



Information for Applicants for

Assistant Principal

5MU

Fixed Term Full Time Position

*Commencing on
3 May 2021 (or earlier by negotiation)
to 27 January 2023*

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The timetable for filling the position is as follows:

1. Closing date for applications: Monday 15 March, 4pm.
2. Interviews will be arranged with short-listed candidates as soon as possible after the shortlist has been completed.
3. Unsuccessful candidates will be informed after an appointment has been made.

Information for Applicants

This is a wonderful opportunity to step into senior leadership at a small, friendly school in the process of significant developments towards our vision of 'Inspiring passionate world-ready rangatahi'.

Situated in stunning Golden Bay, Golden Bay High School (GBHS) is surrounded by National Parks and fabulous beaches.

GBHS is in the process of transforming how, what and where our students learn. This fixed term position has been created by the BoT to enhance the Senior Leadership Team's capacity to lead the transformational change.

Our pedagogy development (how students learn) is based on Culturally Responsive Relational Pedagogy. We are working with Waikato University on the Poutama Pounamu Programme, and with Greg Jansen from Leadership Lab on Relational Practice. GBHS has a strong and evolving relationship with Manawhenua ki Mohua and is committed to better serving our Māori students and whānau. This includes the introduction of a Bilingual Class for Years' 7 & 8 students.

As part of a Top of the South Secondary Leadership Community of Practice (CoP) facilitated by Chris and Greg Jansen, we are reviewing our curriculum (the what), and how the timetable serves curriculum, wellbeing and pedagogy.

In terms of where students learn, we are at the Preliminary Design stage of a very significant building programme. This includes a new whare wānanga, library, classroom block, hard materials technology block, administration and an upgrade of many other parts of the school. The next stages of design will involve considerable further consultation.

The successful candidate will start ASAP. They will share leadership of the day to day operations of the school, along with leadership of the transformation programmes, within a Senior Leadership Team currently comprising two Deputy Principals and the Principal.

The Principal, Linda Tame, warmly encourages those interested to email her and make a time for korero about the role.

Application details:

Please apply by emailing:

- 1 The completed application form
- 2 A covering letter outlining the details sought on the application form
- 3 Your CV

**The Principal
Linda Tame
Golden Bay High School
12 Waitapu Road
Takaka, 7110**

Email: principal@gbh.school.nz

Applications close on **Monday 15 March, 4pm.**

Any queries to: The Principal, Linda Tame. Phone: 027 222 4798 or email: principal@gbh.school.nz

Job Description for Assistant Principal

Purpose of Position

This fixed term position has been created by the Board of Trustees to enhance the Senior Leadership Team's (SLT) capacity to lead transformational change.

The key objectives of this position are:

- To support leadership focused on equity and excellence in outcomes for all learners
- To assist and support in the development and implementation of
 - Golden Bay High School's (GBHS) strategic vision, targets and action plans
 - A whole school wellbeing approach
 - Plans for ensuring Māori students are successful as Māori
 - A curriculum and timetable review
 - The building redevelopment project

Accountability

The Assistant Principal will report and be accountable to the Principal.

Functional relationships

The Assistant Principal will develop, foster and maintain relationships with other members of the Senior Leadership Team, Board of Trustees, all staff and students, Kāhui Ako ki Mohua, whānau, parent community and the Ministry of Education

Responsibilities specific to this role

The successful candidate will have strengths in some or all of the following:

- Managing day to day and long term planning
- Pastoral support and oversight
- Curriculum leadership
- Culturally responsive and relational pedagogy

Key functions

Culture: "What we value around here"

The Assistant Principal will:

- Teach 2-3 classes and undertake a range of responsibilities negotiated within the SLT
- Embody our Vision and values through actions and learning
- Provide a positive learning-focused role model for staff and students
- Create a safe, stimulating and collaborative learning environment in which students and staff can develop and excel
- Manage conflict and other challenging situations effectively
- Demonstrate leadership through applying critical inquiry and problem solving
- Promote an inclusive environment in which the diversity, bicultural and multicultural nature and prior experiences of students are acknowledged and respected
- Assist the Principal with the development of strategic planning

