



Team Leader Position - New Windsor School
2MU
“Be The Best You Can Be”

Monday 9 March 2026

Dear Applicant,

Thank you for expressing interest in the position of Team Leader at New Windsor School. Please personally complete the application form. This provides information for the Appointments Panel to assist them in considering your suitability for this position.

During the appointment process, you are entitled to access this information by request to the Chairperson of the Board. Following the completion of the appointment process, information relating to the successful applicant shall form part of the school's personnel records and will be held at the school premises. Information relating to unsuccessful applicants will be destroyed. The above information is provided in accordance with the provisions of the Privacy Act 1993.

The following documents are included in this application pack:

- Job Description
- Application for appointment

The application for appointment is to be returned with your CV, Application form and covering letter by the **Friday 10 April 2026** email to Maria Laxa: mlaxa@newwindsor.school.nz .

The start of the appointment is negotiated. If you have any further questions, please contact Maria Laxa (mlaxa@newwindsor.school.nz) to discuss this further.

Yours sincerely

Lisa Harland
Principal

DOCUMENTATION

Thank you for applying for the Team Leader position at New Windsor School. Please ensure you have a copy of the job description and have read the referee reports before completing this application.

1. Please complete the application form personally. Read it through first and then answer all questions. Make sure you sign and date where indicated.
2. Attach a curriculum vitae (CV) containing any additional information relevant to the position. If you include written references, please note that we may contact the writer of the reference.
3. Copies of qualification certificates should be attached. If successful in your application, you will be required to provide originals as proof of qualifications. These will be needed to verify the copies which will be retained for the school's records.
4. When you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
7. This application form and supporting documents received from the successful applicant will be held by New Windsor School. You may access these in accordance with the provisions of the Privacy Act 1993.
8. CVs provided from non-successful applicants will not be returned, unless a request is made to Maria Laxa at the time of application submission. Application forms and CVs from non-successful applicants will be held until the appointments process is completed and will then be destroyed.
9. You are required to request referees' reports from **two referees**. The referee report template is included in the pack as a separate attachment. It is your responsibility to contact referees and provide them with a copy of the report template and the information that they need to complete and return the report. Your two referees' reports are to be emailed to **Maria Laxa by 5pm on 10 April 2023**. These remain confidential to New Windsor School and the Appointment Committee. All information collected from referees will be destroyed at the end of the appointment process.
10. Please complete a covering letter and attach it to your completed application package.
11. All information received will be confidential to the New Windsor School Appointment Committee.



***New Windsor School School
Team Leader - Confirmed
Job Description 2026***

Employees Name:

Date:

Employment Conditions: As per Primary Teachers' Collective Agreement

Reports to: Deputy Principal

Working relationships:

The Team Leader will be supported directly by the Assistant Principal. They will meet throughout the year to discuss progress made in meeting school and personal goals to support them in meeting the Professional Standards. At the end of the year an annual summary report will be presented by the Team Leader.

Primary Objectives:

- The purpose of this document is to outline the Team Leader's job description at New Windsor School. These key tasks and performance indicators are consistent with the goals of the school's strategic plan.

Summary Tasks:

- Responsible for the team meeting agenda.
- Responsible for checking planning requirements and structure.
- Expected to engage in the corporate life of the school more than the teachers.
- Is present at teacher interviews with the Senior Leadership Teams.
- Leads the delivery of the teacher/learning/assessment programme.
- Collects, analyses, presents team assessment data.
- Ensures the assessment timetable is organised and assessments completed and moderated when required.
- Has overall responsibility for the Team including overseeing the culture of the whole team.

- Sets up a behaviour management system - alignment with The New Windsor Way (PB4L)
- Responsible for managing parent issues in their own team and then takes over issues that require more senior attention.
- Responsible for providing an overview of the teaching and learning programme.
- Carries out the Performance Growth process.
- Responsible for purchasing resources.
- Clearly communicates with team leaders/teams/senior leadership/office staff.
- Checks Reports - mid / end of year.
- Organises School camps/EOTC events/duties specific to year level e.g. Transition for New Entrants

Key Activities

Relationship Management

- Promote a team culture, whereby staff are motivated, focussed on student learning and valued for what they bring to school.
- Create opportunities for teachers to work collaboratively, promoting an inclusive environment where staff contributions and personal strengths are recognised.
- Be a role model to others.
- Provide advice and guidance to all team members and support when dealing with challenging situations.
- Support to team members with children that are exhibiting severe and challenging behaviours
- Support to team members with developing positive and effective relationships with parents, caregivers and whanau.

