

Monday 30 August 2010

Thank you for your expression of interest in the advertised Deputy Principal's position at our School.

The following pages are included in this download.

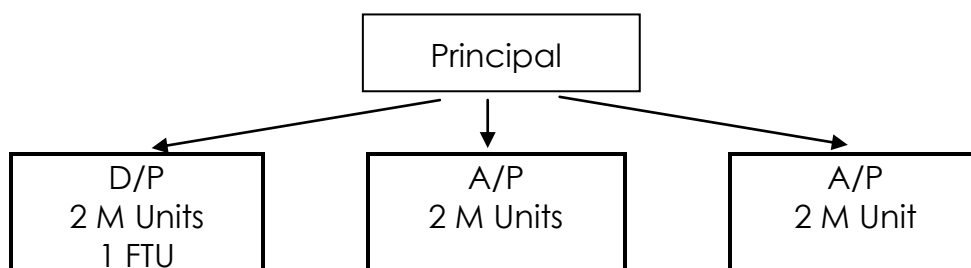
1. Letter of explanation
2. Detailed job description
3. Our current Strategic Plan
4. Application form

This vacancy has arisen due to the promotion of our Deputy Principal. This position officially commences from the beginning of Term One 2011, which in our case is Monday 31 January 2011.

I have begun advertising this position both locally (Timaru Herald) and nationally in the New Zealand Education Gazette. Applications are due by Friday 17 September and during the October holidays applicants will be shortlisted and referees reports will sent out for these candidates.

We are seeking applicants from a leadership background built on the foundation of sound teaching and learning practice. Currently the DP has a teaching component of 0.30 and 0.7 management. This will need to be restructured for 2011 based upon staffing entitlement that we will receive during the September holidays. At this point in time I envisage there will be a greater teaching component in 2011, either in the senior or middle part of our school. The DP position will carry two permanent units with an additional fixed term unit. The FTU is based upon the needs analysis process which is undertaken towards the middle of Term Four.

Our School's management structure is as follows..



When applying for this position please...

1. Send in your latest up to date Curriculum Vitae with a self addressed return envelope
2. In your covering letter please support your application by including supporting statements on the following leadership aspects...
 - Professional Leadership
 - Policy and Programme Management
 - Staff Management
 - Relationship Management
 - Financial Management
 - Additional responses to key tasks associated to this position
 - Your teaching strengths
3. Please also complete the application form which will allow our Board of Trustees to access information about you from your nominated referees.

Our School can offer the successful applicant a comfortable three bedroom house for rental. This house is owned by the Board of Trustees and is adjacent to our School.

I look forward to your application which is due by 5.00pm on Friday 17 September 2010

Please post it to The Principal
 Temuka Primary School
 9 Hayhurst Street
 Temuka

Mark the envelope '**Confidential**'.

I can be contacted via email on grant.willocks@temukaprimery.school.nz or at home on 03 6863078 or on my cell phone 027 6364141

Yours faithfully



Grant Willocks
School Principal

'Learning for Life'

Student Achievement

- That pupils will achieve a level of literacy equal to or beyond their chronological age
- That pupils will develop Numeracy skills and knowledge and be able to apply these to everyday situations
- That pupils will develop skills to become independent learners through the enhancement of self belief
- That children's individual talents are recognised and fostered in a challenging learning environment
- That the children develop social skills needed to positively contribute to society

We are an inclusive learning community developing independent learners through a balanced curriculum incorporating our school values

CORE VALUES

WE BELIEVE AND PROMOTE THE FOLLOWING

- We show respect for ourselves and others
- We help to make our school a safe place
- We continually persevere and aim for excellence
- We accept and value others
- We think critically and creatively
- We recognise and accept cultural differences
- We respect and care for our environment now and in the future

Resources

- To ensure that children use a range of inquiry skills and technology to enhance their learning
- To ensure there is adequate support in all areas to meet the continual learning needs of pupils and staff
- To provide an attractive, safe and stimulating work environment for staff and pupils
- To ensure the school learning areas are continually evolving to meet the needs of our changing society
- To encourage staff to be innovative, challenging and supportive of our values and beliefs
- To share responsibility with parents and caregivers for pupil development and

