



# St John's Preparatory School

**U11 Leadership Programme**

**Candidate Learner's Handbook**

**Name:** \_\_\_\_\_

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# St John's Preparatory School Leadership Programme

## Preamble

There is often the assumption that people are natural leaders and that given the task of being a leader in a certain setting, they will be able to lead. Leadership, however, is complex and requires a multi-skills framework to draw from, to be able to respond appropriately in given situations. Skills such as problem solving, the ability to communicate effectively, negotiating, dealing with conflict and building trust amongst peers are all essential leadership skills. Authentic leadership is not about authority but more about sharing common values and team work.

The leadership programme at St John's Preparatory School acknowledges the complex role of leadership. Inasmuch as every pupil is unique, some boys do have innate leadership potential. However, for many, leadership is not natural and for this reason, each boy is afforded the opportunity to learn valuable leadership skills.

The leadership programme will therefore:

- Provide opportunities for boys to develop leadership skills, within the context of the broader school community.
- Provide positive feedback to help boys continually improve and develop their leadership skills.
- Develop self-esteem and confidence. All boys will be given the opportunity to participate in the Leadership Programme, but certain minimum criteria are expected from all candidates.

## Minimum criteria for completion of the programme

St John's expects an excellent standard of conduct and manners at all times from each potential Candidate Leader.

Boys must:

- Be diligent and display a good attitude towards their work.
- Be involved in at least one sport and one cultural activity per term.
- Complete a minimum of six hours of meaningful and productive community service per year.
- Be fully involved in House enrichment projects.
- Complete portfolios and weekly duties satisfactorily.

## **Leadership Pledge At St John's Preparatory School**

As a Candidate Leader at St John's Preparatory School, I support and agree with the following principles of leadership:

1. Leadership is about being accountable for my actions.
2. Everyone has the potential to lead, given the opportunity.
3. Leadership is most effective when people work together as a team.
4. Leadership is not a separate entity, and is an integral part of daily life at St John's Preparatory School.
5. Leaders inspire and motivate others through their positive actions, not by their title or position.
6. Above all, leaders are there to serve the community. It is unacceptable for a leader to abuse the trust that he is given by misusing his leadership in any way. Such candidates will be removed from the programme.

Signature:

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Parent / Legal Guardian's signature:

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## **Structure of the Programme**

All boys start out as Candidate Leaders and will be given a House badge to acknowledge this position.

The Leadership Programme will be managed through the House system. Candidates will be supervised by their House Master or House Mistress and their tutor, and they will report to them on all matters pertaining to the leadership programme.

Candidates may apply for one or a maximum of two portfolios per term and will need to fulfil a minimum of three portfolios per year. A curriculum vitae needs to be submitted by each candidate, motivating his chosen portfolios. The House Master or House Mistress and staff will be involved in the selection of candidates for each portfolio.

Candidates will also be required to fulfil weekly duties on rotation when their House is on duty. An accurate record must be kept by each candidate for each leadership activity that he is involved in.

## **Progress and Recognition**

A Leadership Certificate will be presented to a Candidate Leader who has successfully fulfilled the minimum criteria of the leadership programme. This will be done after a formal appraisal of each candidate by the House Master or House Mistress together with the staff. This will be decided at the end of the first term.

A Candidate who does not attain his certificate at the end of the first term will be given the opportunity to achieve it during the next two terms. Feedback and support from his House Master or House Mistress and staff will be provided to help him meet the requirements of the programme.

A Candidate Leader who completes his duties and portfolios successfully may be awarded a leadership badge during the Trinity or Michaelmas term, at the discretion of his House Master or House Mistress and the staff.

Leadership colours may be awarded to a Candidate Leader who exceeds the expectations and criteria of the programme, at the discretion of his House Master or House Mistress and the staff.

## My Participation

## Easter Term

Sport	
Cultural activity	
Duties completed	
Portfolios            1. 2.	
Community Service (6 hours per year)	

## My Participation

## Trinity Term

Sport	
Cultural activity	
Duties completed	
Portfolios            1. 2.	
Community Service (6 hours per year)	

## My Participation

## Michaelmas Term

Sport	
Cultural activity	
Duties completed	
Portfolios            1. 2.	
Community Service (6 hours per year)	

## Portfolios

House Notice Board	UIII House T-Shirt (Easter Term only)
House Website	Library Monitor
House Sports Organiser	Computer Room Monitor
House Spirit and Morale	Community Service
Public Relations	Classroom Monitor
Head Server	Art Room Monitor
Rock Climbing Monitor	First Aid
Chapel / Assembly Monitors	

Boys may also apply for some other portfolio of their choice, provided it is approved by all staff.