Pedagogy: Knowledge about teaching and learning

The Assistant Principal will:

- Support effective delivery of the curriculum
- Ensure that diverse student needs are met through culturally responsive and relational pedagogy
- Encourage curiosity and the desire to learn

Systems: "How things work around here"

The Assistant Principal will be responsible for developing and using appropriate systems to support student wellbeing. Key attributes include:

- Exhibit leadership that results in effective day-to-day operation
- Provide the Principal and other SLT members with timely and accurate information and advice on student learning and wellbeing

- Effectively manage resources associated with areas of responsibility
- Effectively support staff to develop their capacity as teachers and leaders, especially for those involved in leading change
- Use evidence to inform planning for future action, monitor progress and manage change
- Monitor progress of planning and report progress to the Principal and rest of SLT

Partnerships and networks: Creating positive links to support learning

The Assistant Principal will:

- Foster a sense of pride
- Support and develop educationally powerful connections with whānau and the community
- Maintain effective relationships with key stakeholders of the wider community including Manawhenua ki Mohua, whānau, MoE, RTLB and other agencies
- Support a culture of honest communication and respect

Other roles and responsibilities as negotiated and agreed between both parties.

Person Specification

- A visionary educator with experience in leadership
- Committed to developing a future-focused progressive culture
- Committed to ensuring excellence and equality for Māori students in particular, and for all students
- Outcomes focused and pragmatic
- Calm
- A strong focus on professional learning and models life-long learning and self-reflection
- Digitally savvy
- Brings people along, challenges thinking, empowers others and grows leadership in staff
- Supports staff and student wellbeing
- Highly professional with sound judgement and the ability to seek support and advice when needed
- A skilled communicator and collaborator
- Builds and maintains highly effective relationships, is visible and accessible
- Experienced in having open to learning conversations
- Hard worker with enthusiasm, energy and resilience
- Has integrity, builds trust and supports the direction of the team
- A sense of humour
- Celebrates success with teams, students, staff and parents/whānau
- Relational in their approach



Application for Assistant Principal

Full Name: _____

Address: _____

Telephone (Mobile): _____ Email: _____

Present Position: _____

Time in that Position: _____

Teacher Practising Certificate Number: _____

Type and Expiry Date: _____

(This section is optional)

Date of Birth: _____

Family: _____

Health: _____

Ethnicity: _____

TOPICS TO BE ADDRESSED BY ALL APPLICANTS (in CV or a covering letter)

1. A brief outline of the duties and responsibilities already undertaken.
2. Other relevant educational experiences.
3. Personal educational philosophy. Personal and professional qualities and experiences.
4. Personal interests.
5. Include a copy of your Teaching Council Practising Certificate.

Referees

Please arrange for two referees who may be contacted by phone to support your application.

Please list below the names and contact details.

1 Name: _____
Position: _____
Address: _____
Phone Number: (Mobile) _____ (Work) _____
(Email) _____

2 Name: _____
Position: _____
Address: _____
Phone Number: (Mobile) _____ (Work) _____
(Email) _____

Convictions against the Law / Unsuitability for the Position

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

Yes / No If you answered **Yes**, please provide the date and details of the offence, or other reasons, together with any comments you may wish to make.

Please note:

- 1 You may be asked to provide a copy of the relevant Court record(s) obtainable from the Registrar of the Court concerned.
- 2 Failure to provide correct and true details of any conviction or reason for possible unsuitability will make you liable to dismissal from the employment of Golden Bay High School Board of Trustees, should you be the successful applicant.

DECLARATION

I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in this application is true and correct. I understand that this may be verified.

I agree to the referees being used for the purposes of considering my suitability for the position.

I agree that the Board may make further verbal or written inquiry from people relevant to this application.

I also agree that if successful, my appointment will be subject to a satisfactory police vet.

Signature: _____ Date: _____