Actions

- Fortnightly team meetings, agendas sent in advance
- Universal language regarding learning and behaviour
- Consistent team wide behaviour management strategies (rewards and consequences)
- Consistency of learning environment, routines and expectations
- Team leaders as the next step in behaviour management
- Promote and lead professional development within the team
- Monitor and assist with release for PD / special needs when teachers need support
- Modelling for teachers that need it - role model yourself / mentor
- Consistent expectations from all members of the team to be contributing
- Negotiated understandings of how your team will contribute and collaborate-revisited when required
- Collaborative and shared planning
- Availability for team members
- Awareness and empathy towards personal situations
- Robust performance growth procedures and review
- Use of assessment data
- Ensure own teaching models best practice and pedagogy

<p>Pedagogy</p> <ul style="list-style-type: none">● Monitor curriculum implementation across the team ensuring appropriate balance of delivery● Through the school's performance appraisal system, monitor and assess the quality of programmes in action and teacher practice to ensure student needs are met and high standards of achievement are fostered● Model and encourage innovative teaching practices● Demonstrate a clear knowledge and understanding of student achievement across the team, using this information to inform the review of school programmes● Demonstrate leadership by actively participating in professional learning	<p><u>Actions</u></p> <ul style="list-style-type: none">● Appraise teachers in the team using the school's performance growth processes● Lead the way with conversations into collaborative teaching and learning practices● Have a sound knowledge of priority and target learners● Monitoring assessment across the team and identifying students and track those that are of concern - raising awareness of these children of concern across the team● Leading collaborative planning to ensure progression and coverage of key skills and concepts aligned with NZ curriculum● Be seen to be proactive in accessing your personal professional development that is then shared within the team / fully embracing school wide initiatives of PD / also empowering your team members to take the lead with their professional learning and share back● Lead data analysis conversations (e.g. moderation as part of weekly team meetings)● Relevant professional development to then impart to team/actively seek out and engage in professional development for leadership● Communication across teams to ensure progression across all years
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<p>Organisational Management (Systems)</p> <ul style="list-style-type: none"> ● Ensure planning and assessment meet requirements, maintaining an efficient system for quality control ● Ensure effective communication by holding regular team meetings, creating an agenda, providing minutes for the Leadership Team and other team members ● Planning and preparing for events in advance, providing documentation outlining organisation in advance 	<p><u>Actions</u></p> <ul style="list-style-type: none"> ● Ensure collaborative and daily planning is completed and checked ● Set clear expectations regarding regular planning checks ● Monitor the data entries into Etap ● Planning and assessment is transparent / moderated / good examples shared and celebrated - Team leader to lead this process ● Connect across teams to strengthen the processes that are involved in planning and assessment ● Hold regular team meetings - that cover the admin but also include team PD that either supports school wide or is relevant to your team ● Complete EOTC planning ahead of time and ensuring good communication to office / management / parents ● Consider whole school events and activities / calendar / costs to ensure there is a balance and a relevance to learning ● Oversee the completion of Mid Year and End of Year reports ● Timetabling and scheduling - checked and formalised
<p>Partnerships and Networks</p> <ul style="list-style-type: none"> ● Attend and participate in leadership meetings and feedback, when necessary, information to teams ● Meet with other team leaders on a regular basis ● Lead interactions with parents and school community as required ● Clearly communicate with all team members 	<p><u>Actions</u></p> <ul style="list-style-type: none"> ● Feedback leadership meetings with team necessary information ● Participate in leadership meetings (honesty, confidentiality, etc.) ● Contribute to weekly newsletters and community events/communication ● Communication channel leadership team through to teachers ● Lead parent/teacher conferences ● Information evenings where required and appropriate ● Organising these and communicating with school / parents/ blogs and class sites etc

	<ul style="list-style-type: none"> ● Meet the Teacher coordination amongst the staff/parents ● Termly team newsletter ● Regular meetings with DP and other team leaders ● EOTC/Camp newsletters and parent information evenings as required ● Moderation of curriculum levels ● Ensuring all copies of communication sent to the office
<p>Financial and Asset Management</p> <ul style="list-style-type: none"> ● Effectively and efficiently use available financial resources and assets within delegated areas of authority to support improved learning outcomes for students 	<p><u>Actions</u></p> <ul style="list-style-type: none"> ● EOTC budget and planning - in consultation with DP and financial office ● Management of team budget, purchases negotiated with team members ● Programme management/EOTC



New Windsor School
2026 Year 4 - 6 Team Leader Application Form

Email to: mlaxa@newwindsor.school.nz

Position applied for: Team Leader

Personal Details

Surname				
Given names				
Preferred name				
Address				
Contact details	HOME		WORK	
	MOBILE		EMAIL	

	Type of qualification	Date received	Received from
Educational Qualifications			

Work History
Please include details of your work history for the last 5 years.

Business/Organisation	Position	Dates

	<ul style="list-style-type: none"> Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board Obtain information in relation to my application from persons not listed as referees, and I consent to these persons disclosing pertinent information to the board. 		
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3	<p>STUDENT SAFETY [Cross out the statement that doesn't apply to you]</p> <ul style="list-style-type: none"> I have never been the subject of a complaint about the safety of a student. I have been the subject of a complaint about the safety of a student. <i>Please give dates and details:</i>
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4	<p>OFFENCES AGAINST THE LAW [Cross out the statements that don't apply to you]</p> <ul style="list-style-type: none"> I have never been convicted of an offence against the law (excluding minor traffic convictions). I have no pending charges of an offence against the law. I have been convicted of an offence against the law. <i>Please give dates and details:</i> I have pending charges of an offence against the law. <i>Please give dates and details:</i>
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5	I know of no reason why I would not be suitable to work with children or young people.	TRUE	FALSE
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Applicant's signature

Date

REFEREES

Please provide the names and contact details of two referees below. Referees' reports are confidential to the Board.

REFEREE'S DETAILS				
Full name				
Position				
Relationship to the applicant				
Contact details	PRIVATE		WORK	
	MOBILE		EMAIL	

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Full name				
Position				
Relationship to the applicant				
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	MOBILE		EMAIL	