



October 2024

## **Assistant Principal – Junior School and NE Kaiarahi/Team Leader – 4 Units** (3 to lead the Junior Syndicate and 1 to lead the New Entrant team)

Thank you for your interest in applying for the Assistant Principal - Junior School position at Mairehau Primary School. Our previous AP, is now stepping away from teaching which is now providing this desirable opportunity. There are three significant aspects to this position:

- to lead and oversee the junior syndicate of 8-9 classes of NE to Year 4 tamariki
- to be the kaiarahi/team leader of the New Entrant team
- to be an active member of the Senior Leadership team supporting the Tumuaki/Principal, Deputy Principal and the second Assistant Principal.

This will include ensuring curriculum expectations are met, encouraging quality teaching and learning practice with collaborative teaching using the *assess, design and teach with intent* model and oversee pupil welfare including behaviour management.

Following is a copy of the job description for the AP position, the NE Team Leader position, a generic teacher's job description and a person specification. **Addressing the specific aspects of the Job Description below is expected.**

### **Time Frame** *(these are our intended guide and may vary slightly)*

October 15	Position advertised in the on-line Education Gazette
October 30	Applications close at 4pm
November 4	Short List compiled (successful people contacted)
November 4 – 8	Referees contacted
Friday, November 8	Interviews
28 Jan 2025	Starting date for successful applicants

### **PLEASE USE THESE HEADINGS WHEN APPLYING FOR THIS POSITION.**

#### **1. Position applied for – Assistant Principal - Junior School**

#### **2. Personal Details**

Name  
Address  
Contact telephone number  
Email address  
Gender Male/Female (for EEO purposes only)  
Ethnic Identification NZ Māori / NZ European / Other (for EEO purposes only)

#### **3. Registration**

Attach evidence of current teacher registration and practising certificate.

#### **4. Previous leadership experience and teaching experience**

Position	School	Classes taught	Dates
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#### **5. Non-paid experience**

**6. Suitability for position**

Please refer to job descriptions, position descriptions and person specification.

**7. Include your CV and Cover Letter**

**8. Referees and Authority**

Provide the names and contact numbers of two education related referees (please state their connection with you). Please sign the attached authority giving Mairehau Primary School the authority to contact these referees and other appropriate contacts (*Privacy Act 1993 requirements*).

**9. Conviction against the law**

Please complete the attached form to indicate if you have or haven't been convicted of any offences against the law other than minor traffic offences. If YES, give details.

**10. Confirmation**

Please sign your application form to verify that the information is correct and that you understand it may be verified.

11. Only electronic applications will be accepted. Email to John Bangma, Principal/Tumuaki, [principal@mairehau.net](mailto:principal@mairehau.net)

No application received after 4pm on Wednesday **30 October** 2024 will be considered.

**School Description:**

Mairehau Primary School is a full primary school with a current roll of just under 400 pupils, all in learning hubs with collaborative teaching teams. The school is well resourced. 2020/22 saw significant construction with 2 new learning hubs for 8 teachers each with a new administration area in one and a new library in the other. The 6 remaining classrooms have all been gutted and refurbished to be collaborative spaces. The hall has been significantly modified as it was used as a learning hub for decanting classes during our rebuild. Extensive landscaping has also been completed. Exciting times where the school facilities are now actually reflective of current teaching practice. The school has had an enrolment zone since 2004 with growing demand for any limited out-of-zone places.

**Vision:** To inspire our children to achieve excellence.

**Mission Statement:** We believe in a school community where we are respectful to self, others and the environment, which will enable us to aspire, achieve and strive towards infinite possibilities....

**Values:** Respect ◇ Believe ◇ Aspire ◇ Achieve  
Whaikoha ◇ Whakaponu ◇ Wawata ◇ Angitu

## **Job Description - we are looking for:** (you must address these)

### **Confidence and experience in:**

- Better Start to Literacy / Structured Literacy / Science of Reading
- New Entrant teaching
- Engaging actively with parents and the wider community, building strong partnerships to support student learning and well-being.
- Te Ao Māori - te reo and tikanga
- Trauma Informed Practice

### **Strengths in:**

- collaborative teaching
- mathematics
- playing a musical instrument
- responsibility for specific areas – to be negotiated depending on interests, ability and experience.

## **Person Specification:**

Major qualities should be:

- an enthusiasm for teaching
- a concern for children that places them at the centre of school policies and practices
- an openness to listening to tamariki voice that recognises it is their learning and their future
- a willingness to accept changes to reflect best practice for our children
- an ability to communicate well with parents and the community
- a warmth towards children that develops an acceptance of difference - cultural, physical, social, religious and intellectual
- a willingness to work towards positive methods of support for pupils
- an ability to work in a co-operative and communicative manner with other staff
- a preparedness to keep up-to-date with education developments and to have a positive attitude to one's own professional development
- a willingness to participate in a teacher appraisal system
- an ability to work within a collaborative team teaching situation
- a flexible approach
- a sense of humour

# Position Description

## – Assistant Principal of the Junior Syndicate

**Date:** October 2024

**Reporting to:** The Principal

**Agreement:** Primary Teacher's Collective Agreement

**Area:** Junior Syndicate

**Leadership Units:** 3 Permanent Units

### Job purpose:

The primary purpose of this position is to provide high quality leadership and systems management to support the teachers of the Junior Syndicate to meet the diverse and ever changing needs of the school. You are encouraged and supported to build strong relationships with the Principal and other members of the leadership team and all other staff in the school as well as tamariki, whānau and members of the wider school community. It is important for you to recognise yourself as a role model for our MPS community.

