



RICCARTON HIGH SCHOOL
Te Kura Tuarua o Pūtaringamoto

Service and Leadership in Year 13



Enter to learn... Learn to serve
Whāia te tika... Whāia te ako

Leave a Legacy

CONTENTS

BEING A SENIOR LEADER IS ABOUT	3
SELECTION OF LEADERS	4
EXPECTATIONS	4
LEADERSHIP ROLES	5
LEADERSHIP TIMELINE	6
ROLE DESCRIPTIONS	7 - 10
EXECUTIVE COMMITTEE ROLE DESCRIPTIONS	11 - 15
SUMMARY OF POSITIONS OF INTEREST	16
APPLICATION FORM	17
MEMORANDUM OF UNDERSTANDING	18

BEING A SENIOR LEADER IS ABOUT

Loyalty and Authority

Loyalty is the unwavering commitment to the school, its values and its people.

Authority is about your standing and the charitable response that you naturally elicit from others.

Leaving a Legacy

Look at the direction and needs of the school and Identify the things to improve.

Taking on projects to benefit the school and connect with the school community at a deeper level.

Servant Leadership

Take care of the people that you serve.

All Year 13 students take up the role of Whānau class leaders.

Have commitment and pride in the values and purpose of the school. Act selflessly, doing something without being asked to and without seeking a reward.

A strong commitment will gain you valuable knowledge and skills for your life beyond school as caring, responsible citizens.

Servant leadership is realised through the values of the Riccarton Way:

Commitment, Honesty, Respect and Excellence.

Selection of Leaders

Roles are available for teams or individuals.

The selection of leaders is based on a range of things including the personal qualities and any organisational skills or interpersonal skills you could bring to the role.

As well as the evidence you provide in your application, feedback is also sought from the rest of Year 12, other leaders in the school and the staff regarding your suitability for the role/s you have applied for.

Expectations

You must be able to function effectively as leaders while balancing academic studies, extra-curricular activities and life outside school.

All appointed leaders are bound by the Memorandum of Understanding and are expected to model the values and actions of the Riccarton Way.

Each student will provide servant leadership by contributing to the well-being of the school and the wider public community. Within the committees, teams and organising groups, a feeling of being valued should be nurtured for each member by the wairua and the inclusive actions of the other members.

BUT First- Get your application with the Memorandum of Understanding in on time.

To your dean before the end of term.



LEADERSHIP ROLES

House Captains Kaiako

2 leaders per house to work alongside the Kaihautu to lead the house assemblies, events and house

Senior House Leaders Kaimahi

Create the wairua of the house, leading participation and the RW values

Whānau Leaders

All Year 13 students will take up the role of Whānau class leaders to support the year groups below you.

Peer Support Leaders

6 Peer Support Leaders per Year 9 learning class as mentors throughout the year.

Duty Monitor

Assist the Prefects and staff with weekly rostered duty

Mentors; Maori and Pasifika Mentors

Senior students selected by the Deans to help other students from the school

International Peer Support Leaders

Leaders helping international students across the school

Kohanga Ako Mentors

Mentors to assist students with special learning disabilities

Learning Tutors

Tutors to support students academically once a week

Communications Technology

Leaders who record and publish information for and about our school community

Performing Arts Leaders

Leaders to assist with the management of performing arts or supporting the technical crew group

Sports Leaders

Students who lead in some way with teams of interest

Executive Committee

Head Students
14 Prefects
Secretary
Treasurer
Communications
House Captains
International Peer Support Leaders
Kaihautū o Mana Toroa

Senior Committee Members

Senior Learning
Environment
Culture Council
Sports
Wellbeing (Hauroa)
Arts
Mana Toroa

LEADERSHIP TIMELINE

Term 3

Week 9

Leadership Information given out to read, discuss and select

End of Term 3

Applications with Memorandum of Understanding due to Dean

Term 4

Week 2

Staff and student feedback deadline

4 & 5 December

Peer Support Training for all leaders; International Peer Support Training

9 December

All information collated and appointment decisions made

11 December

Morning tea for Kaimahi and Executive

2020 Term 1

21 - 22 Jan

Leadership Camp: Training for Executive and Senior House Leaders (*Kaimahi*)

27 Jan

International Students Orientation begins. International Peer Support will be given details of when they will be required this week during the training

28 Jan

All Year 13 for Whānau Class Leadership Training 10.00am - 12.00am
Peer Support Training 1.00- 3.00pm

29 Jan

All Year 13 students for pōwhiri and Whānau Class Leadership, 9.00am -12.00pm
BBQ lunch
Peer Support with Y9 Learning group, 1.00pm-3.00pm