Most portfolios are a termly appointment. Candidates may re-apply for the same portfolio providing they complete three different portfolios during the course of the year.

Certain portfolios, such as First Aid and Climbing, require training and therefore will be a yearly appointment.

## Portfolio Requirements

### 1. House Notice Board

This portfolio involves looking after the notice board; making sure it displays relevant information and looks attractive at all times. Candidates may bring a sense of humour and fun (photographs, weekly jokes, etc.) and creativity to the board. All old notices must be removed and information kept up to date.

Information would include outstanding achievements (sport, cultural and academic) from boys in the House, birthdays of the week, forthcoming events and matters of interest.

### 2. House Website

This portfolio involves the creation of a House page on the Intranet. This page would need to be updated regularly, and the candidate would need to work closely with the notice board monitor to obtain relevant information. Information would include

House competition results, birthdays, pictures of boys in action, forthcoming events and matters of interest.

All information needs to be approved by Mr Lees before it is posted on the website.

### **3. Inter-House Sport Organiser**

This portfolio requires Candidates to identify at the beginning of the term what sports events are planned. Teams need to be organised well in advance of activities and lists should be posted neatly on the notice board.

All boys must be given an opportunity to represent their House, if they play that particular sport.

Candidates need to be available to run and control teams on the day of the activity and may be required to referee and control activities such as soccer and hockey.

Candidates are required to work closely with Mr Odgers.

### **4. House Spirit and Morale**

This portfolio involves being responsible for boosting and establishing a sense of House spirit and fun by organising a variety of events and activities, for example implementing new war cries, a House dash around the school, a pizza or hotdog eating competition, a House Sports Day (e.g. mixed soccer), a House braai or a raffle or a competition.

### **5. UIII House T-Shirt (Easter Term only)**

This portfolio involves creating a design for a House T-Shirt and arranging for the printing and sale of the T-Shirt.

Candidates need to finalise how many shirts are needed and what sizes are required. At least two quotes from manufacturers need to be obtained. The design and quotes must be approved by the House Master or House Mistress.

Candidates are responsible for collecting money and arranging for the payment and distribution of the shirts.

### **6. Library Monitor**

This portfolio falls under the jurisdiction of Mrs Sulter. Boys from all four Houses will serve as monitors when their House is on duty.

### **7. Computer Room Monitor**

This portfolio falls under the jurisdiction of Mr Mulenga. Boys from all four Houses can apply.

## **8. First Aid**

This is a school portfolio and boys who choose First Aid will undergo appropriate training.

### **8.1 Team Leader**

The Team Leader must supervise the team of first aiders during the term. He must arrange training sessions that all the first aiders can attend, draw up rosters to give each team member a chance to do first aid at sporting events, and make sure that the Equipment Manager and Training Manager are performing their jobs.

### **8.2 Equipment Manager**

The Equipment Manager is responsible for keeping the first aid kits and supplies up to date and ready for action. He must put together inventories for each kit, and keep the kits and other first aid equipment properly stocked and stored.

### **8.3 Team Members**

Team Members are responsible for performing first aid duties at various sporting events (mainly rugby and hockey). Training sessions must be attended and practice drills must be carried out.

## **9. Community Service**

Candidates who choose this portfolio will have the task of organising one community outreach project per term. This project must involve fellow leaders in the House.

Candidates need to research and plan an outreach project and present it to their fellow leaders and to their House Master or House Mistress.

The portfolio involves co-ordinating all collections and activities needed for the project.

All Candidate Leaders must complete six hours of meaningful and productive community service by the end of the year.

## **10. Public Relations**

This is a school portfolio and operates on a yearly basis. Boys will be trained and will then undertake duties such as:

- Escorting guests at functions
- Showing prospective parents around the school
- Helping at events such as sports days, prize giving, school plays, etc.
- Generally promoting a positive image.