ACTION PLAN

2010

'Learning for Life'

Student Achievement Objectives

NAG 1 Curriculum-

- All children will show increasing understanding of the use of number concepts
-
- All children will show an increased understanding of literacy skills when reading and writing

CORE VALUES WE BELIEVE AND PROMOTE THE FOLLOWING

- We show respect for ourselves and others*
- We help to make our school a safe place*
- We continually persevere and aim for excellence*
- We accept and value others*
- We think critically and creatively*
- We recognise and accept cultural differences*
- We respect and care for our environment now and in the future*

NAG Action

NAG 2 Self Review –

- To maintain self review systems and documentation

NAG 3 Employee Responsibilities –

- Allocate resources to enhance teaching and learning programmes

NAG 4 Property/Finance-

- Ensure Finance and Property plans adequately reflect the teaching and learning needs of the school

NAG 5 Health & Safety –

- Ensure that children learn in a safe and healthy school environment

NAG 6 – Administration –

- Comply with legislation as dictated by the Ministry of Education

Name:

Principal:

Responsible to:

Responsible for:

Date:

Signed:

Job Description – Deputy Principal

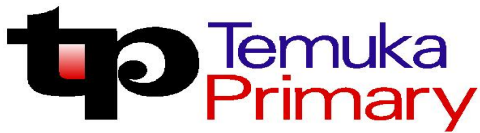
Deputy Principal is employed with two permanent and one fixed term management units.

	Key Tasks	Actions.....
Specific Deputy Principal Key Tasks within Temuka Primary School	<ul style="list-style-type: none"> Leadership and Management 	<ul style="list-style-type: none"> Acts as Principal during periods of the Principals absence Has the responsibility for student behaviour and discipline throughout the school Developing internal systems specific to the needs of NZC and National Standards, for example appraisal systems, planning formats and standards and developing reporting formats (both for students, staff and board). Maintain home/school partnership programme on a term by term basis Initiate service learning throughout the school
	<ul style="list-style-type: none"> Initiates Professional Development within the School 	<ul style="list-style-type: none"> Is a member of the Management Team contributing to the on-going Professional Development Programme. DP will be expected to lead a curriculum area within the School Share Professional readings with fellow staff members Continue to develop inquiry learning throughout the school
	<ul style="list-style-type: none"> Lead a Syndicate team 	<ul style="list-style-type: none"> This will be at either Middle (Yr3/4) or Senior (Y5/6) Development of collegial team relationships that also address student achievement through the school's annual plan
	<ul style="list-style-type: none"> Staff representative on Employer Responsibility sub-committee 	<ul style="list-style-type: none"> Meets with the Principal and BOT member monthly Sits on appointments committee when required Involved with teaching staff appraisals and carries out such for support staff
	<ul style="list-style-type: none"> Special Needs Co-ordinator 	<ul style="list-style-type: none"> Maintain the role of Special Needs Co-ordinator (SENCO) within the school. Oversee work done by Special Needs Teachers and Teacher Aides Co-ordinates a Gifted and Talented programme within the school Liaise with support agencies and key personnel
	<ul style="list-style-type: none"> Te Reo Maori 	<ul style="list-style-type: none"> Follow the Strategic Plan for promoting student achievement for all Maori students Lead curriculum development, currently at level 1 but moving towards level 2 Develop staff confidence and abilities in the teaching of te reo me ona tikanga Oversee Maori student achievement data Consult with students, whanua and marae annually
	<ul style="list-style-type: none"> Fulfil the role as School Bus Controller 	<ul style="list-style-type: none"> Works with the appropriate bus companies regarding routes/loadings etc. Monitors passenger lists daily. Maintains a close link with other neighbouring schools and meets annually with them