30 Jan

Peer Support with Y9 Learning group, 9.00am- 12.30pm
Whole School Y9-Y13 Whānau Time 1.00pm-3.00pm

ROLE DESCRIPTIONS

House Captains (Kaiako)

Staff involved: Kaihautu

Lead the Senior House Leader Team

Lead the House assembly or coordinate with the Senior House Leader Team

Represent the House at school events

Attend weekly planning meetings with the Head of House

Fulfill the responsibilities required by the Senior House Leader Team (see below)

Senior House Leaders (Kaimahi)

Staff involved: Kaihautu

Be positive, set high standards and model the Riccarton Way values

Motivate and encourage students to participate in House events throughout the year

Assist with House assemblies and events

Show initiative and be able to work independently and as part of a team in order to generate new ideas and develop them

Willingly assist with the smooth running of the House on a day to day basis by regularly and reliably performing duties

It is likely that members of the Senior House Leader Team will also fulfill the role as a Peer Support Leader for Year 9 students within the House.

Whānau Leaders

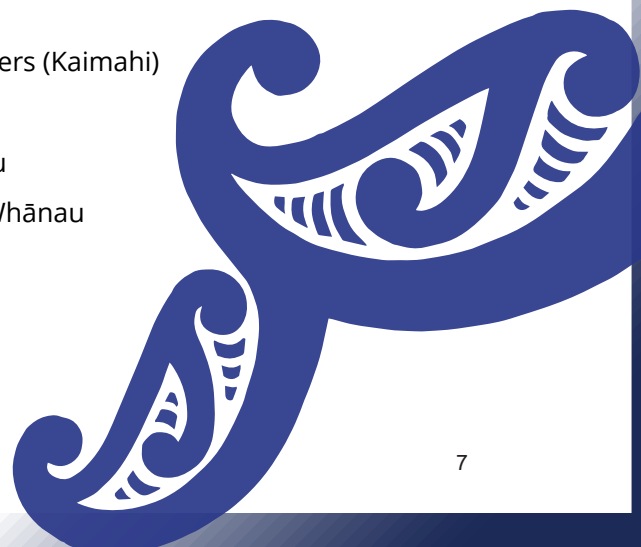
Staff involved: Whānau teacher and Kaihautu

Work alongside your Whānau teachers and Senior House leaders (Kaimahi)

Set and model high standards at all times

Promote the Riccarton Wairua in each student in your Whānau

Support and encourage participation in the students in your Whānau



CONT.



Peer Support Leaders

Staff involved: Student Leadership Coordinator, Kaitiaki

- Phone a few new entrants the day before they start to arrange a meeting place.
- Run the Year 9 Orientation Program over the first two days of the year.
- Set and model high standards at all times.
- Promote the Riccarton Wairua in each Year 9 student.
- Continue to remain connected with your class throughout the year.
- Be available for the Birch Hill programme.
- Know and promote junior leadership opportunities.
- Support students academically and socially and encourage their participation in school activities.
- Be aware of events on the Whānau page and school calendar to promote to the class.
- Assist the class representatives to present class ideas to the School Council.
- Set and model high standards at all times.

Duty Monitor

Staff involved: Ms Heald(Hd)

- Assist staff with duty for half of a lunchtime once a week in a Duty Roster.
- Collect the Duty Book, record observations of concern and return the Duty Book to the DP.
- Assist with supervision of students in the Hall at interval and lunchtime in wet weather if requested.
- Model the Riccarton way.

Mentors: Māori and Pasifika Mentors

Staff involved: Kaitiaki, 24/7 Youth Workers

- This role is only available to those who model high standards and are selected during the year to assist a fellow student in a tuakana tēina relationship.
- Attend mentor training and follow-up sessions.
- Encourage your tēina to get involved, know their opportunities and aim for personal excellence.

CONT.

International Peer Support Leaders

Staff involved: Ms Frances Couling, Cultural Diversity Coordinator

Work with the International Committee to assist international and newly arrived permanent resident students through regular meetings throughout the year.

Encourage each student to get involved, know their opportunities and aim for personal excellence.

Help with interpretation, hang out with students initially at interval and lunch.

Be aware of the various avenues of support available through the School's Pastoral Network.

Listen to and support students if they express concerns about school or personal issues.

Be aware of school calendar and local community events of interest to the students.

Set high standards to model the Riccarton Way.

Kohanga Ako Mentors- Elective

Staff involved: Kōhanga Ako

Year 13 students can join the Electives program or use study periods or lunch times to:

Assist students from Kōhanga Ako through weekly meetings throughout the year.

