

Exchange Leader position 2019

There will be two 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 for example 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, open day
- 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 Senior College (SC201) by Wednesday, October 31. 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

Student Name	
Year Group	

1. Why have you applied for this leadership position?

2. What do you think the leadership position requires from you?

3. Who do you know has been in this role, and what characteristics they have made them a good leader?

4. What will you bring to the position that will add to the international community at StAC?

5. Provide 3 adjectives your friends would describe you and why?

6. Are you a public speaker? Please provide examples, if you have not done public speaking how would you attempt speaking in public?

7. How would you organise an international meal for 20 people , from 8 different countries who speak 10 different languages.

Signed	
Date	

Exchange Application: Confidential

To be completed by the candidates' choice of 1 teacher and returned directly to the Exchange Coordinator, Mr Tauti

Student Name	
Year Group	
Teachers Name	

My Rating of the candidate is as follows:

1 = Poor, 3 = Adequate, 5 = Outstanding

Ability to interact with others	1	2	3	4	5
Applies themselves in class	1	2	3	4	5
Well Organised	1	2	3	4	5
Personable and approachable	1	2	3	4	5
Personal Maturity	1	2	3	4	5
Involvement in school activities	1	2	3	4	5
Ability to cope in stressful circumstances	1	2	3	4	5

Teachers Comments:

I highly recommend

I recommend

I do not recommend

Teacher Signature	
Date	