### Being responsible for good practice

- Effectively lead the syndicate knowing all tamariki, whānau and teachers
- Promote a collaborative culture within your syndicate
- Oversee the pastoral care of all the tamariki in the syndicate
- When appropriate guide and support the teachers in your team to make referrals to other agencies (in conversation with the Deputy Principal)
- When appropriate guide and support the teachers in your team with challenging conversations
- Support the teachers in adhering to the consistent delivery of PB4L/Huakina Mai practice across the syndicate
- Ensure valid data is analysed, discussed and drives future teaching and learning programmes within your syndicate
- Ensure planning and documentation are in line with the development plan and the MPS curriculum
- Ensure realistic yet challenging Annual Targets are set at the beginning of the year. These are consistently reflected upon and documented in the Google Doc for the BOT
- Support the Team Leaders in your syndicate
- Support the Deputy Principal and Principal
- Be an active and supportive member of the Senior and Wider Leadership Team
- Facilitate syndicate meetings
- Plan, organise and implement shared experiences for your team
- Stay up to date with current education trends and professional development

### Being part of the leadership team

- Support the Principal in his/her role of leading learning in a 21<sup>st</sup> century school
- Participate and support the Principal / Deputy Principal in leadership team meetings and other professional development opportunities
- Uphold and build on the beliefs, values and strategic direction of our school
- Participate in leadership team planning days
- Contribute positively to the leadership team

## **Whole School Administration Support**

- Participate and support leadership initiatives
- Provide positive and supportive contributions to the leadership team to further enhance the school
- Ensure all syndicate records are filed in the appropriate place eg: Google Docs, eTap, PaCT
- Maintain the communication between Deputy Principal, Principal and your syndicate
- Be a positive and professional role model

## **Person Specifications, skills and qualifications:**

- Ensure professional learning conversations happen regularly
- Ensure coaching and mentoring opportunities are provided
- Provide guidance to ensure new team members are welcomed
- Monitor the Special Needs and Abilities of children in the syndicate in liaison with the Deputy Principal
- Analyse school wide data with the Leadership team
- File syndicate documentation clearly on Google Docs
- Report to the BOT as required
- Monitor and effectively manage the syndicate budget
- Ensure 'Celebration of Learning' assemblies are occurring regularly including the end of year events
- Where applicable, assist with job applications and interviews
- Ensure relevant transition programmes are occurring
- Co-operatively write the Junior School End of Year Report

# Position Description

## Kaiarahi (Team Leader) – NE/Year 1

**Date:** October 2024

**Reporting to:** The Principal

**Agreement:** Primary Teacher's Collective Agreement

**Area:** New Entrant/Year 1

**Leadership Unit:** 1 permanent

### Job purpose:

The primary purpose of this position is to provide high quality leadership and systems management to support the teachers of the Reception/New Entrant/Year 1 team to meet the diverse and ever changing needs of the school. You are encouraged and supported to build strong relationships with the Principal and other members of the leadership team and all other staff in the school as well as tamariki, whānau and members of the wider school community. It is important for you to recognise yourself as a role model for our MPS community.

### Being responsible for good practice

- Create/renew an effective shared team agreement that is a living document
- Effectively lead the team knowing all tamariki, whānau and teachers
- Ensure all members are active participants and a voice for their respective team
- Promote a collaborative culture within your team
- Ensure valid data is analysed, discussed and drives future teaching and learning programmes within your team
- When appropriate guide and support the teachers in your team to make referrals to other agencies (in conversation with the Deputy Principal)
- Ensure that current pedagogy and research is clearly reflected in all aspects of this team including teaching and learning
- When appropriate guide and support the teachers in your team with challenging conversations
- Support the teachers in adhering to the consistent delivery of PB4L/Huakina Mai practice across the team
- Support the Syndicate Leader and Senior Leadership team
  - Be an active member of the school Leadership Team
- Lead purposeful and productive meetings/CRT that are goal driven. Including: a clear agenda (shared with DP/ APs in advance) focused on pastoral care, data analysis, planning, observations, assessment, IEPs, annual target, attendance..... and not on administration.
- Ensure planning and documentation are in line with the development plan and the MPS curriculum
- Be an active and supportive member of the Wider Leadership Team
- Plan, organise and implement shared experiences for your team
- Ensure realistic yet challenging Annual Targets are set at the beginning of the year. These are consistently reflected upon and documented in the Google Doc for the BOT
- Seek clarification if unsure of something