Provide specific support for the students as requested by the Staff.

Learning Tutors - Elective

Staff involved: Mrs Hemmingsen

Assist students in a class one period a week.

Liaise with the subject teacher for the specific support needed by the students in the class.

Be aware of the various avenues of support available through the School's Pastoral Network.

Listen to and support the students if they express concerns about academic, school or personal issues.

Encourage the students to aim for personal excellence.

Set high standards to model the Riccarton Way through good behaviour, dress and attitudes.

Sports Leaders

Staff involved: Mr. Gourlay

These leadership roles are integral in the success of Riccarton High School having a large number and variety of strong sports teams.

Leadership roles include managing a sports team, coaching and refereeing games.

CONT.



Communications Technology

Staff involved: Teacher in Charge of MAD

There are three leadership positions in communications. These leaders work with the MAD team to inform, promote and celebrate our school community.

Communications Director: Liaise with Executive, Principal's PA and Producer. Find and know the events/happenings in the school that need to be covered. Delegate to your team product creation.

Technical Manager: Responsible for the equipment, software and skills training of the team.

Strategic Manager: Work alongside Communications and Technical to monitor and action job progress, drive and website management.

Performing Arts Leaders

Staff involved: Ms. Plummer

These leadership positions involve supporting the performing arts through managing cultural events and assisting in the technical crew of sound, lighting and multi-media. Working alongside teachers who head the music, drama and dance departments to create events such as: Musical Extravaganza, Drama productions, Dance Recitals, Soiree

Senior Committee Members

Staff involved: Kaitiaki

This role is about improving our school and strengthening our Riccarton Way values. There are seven Prefect committees each consisting of up to 10 members.

Arts

Senior

Environment

Learning

Wellbeing- Hauroa

Sports

Cultural Council (This is a group of up to 25 students across year levels who represent our ethnic diversity)

Committee members meet once a week with their Prefect heads to discuss the needs of the school relevant to their committee. Solutions, ideas and events are then planned and actioned, making our school a better place.

EXECUTIVE COMMITTEE ROLE DESCRIPTIONS

Staff involved: Student Leadership Coordinator, Kaitiaki

Head Students

Lead with authority and loyalty.

Identify needs of the school community and lead the Prefect team to find and act on solutions.

Nurture the well-being of the prefects.

Head the Prefects Committee and work with the Committee Secretary, Finance Officer, and Communications to set each week's agenda, chair meetings and follow up decisions, ensure event protocols are followed.

Meet regularly with the Dean to consider your own needs and well-being.

Meet weekly with the Principal.

Be seen to be seen. E.g. attend Committee meetings and related events from time to time to provide praise and encouragement for the Prefects.

Meet occasionally with the Kaitiaki - House Captains to provide support, praise and encouragement.

Oversee Bulletin in assemblies.

Speak at school related public events.

Support the MC at Senior Prize Giving.

Act as ambassadors to promote Riccarton High School.

Mentor Chair of School Council and link Committee activities with School Council ideas.

Prefects

Lead with authority and loyalty.

Identify needs of the school community and lead your committee to find and act on solutions.

Head a committee or mentor a chair to work with the Committee Secretary to set each week's agenda, chair meetings and follow up decisions.

Nurture the well-being of their committee members through praise and encouragement.

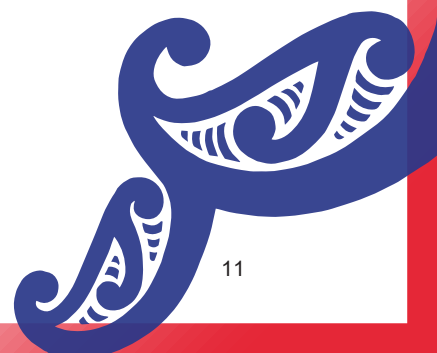
Attend the Executive Committee meeting each week and report committee matters.

Offer ideas and suggestions for the other prefects.

Give Committee notices at assemblies.

Set high standards for committee members to emulate the Riccarton Way through good behaviour, dress and attitude.

Duty Monitor at Canteen.



CONT.