	Professional Standards	Key Tasks	Actions.....
Dimension 1 – Professional Leadership	<ul style="list-style-type: none"> • Demonstrates a thorough understanding of current approaches to effective teaching and learning • Provides professional leadership to staff within the delegated area of responsibility • Makes constructive contributions to the work of the senior management team in a manner which supports effective school organisation and improved learning outcomes for students • Understands, and applies where appropriate, current practices for effective management from both within and beyond education • Supports the principal in the leadership and management of the school and deputises when required • Identifies and acts on opportunities for improving teaching and learning • Reflects on own performance assessment and demonstrates a commitment to on-going learning in order to improve performance 	<p>1.1 Is familiar with the NZ Curriculum Framework, National Priorities, School Charter and policies</p> <p>1.2 Keeps up to date with current thinking, research and approaches through regular professional development related to the school's Annual Operation plan</p> <p>1.3 Promotes innovative practice to enhance student achievement in delegated area of responsibility</p> <p>1.4 Manages a syndicate/team/ school wide area</p> <p>1.5 Incorporates appropriate and effective practices into the school management system, to meet school needs</p> <p>1.6 Demonstrates a commitment to provide quality teaching and learning programmes</p> <p>1.7 Applies effective Management strategies to the school situation</p> <p>1.8 Assists the Principal in the day to day leadership / management of the school</p> <p>1.9 Builds network to enhance own learning</p> <p>1.10 Uses self reflection to improve on own performance</p>	<ul style="list-style-type: none"> • Play a lead role in staff development in teaching and learning • Model effective teaching strategies and coach teachers to improve teaching • Read research and share with staff the implications for practice • Value and utilize staff strengths • Provide and promote leadership opportunities for staff • Lead and manage a team which works together for the good of the school and its students • Play an active role in senior management meetings • Maintain professional relationships with other senior staff • Play a leading role in reflecting on effective teaching and leadership practice • Effectively manage a team • Deputise for the principal as required • Assist the principal in school self review • Undertake professional development and incorporate into practice to improve performance • Seek feedback and support from mentor, cluster groups • Maintain membership of appropriate professional groups • Regularly review current practice in area of responsibility. • Read and reflects on MoE updates. • Keep a reflective journal

	Professional Standards	Key Tasks	Actions.....
Dimension 2 – Policy and Programme Management	<ul style="list-style-type: none"> Initiates, plans and manages in association with the principal and other staff, policies and programmes which meet national requirements, are consistent with the school's charter and strategic planning, and which reflect the school's commitment to effective teaching and learning Understand the implications of NZ's changing cultural, social and economic context and ensures that these changes are reflected in the policies and programmes within the delegated areas of responsibility 	<p>2.1 Is conversant with National Education Guidelines</p> <p>2.2 Contributes to the development and implementation of the Strategic Plan, which reflects the National Priorities and identified needs of students</p> <p>2.3 Contributes to an Annual Plan based on the Strategic Goals</p> <p>2.4 Supports staff in developing programmes which meet the identified needs of the students</p> <p>2.5 Assists teachers to address the cultural and social diversity of students and meet their needs within classroom programmes</p> <p>2.6 Contributes to the organisation of effective programmes for special needs and abilities</p> <p>2.7 Assists the Principal to establish and maintain effective School/Home partnerships</p>	<ul style="list-style-type: none"> Assist principal to ensure school policies and procedures in pedagogy and curriculum meet requirements Contribute to the development of the annual plan - student achievement targets, action plan, reviewing and reporting Support staff in developing and implementing challenging programmes Establish effective assessment practices and a data analysis process Assist teachers to identify and plan for individual student needs within the resources available Monitor achievement for all students in line with National Priorities Maintain effective communication with parents through parent education meetings, family/whanau programme, open days, newsletters
Dimension 3 - Staff Management	<ul style="list-style-type: none"> Participates in the school's performance management systems and makes recommendations to the principal on appropriate professional development opportunities for staff Motivates and encourages staff to improve the quality of teaching and learning Devolves responsibilities and delegates tasks when appropriate 	<p>3.1 Maintains a performance management system that provides support and guidance related to appropriate professional development</p> <p>3.2 Assists in the professional development planning and budgeting</p> <p>3.3 Assists the Principal to ensure appropriate induction of all new staff</p> <p>3.4 Encourages a co-operative and supportive environment for staff</p> <p>3.5 Promotes staff involvement in professional education</p> <p>3.6 Delegates leadership tasks to teachers, specific to their identified roles and skills</p> <p>3.7 Provides clear guidelines and support for delegated responsibilities</p>	<ul style="list-style-type: none"> Ensure that challenging appraisal objectives are linked to relevant professional development opportunities Encourage staff, within budget constraints, to observe effective teaching practice Inform and support new staff Value and respect staff diversity Recognise and celebrate staff successes and achievements Foster a culture of professional reflection and debate Recognise and act on opportunities for leadership growth of teachers Provide opportunities for feedback and next step in learning for staff

