

Exchange Leader position 2018

There will be two/three exchange leaders.



St Andrew's College

Purpose of Role

To help incoming exchange students settle into the St Andrew's College community; to be in a support role for outgoing St Andrew's students (as required) and to promote the exchange opportunities on offer at St Andrew's.

The position entails

- Assisting the Exchange Student co-ordinator in administration for incoming exchange students.
- Greeting exchange students when they arrive at the college:
 - a) Take students on tour of school
 - b) Help students with email account and logins
 - c) Assist students to sign up for sports and activities
 - d) Make sure that students get lockers etc.
- Introducing, along with Co-ordinator, students to Rector, Principal, HOMS/HOSC and Dean
- Making sure that the students are settled in and engaged in classroom/activities
- Formally welcoming students eg assembly, and farewelling students
- Acting as a student contact for the exchange students over and above their host partner
- Arranging the termly exchange student dinner and other outings as necessary
- Liaising with exchange co-ordinator (since the co-ordinator meets regularly with the exchange students, the student leaders can attend this meeting too)
- Promoting exchanges in year group meetings
- Being on the selection panel to select the following year's exchange students

Skills needed:

- 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

Applications

Applications must be to Mr Tauti in the library by Wednesday 1st November, 2017.

A teacher reference will also be required.

Applications will be processed and then there will be interviews (times to be announced).

Mr. Tauti
International Exchange Co-Ordinator



St Andrew's College

St Andrew's College International Exchange Programme

POSITION OF EXCHANGE LEADER

Fill in the following application form and return to the International Exchange Office by 1st November 2017. Teacher reference will be returned separately.

Student Name	
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Why would you want to be an Exchange Leader?

What responsibilities have you undertaken in the school to date?

What qualities and experiences do you have that would suit this position?

What improvements could you bring to the exchange program? How would you achieve this?

Student Signature	
Date	

International Exchange Leader Application: Strictly Confidential

Could you please fill in this reference and **returned directly** to the International Exchange Co-ordinator, Dr Curtis, by 27st October 2010.

Name of Student: _____

Teacher: _____

My rating of the candidate is as follows:

	Outstanding		Good	Average	
	5	4	3	2	1
Ability to mix well with people	5	4	3	2	1
Organisational skills	5	4	3	2	1
Problem solving skills	5	4	3	2	1
Initiative	5	4	3	2	1
Reliability	5	4	3	2	1
Involvement in school activities	5	4	3	2	1

Teacher's comments:

I highly recommend ()

I recommend () for the position of International Exchange leader

I do not recommend ()

Teacher's signature: _____

Date: _____