Finance Officer

Attend Executive Committee meetings as non-voting member and process the finances
Prepare floats, process collected money and claims for refunds
Liaise between the Executive, the School's Executive Officer and the Y13 Dean
Provide financial reports for the committees at least fortnightly

Secretary

Attend Executive Committee meeting as a non-voting member to provide secretarial services
Oversee the google classroom
Put up the agenda prior to each meeting

Communications (Director of MAD)

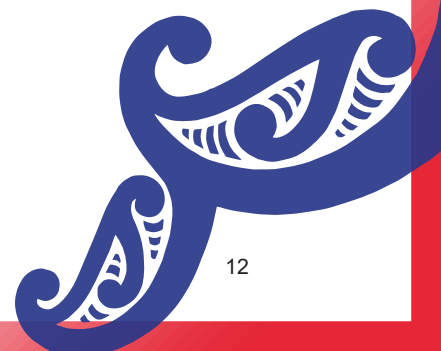
Liaise between the Executive Committee and MAD
Manage Technical Manager and Strategical Manager
Contribute ideas for promoting, informing and celebrating student leadership and service
Lead the MAD team/class

Kaihautū o Mana Toroa

Staff Involved: Whae Ripeka

1 or 2 students to lead Mana Toroa

This role or co-role is one of great leadership and mana where you will work with manaakitanga and aroha. This role requires leading weekly hui and the delegation of responsibilities to Mana Toroa



CONT.

Arts Committee

Staff Involved: TBC

Promote and celebrate the Arts in our school environment and community

- Regularly highlight and praise artistic successes and achievements.
- Promote all the various Visual Art, Performing Arts and Cultural Art groups. For example, Kapa Haka, Pasifika and Korean Cultural Group.
- Plan and implement events and projects with a creative focus.
- Design spaces or structures to appreciate the arts.
- Provide details of any financial transactions to the Finance Officers.

Senior Committee

Staff Involved: TBC

- Organise events for Y13. For example: the Senior Formal, Leavers' Book and Leavers' Dinner, Leavers' Gift and Clothing Item, Leavers Assembly.
- Liaise with the outside entertainment and special resource providers for the events.
- Manage the large budget and provide clear detail for the Finance Officers to report accounts
- Appoint Publicity Officers:
 - to gather and process pictures and records of the "Class of 2018" for use in the Formal, Leavers' Magazine, Leavers' Dinner and final assembly.
 - to design tickets, programs, menus, Graduation Certificates, etc.
- Generally assist the Prefects and Committees.

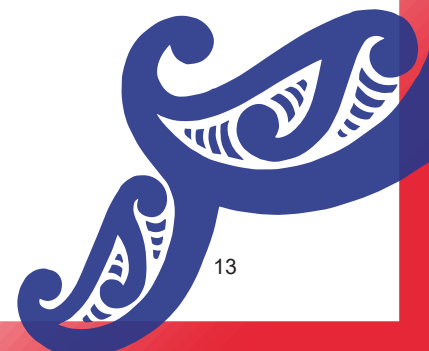
Culture Council

Staff Involved: TBC

Promote and celebrate the Riccarton Wairua across the School Community.

Chair the Cultural Council (new for 2019)

- To promote biculturalism, cultural diversity and inclusiveness.
- To promote the School's values of Commitment, Honesty, Respect and Excellence.
- To promote the value of servanthood, 'enter to learn, learn to serve'.
- To recognise and celebrate the cultural diversity of the school. E.g. Language Weeks, Manu Korero, significant national and international events.
- Co-Lead Matariki with lead te reo and Kapahaka students.
- Provide details of any financial transactions to the Finance Officers.



CONT.

Environment Committee

Staff Involved: TBC

Creating an attitude of care for our environment at a local, national and international level

- Develop projects that promote respect for our school and local environment.
- Create spaces in our school that promote environmental values and unity.
- Facilitating the Recycling and Composting Programs.
- Supporting the "Care For The Environment" Tikanga.
- Promoting Arbor Day, Conservation Week, Earth Hour and other events through the year.
- Lead Daffodil Day.
- Collaborate and share solutions with the global community.
- Provide details of any financial transactions to the Finance Officers.

Wellbeing (Hauroa) Committee

Staff Involved: TBC

Promote Youth Awareness and Wellbeing, social events and lunchtime activities for the school student community

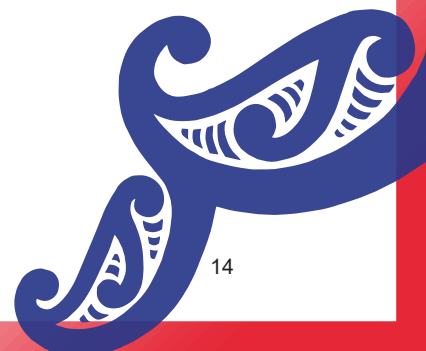
- Coordinate SADD, Anti Bullying, Drugs and Alcohol Awareness, World Vision 40 Hour Famine.
- Liaise with the student Wellbeing Committee.
- Organize two school socials a year.
- Organize an activity for the Kaikorai sports exchange.
- Provide details of any financial transactions to the Finance Officers.