This portfolio falls under the jurisdiction of Mr Lees.

**11. Classroom Monitor**

This is a school portfolio and will operate on a termly basis. Duties involve opening and locking classrooms (with the permission of the Class Teacher); controlling and organising the relevant class at line-up and during assemblies and chapel; ensuring that the boys are neatly dressed and that their uniform is worn correctly; and making sure the classroom is neat.

Candidates will be required to work closely with the Class Teacher for this portfolio.

**12. Head Server**

This portfolio will rotate termly. Duties fall under the jurisdiction of the Chaplain.

**13. Art Room Monitor**

This portfolio falls under the jurisdiction of Mrs Simmonds.

**14. Rock Climbing**

This portfolio lasts for the duration of the year under the jurisdiction of Mr Nicolson.

**14.1 Rock Climbing Equipment Manager**

The Rock Climbing Equipment Manager is responsible for the Adventure Club's climbing equipment. He must pack equipment prior to a climbing trip, check it and put it away afterwards and keep accurate records of any important events in the lifespan of each piece of equipment, e.g. falls held on rope, etc. The equipment log must be kept up to date.

**14.2 Rock Climbing Safety Officer**

The Rock Climbing Safety Officer must take responsibility for ensuring the safety of climbers at the club rock climbing sessions. He should ensure that proper procedures are followed, and that each climber and belayer is checked before starting any climb. He should not have other responsibilities to fulfil during this time and may not climb himself while he is on duty, unless he arranges a suitably qualified replacement to cover for him.

**15. Chapel and Assembly Monitor**

This portfolio requires the arranging of chapel prayers and readers, the running of House assemblies (including the Bible readings and the story); the reading of sports results at assembly and Bible readings at school assembly.

# House Duty Requirements

- 1. Mentorship**
  - Meet with your UI buddy on a weekly basis and provide support and encouragement where needed.
  - Be helpful and supportive throughout the year in all the areas of his school life (sport, school work and general day to day involvement).
  - Attend the odd sports match or cultural activity in which he takes part.
  
- 2. Corridor**
  - Patrol designated areas during break and before school.
  - Look out for boys out of bounds (e.g. in classrooms without teachers).
  - Collect any lost property left lying around.
  
- 3. Locker Rooms**
  - Ensure that the locker rooms are kept tidy.
  - Collect lost property.
  - Report any damage to lockers.
  - Assist with issuing of spare keys, etc. for lockers.
  
- 4. Field**
  - Assist the teacher on duty to monitor the play area.
  - Help with the picking up of litter once break is over.
  - Help the teacher on duty to get boys back to class on time.
  - Remind boys to tidy their uniforms before leaving the field.
  - Collect any lost property from the field.
  
- 5. Tuckshop**
  - Ensure boys queue correctly.
  - Monitor behaviour and manners of the boys at the tuckshop.
  - Watch for litter.
  
- 6. Traffic**
  - Monitor boys walking to and from the tuckshop.
  - Remind them to walk on the side walks and not in the road.
  - Watch for littering.
  
- 7. House Flag**
  - Collect and raise the House flag each morning.
  - Take down the House flag at the end of the day.

**8. Chapel Route**

- Line chapel routes as required.
- Monitor behaviour and dress code of the boys.
- Assist the Class Teacher in keeping lines moving quietly in single file.

**9. Kit Room Monitor**

- Boys to help Mr Odgers with general activities.









# Duty List

Fill in the dates of each duty once completed.

<b>Duty House:</b>					<b>Term:</b>
<b>Duties Fulfilled:</b>	<b>Week Ending:</b>	<b>Week Ending:</b>	<b>Week Ending:</b>	<b>Week Ending:</b>	<b>Week Ending:</b>
	<b>Date Completed</b>				
Mentorship					
Corridor					
Locker Rooms					
Field					
Tuckshop					
Traffic					
House Flag					
Chapel Route					
Kit Room Monitor					

<b>Duty House:</b>					<b>Term:</b>
<b>Duties Fulfilled:</b>	<b>Week Ending:</b>	<b>Week Ending:</b>	<b>Week Ending:</b>	<b>Week Ending:</b>	<b>Week Ending:</b>
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	<b>Date Completed</b>				
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