

Key Tasks:

- Leading the team of sacristans;
- Assisting the chaplains in preparing the chapel for Thursday and Sunday Chapel services;
- Organising a sacristans' chapel service in Term 3;
- Working alongside and supporting community service leaders as requested.

Process:

- You are invited to express interest by Wednesday 26 October;
- Expressions of interest should be made to the Chaplain, Mr Morrow, by visiting him in his office (Preparatory School administration) or email PMO@stac.school.nz.
- Appointments will be made by the Chaplain;
- Chapel Sacristans will be announced at Leadership Assembly.

Feedback:

- Meetings will be held at the end of each term with Mr Morrow.



Coaching of Junior Sports Teams

Desirable Qualities –

- Commitment
- Organisation
- Motivation
- Knowledge of sport
- Reliability
- Self-confidence
- Enthusiasm

Process:

- Expressions of interest are always welcome;
- Expressions of interest should be made to the Head of Co-curricular, Mr Jones, by email DJO@stac.school.nz.
- Appointments are made by the Head of Co-curricular and teachers in charge of the sport.

Feedback:

- At the end of each term, students will receive verbal and/or written feedback from the teacher in charge of the sport.

Leadership Self-assessment: Score Interpretation

| | |
|---------------------|--|
| 50 or higher | Indicates a desire to become a leader and a perceived ability to perform the tasks required of a leader. You are ready to lead. |
| 49 or less | Indicates leadership is not something you aspire to at this point and or a perceived inability to perform the tasks required. Your time to lead will come later. |

How Motivated are you to Lead? Score Interpretation

| | |
|----------------|---|
| 56 - 70 | This implies at this time you have a very strong motivation to lead. |
| 28 - 55 | This implies at this time there is some uncertainty over your motivation to lead. |
| 14 - 27 | This implies at this time you do not have a strong motivation to lead. |

Year 12 Leadership Day

In a recent leadership survey, 90% of students agreed Year 12 Leadership Day should be retained as part of the leadership programme and 90% said it benefitted them personally.

| | |
|--------------|---|
| Venue: | Burnham Military Camp |
| Date: | Tuesday, 27 September |
| Time: | 8.00am to 5.45pm |
| Provider: | Joshua Foundation (accredited YNZC Facilitator) |
| Enquiries: | HOSC or Year 12 Dean |
| Who attends: | All Year 12 student (exemptions on application to Year 12 Dean) |
| Requirement: | Diploma requires attendance |

Purpose:

- Develop leadership skills;
- Assist in the identification of potential leaders for 2012;
- Bond with the year group as College leaders for 2012;
- Be challenged and have fun.

Assessment:

This will be completed by the staff from the Joshua Foundation who will provide to the College:

- An individual score and leadership placing for each student (assessed against set criteria);
- An individual score and supporting role placing for each student (assessed against set criteria);
- An individual score and peers (choice) placing for each student;
- An overall placing for each student on the Leadership Day. This score is derived from the student's raw scores from their leadership placing, supporting role and peers (choice);
- A brief written statement on each individual student's leadership ability.

The Joshua Foundation staff will assess each student on their performance and will be looking at the following set criteria:

- Demonstrating leadership ability;
- Supporting the leader;
- Contributing ideas during the planning process;
- Encouraging team mates;
- Working or standing back during tasks;
- Supportive of the person leading, if not the leader;
- Demonstrating a positive attitude.

Feedback:

- Verbal feedback will be given to students throughout the day;
- Individual scores, overall placing and the written statement as prepared by the provider will be available to students on an individual request basis. Requests should be made to the HOSC or the 2011 Year 12 Dean;
- A written summary of feedback will be given on application to HOSC.

Leaders who made a difference
in their younger years



'Leadership and learning are indispensable to each other.'

John F Kennedy

'I think leadership comes from integrity - that you do whatever you ask others to do. I think there are non-obvious ways to lead. Just be providing a good example as a parent, a friend, a neighbour makes it possible for other people to see better ways to do things. Leadership does not need to be a dramatic, fist in the air and trumpets blaring, activity.'

Scott Berkun

'The leaders who work most effectively, it seems to me, never say 'I'. And that's not because they have trained themselves not to say 'I'. They don't think 'I'. They think 'we'; they think 'team'.'

'They understand their job to be to make the team function. They accept responsibility and don't sidestep it, but 'we' gets the credit ... This is what creates trust, what enables you to get the task done.'

Peter Drucker

'Leadership is practiced not so much in words as in attitude and in actions.'

Harold S Geneen

'Leadership is action, not position.'

Donald H McGannon

'Leaders aren't born, they are made.'

Vince Lombardi

'Not the cry, but the flight of the wild duck, leads the flock to fly and follow.'

Chinese Proverb



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