Sports Committee

Staff Involved: TBC

Promote Youth Awareness and Wellbeing, social events and lunchtime activities for the school student community

- Coordinate SADD, Anti Bullying, Drugs and Alcohol Awareness, World Vision 40 Hour Famine.
- Liaise with the student Wellbeing Committee.
- Organize two school socials a year.
- Organize an activity for the Kaikorai sports exchange.
- Provide details of any financial transactions to the Finance Officers.
- Manage and produce content for the sports Instagram with MAD



CONT.

Learning Committee

Staff Involved: TBC

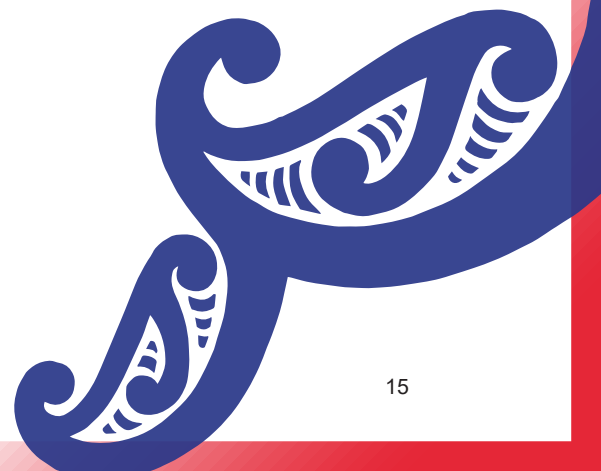
A committee that makes learning experiences accessible to everyone and facilitates more student involvement in the learning process and opportunities.

- Promote learning opportunities beyond the classroom and seek improvements for teaching and learning in the classroom.
- Seek ideas and technologies to improve teaching and learning
- Facilitate extracurricular learning experiences such as competitions, trips, and events.
- Promote extra learning opportunities available at school e.g Run the tutorial summary page by contacting H.O.D's and collating the various tutorial times.
- Run a quiz evening/ lunchtime event.
- Educate Year 11's about NCEA with help from your committee.
- Provide details of any financial transactions to the Finance Officers.

Mana Toroa

Staff involved: Whaea Ripeka

Students who have passion and vision for raising awareness, success and mana for Te Ao Māori, Māori ākonga and whānau. Organising and running whānau and student hui as well as creating opportunities for whānautanga at Te Kura Tuarua o Pūtatingamotu.



SUMMARY OF POSITIONS OF INTEREST

Peer Support Leaders			House Captain (Kaiako)
Senior House Captain (Kaimahi)			Duty Monitor
Head Students			Prefect
Finance Officer			Prefects Committee Secretary
Communications - MAD			International Peer Support
Mentors			Kohanga Ako Mentor - Elective
Learning Tutor - Elective			Whānau Leaders - All of Year 13
Kaihautū o Mana Toroa			



APPLICATION FORM

FIRST NAME

LAST NAME

Which roles interest you the most?

List three leadership roles you are interested in. For each one, write a short note commenting on why you are interested in the position and what qualities you think you could bring to the position. *Continue on an attached sheet if needed.*

1. _____

2. _____

3. _____

List any responsibilities, activities or leadership-related experiences you have been a part of while at RHS, or other secondary schools you have attended.

Attach another sheet, if needed.

List any responsibilities, activities or leadership-related experiences you have been involved in outside of school. *Continue on an attached sheet, if needed.*

If you do not get the role/s that you most want, what strategies will you use to help you accept this? *Continue on an attached sheet, if needed.*

APPLICANT'S SIGNATURE

DATE

MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding covers the things that Riccarton High School requires of me, as a role model of the Riccarton Way.

I will need to meet the following standards:

- Appropriate behaviour
- Positive use of social media
- Correct uniform
- Take five subjects
- Responsibility for learning by
 - Completing all work to the best of my ability
 - Attending all classes
 - Catching up on missed work
 - Organising myself
 - Maintaining a grade point average of 3 or above on the Fortnightly Report

In addition, as a leader, I will need to:

- Give service - a minimum of one hour a week
- Accept responsibility and assist organisation
- Be a good team member - not self-promoting

I accept that my commitment to my subject work comes first and should not suffer as a result of my leadership role or any other commitment I have to a group or activity. I will talk to my Dean or Staff member associated with my leadership area who can help me keep on track.

I understand that there are a limited number of positions and I will support and respect those who gain those positions.

Having read and researched all that is involved in a leadership role I have applied for, I am happy to sign that I can deliver what is required of me in balance with all the other commitments I have while at Riccarton High School.

NAME

SIGNATURE

DATE