### Specific tasks to be overseen by the kaiarahi

- Liaise with local pre-schools as appropriate
- Ensure all School Entry Assessments (SEA) and subsequent data is analysed, discussed and is used to drive future teaching and learning programmes
- Ensure transition programmes as required are clearly established, (including those between Pre-school and NE/Yr 1 environment and those providing interactions with the Yr 1/2 team)
- Oversee the implementation and monitoring of relevant support programmes
- Ensure relevant outside programmes are covered eg: Keeping Ourselves Safe...
- Maintain adequate resources for team by liaising with Syndicate Leader
- Ensure there is a relevant home learning programme.

### **Whole School Administration Support**

- Participate and support leadership initiatives
- Provide positive and supportive contributions to the leadership team to further enhance the school
- Ensure all team records are filed in the appropriate place eg: Google Docs, eTap, PaCT
- Maintain the communication between Assistant Principal, Deputy Principal, Principal and your team

# Position Description – Classroom Teacher - Scale A

**Date:** October 2024

**Reporting to:** The Principal through Assistant Principal

**Agreement:** Primary Teacher’s Collective Agreement or Individual Employment Agreement

**Area:** Classroom Teacher

## **Job purpose:**

The primary purpose of this position is to provide high quality teaching and learning programmes to meet the diverse and ever changing needs of the classroom. You are encouraged and supported to build strong relationships with the Principal and other members of the leadership team and all other staff in the school as well as tamariki, whānau and members of the wider school community. It is important for you to recognise yourself as a role model for our MPS community.

## **Being responsible for good practice**

- Effectively facilitate teaching and learning in collaborative spaces
- Ensure valid data is analysed, discussed and drives future teaching and learning programmes
- Ensure planning and documentation are in line with the development plan and the MPS curriculum
- Ensuring the practice of PB4L/Huakina Mai are adhered to consistently
- Where appropriate develop programmes for at risk tamariki in collaboration with Kaiarahi
- When appropriate make referrals to other agencies with guidance from the Deputy Principal
- Be an active and supportive member of allocated teams
- Support the Syndicate Leader

## **Person Specification, skills and qualifications for Scale A teacher**

- Be open, warm, and flexible in dealing with colleagues, tamariki and the community
- Be a team player and demonstrate inclusiveness and respect to all members of the MPS community
- Have an understanding and commitment to evidence based practice
- Co-operatively work in the planning team to use data to drive effective teaching & learning
- Be willing to share and contribute at all levels of the school
- Participate positively in professional learning conversations and other professional development opportunities

## **Whole School Administration Support**

- Participate in Planning Team, Syndicate and wider school professional development
- Provide positive and supportive contributions to the team to further enhance the school
- Ensure all relevant records are up to date and accurate eg: eTap, PaCT
- Complete designated jobs and responsibilities



## **Standards for the Teaching Profession:**

**Te Tiriti o Waitangi partnership:** Demonstrate commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand.

**Professional learning:** Use inquiry, collaborative problem solving and professional learning to improve professional capability to impact on the learning and achievement of all learners.

**Professional relationships:** Establish and maintain professional relationships and behaviours focused on the learning and wellbeing of each learner.

**Learning-focused culture:** Develop a culture that is focused on learning, and is characterised by respect, inclusion, empathy, collaboration and safety.

**Design for learning:** Design learning based on curriculum and pedagogical knowledge, assessment information and an understanding of each learner's strengths, interests, needs, identities, languages and cultures.

**Teaching:** Teach and respond to learners in a knowledgeable and adaptive way to progress their learning at an appropriate depth and pace.

## **The Code of Professional Responsibility:**

1. Commitment to the Teaching Profession *I will maintain public trust and confidence in the teaching profession.*
2. Commitment to Learners *I will work in the best interests of learners.*
3. Commitment to Families and Whānau *I will respect the vital role my learners' families and whānau play in supporting their children's learning.*
4. Commitment to Society *I will respect my trusted role in society and the influence I have in shaping the future.*

J John Bangma  
**Tumuaki/Principal**

**Offences Against the Law**

Have you ever been convicted of an offence against the law apart from minor traffic offences or otherwise know of any reason why you should not be employed in the school environment?

YES/NO

If yes, please supply relevant details:

**Declaration**

- I grant authority to the Mairehau Primary School or its agents under the provisions of the Privacy Act (1993) to contact any present or past employers and/or professional colleagues in addition to the named referees.
- I agree to the Mairehau Primary School or its agents under the provisions of the Privacy Act (1993) obtaining any information held on me by the Teacher Registration Board.
- All information supplied with this application is true and correct and can be verified.
- I state that I have only taught under the name on this application form. If this is not the case I have written below other names I have taught under.

Other names I have taught under (if applicable) \_\_\_\_\_

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_