	Professional Standards	Key Tasks	Actions.....
Dimension 4 - Relationship Management	<ul style="list-style-type: none"> • Fosters relationships between the school and the community • Communicates effectively both orally and in writing to a range of audiences • Provides information to the principal on areas of delegated responsibility in order to assist with effective day to day management and strategic planning in the school • Establishes and maintains good communication processes with staff, and between staff and members of the senior management team • Understands and operates within the limits of the delegated authorities and adopts a consultative approach with the principal and other staff of issues relating to school policy 	<p>4.1 Fosters a climate of trust and co-operation between the school and the wider school community</p> <p>4.2 Presents a positive image in promoting the school</p> <p>4.3 Meets regularly with the principal to inform him/her informed on areas of delegated authority</p> <p>4.4 Maintains effective communication with staff and principal</p> <p>4.5 Ensures principal and staff are consulted and kept informed on areas of delegated responsibility</p>	<ul style="list-style-type: none"> • Promote community involvement in the life of the school • Regularly consult and inform school community on school programmes • Maintain effective reporting to parents • Liaise with outside agencies • Liaise with pre and post-school institutions <ul style="list-style-type: none"> • Ensure that the principal is kept informed of successes and concerns related to staff, students or parents in area of responsibility <ul style="list-style-type: none"> • Ensure that staff are listened to and that their ideas/concerns are taken to senior management team when appropriate <ul style="list-style-type: none"> • Establish effective communication processes and ensure that they are maintained
Dimension 5 Finance & Management	<ul style="list-style-type: none"> • Effectively and efficiently uses available financial resources and assets, with delegated areas of authority, to support improved learning outcomes for students 	<p>5.1 Operates an effective budget within the Annual Plan</p> <p>5.2 Monitors and reports to the principal on the use of finances and assets within delegated responsibilities</p>	<ul style="list-style-type: none"> • Manage the budget in area of responsibility to enhance student learning • Lead team review of effectiveness of resources and learning spaces, to support teaching and learning school-wide



APPLICATION FORM

Deputy Principal Vacancy - Permanent Position

PERSONAL DETAILS:

Last Name: Mr/Mrs/Miss/Ms

First Name(s):

Address:

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Contact Telephone:

Date of Birth:

Registration No: Expiry Date:

State of Health:

Please read the job specifications in the application pack. Give details of any disability, illness, accident or any other medical condition which could affect your ability to satisfactorily meet the performance standards of the job.

PRESENT EMPLOYMENT (IF APPLICABLE)

Name of Present Employer:

Address:

Contact Phone Numbers:

Position Held: Date Commenced:

REFEREES:

Please list up to three persons who could provide referee reports who can comment on experience relevant to the position advertised.

1. Name of Referee:
Contact Phone Numbers:
Relationship to Applicant:

2. Name of Referee:
Contact Phone Numbers:
Relationship to Applicant:

3. Name of Referee:
Contact Phone Numbers:
Relationship to Applicant:

PRIVACY ACT: (To be signed by the applicant)

This application is submitted on the understanding that any information given is for the use of the employer and their authorised representatives who may at any time have access to this information. I agree to the Board of Trustees (or its agents) approaching my referees for a written statement of my abilities in relation to this Application and, should it be necessary, to seek verbal clarification from the above referees on points that may need further explanation. Furthermore consent is given for members of the Board of Trustees to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position at this school.

Applicants Signature: Date:

DECLARATION:

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from summary offences) NO YES
If YES, please provide date and details of offence/s on a separate sheet. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.

I certify that I am registered (or provisionally registered) as a New Zealand Teacher. I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my C.V. is correct.

Applicant's Signature: Date:

Teaching Service:

Position	Class/Level	School	Date From	Date To

Total Years Service