

LEADERSHIP ROLES



FOLDER MANAGER is responsible for the team folder.

- collect folder from teacher desk at the start of tutor time
- ensure all relevant material is in the folder
- Keep the folder well organised, clean and tidy,
- Manage your team mates creativity to decorate and enhance the folder
- Return folder to tutor's desk at the end of tutor time

REPORTER is the main link with the tutor for reporting team's activities.

- As soon as the roll is called by the recorder you go to the tutor and tell him/her who is absent
- Deliver verbal reports to tutor and to other teams in the class as required



READER reads all relevant information out to the team.

- Read the daily tasks
- Read any notice that is being given to students
- Read instructions from teacher
- Read any data which the team are working on.

TURN-TAKER ensures every team member contributes and that there are no hangers on.

- Make sure everyone gets the opportunity to speak
- Make sure every team member fulfils her responsibility to contribute (even if it is only to say I agree with).
- Implement the rule "nobody speaks twice unless everyone has spoken once".

TEAM SKILLS

T CHARTS

LISTENING

LOOKS LIKE

SOUNDS LIKE

ENCOURAGING

LOOKS LIKE

SOUNDS LIKE

TEAM SKILLS

T CHARTS

CONSENSUS BUILDING

LOOKS LIKE

SOUNDS LIKE

DISAGREEING WITH THE POINT, NOT WITH THE PERSON

LOOKS LIKE

SOUNDS LIKE