



KENAKENA SCHOOL

"EXCITING... MOTIVATING... POSITIVE"

12 Donovan Road, P.O. Box 1441, Paraparaumu Beach, Tel: (04) 298 4011

Email: office1@kenakena.school.nz accounts@kenakena.school.nz

Web: www.kenakena.school.nz



February 2020

Tena koe

Thank you for your request for information regarding the Assistant Principal role at Kenakena School.

Background Information

The advertised teaching position has come about due to our current Assistant Principal securing a Principal position. Kenakena School is proud that we have prepared one of our Senior Leadership Team for principal ship.

The Advertised Position

The Assistant Principal is part of a six-person Senior Leadership Team. Our two Assistant Principals have distinct as well as shared (overlapping) responsibilities and work closely together to support the Principal in his school-wide responsibilities.

The advertised position is fully released from traditional classroom teaching but may include some teaching programme support dependent upon the school maintaining its roll and staffing profile. The successful applicant may also be invited to lead a teaching team, which may attract further unit allocation. Our current Assistant Principal has been leading a teaching team but, rather than restrict our field of applicants to those who have experience at a designated level, we prefer to open up the field to prioritize school-wide management and leadership.

Looking to the Future

Kenakena School has long been highly regarded for the way we have built school-wide leadership capacity amongst our staff. As we look to the future, we would like to continue to develop leadership capacity around research-based 21st Century pedagogy. Amongst our teaching staff we have excellent pedagogical leaders who inspire and assist their colleagues. The successful appointee to the Assistant Principal Position will have the ability to oversee the leadership, management and coordination of our ongoing pedagogical development and documentation of the Kenakena Approach. Working closely with our pedagogical leaders will be integral to this position. A sound knowledge of e-Learning pedagogy would also be desirable.

Kenakena is a progressive and reputable school in a gorgeous coastal environment and is a great place to work. I look forward to your application.

Enclosed is the Application Package and associated forms.

Please email the application form with your letter of application and your CV to office1@kenakena.school.nz.

Should you wish to contact me regarding this application, please phone (04) 2984011.

The Board of Trustees is committed to the ongoing development of the school and looks forward to your participation in this process.

Please see our website for an overview of our school and how we approach learning. We also regular news about what's happening in the school on our Facebook Page, which will give applicants a good feel for our school culture:

<https://www.facebook.com/pages/Kenakena-School/393417717371782>

An aerial flyover of Kenakena School can be viewed at <https://www.youtube.com/watch?v=IYXOepJbdU4> .

Nga mihi nui,

Bruce McDonald

Principal

APPLICATION PACK

KENAKENA SCHOOL ASSISTANT PRINCIPAL



FEBRUARY 2020

PACKAGE CONTENTS

Expected Time Line

Description of Kenakena School

Person Specification

Application Form

Job Description

EXPECTED TIMELINE

This is the expected timeline. There is a possibility that applicants may be interviewed in advance of close of application.

- | | |
|---------------|---|
| February 21 | - Advertise |
| March 12 | - Applications close at 5 pm |
| March 13 | - Notification of interview if short-listed |
| March 16 - 22 | - Interview timeframe |
| March 23-24 | - Successful applicant offered position.
- Unsuccessful interviewees informed. |
| July 20 | - Position begins |

KENAKENA SCHOOL IN 2020

VISION

Exciting, Motivating, Positive

MISSION

Through meaningful learning contexts, develop key competencies for the future.

THE SCHOOL AND COMMUNITY

Kenakena School is a full primary school situated in Donovan Road, Paraparaumu Beach. It was established as a permanent school in February 1978 after having been a side school of the older Paraparaumu Beach School. The Kapiti region is one of the fastest growing areas in New Zealand.

At present, the school has a roll of 540 children and is expected to continue to rise steadily to reach around 580 by the end of the year. Due to increasing roll growth Kenakena School has undergone extensive redevelopment in the past 20 years. In 2006 that programme included the construction of new classroom space, an integrated library/ICT/teacher resource facility, the remodeling of existing classroom spaces and the remodeling of the administration building. We have refurbished and remodeled most classrooms in recent years and opened two new classrooms in 2017. A programme of further classroom remodeling, refurbishment and grounds development is planned over the next five years.

Kenakena School is an excellent professional environment in which to work. There is strong leadership at all levels of the school, motivation is high and there is a strong sense of school spirit amongst the staff.

There is a school-wide emphasis on the delivery of a rich, integrated curriculum. The curriculum development and implementation focuses for 2020 are *The Digital Technologies Curriculum*, *Oral Language* and a continued focus on *21st Century Research-Based Pedagogy*.

Kenakena School is currently operating in five teams: A Senior team covering Years 7 and 8 (Kauri), an upper Middle team covering years 5 and 6 (Kahikatea), a Lower Middle team covering Years 3 and 4 (Koromiko), a Junior team covering Years 1 and 2 (Kowhai) and a New Entrant Team (Kowhai Iti).

The school has a very active School Parent Network that runs various fundraising and social events throughout the year including a large gala, the *Kenakena Festival of Fun*.

The school community is currently graded Decile 7 with most students coming from the northern Paraparaumu Beach area. Many families have a parent commuting to Wellington for work. The school itself is situated 200 metres from Paraparaumu Beach. An enrolment scheme was implemented in 2004 to control enrolments and avoid overcrowding and the zone was further reduced in 2005. The zone was lifted in 2009 once growth had stabilized and extra classroom space was in place, however we are once again experiencing significant growth and will once again consider an enrolment scheme.

School Staff have been active in sharing practice with other schools. Kenakena's Leadership Approach, which has focused on building leadership capacity through the school has attracted a great deal of external interest with education consultants bringing groups of Principals and school leaders to Kenakena for on-site workshops.

Special Programmes the school runs are

- Tournament of Minds (Australasia-Pacific Winners twice and New Zealand Champions three times)
- Dyslexia Programme based on the Davis Dyslexia Approach
- Otago University Mathematics Problem-Solving Challenge
- Future Choices peer esteem programme for Year 8 girls
- Boys' Mentoring Programme for Year 6 boys
- School Tour Guides and Senior Student Leader Programmes
- Quick 60 Reading Programme
- Perceptual Motor Programme for New Entrants
- Kapahaka Group for Years 5-8
- Te Reo Tuatahi Maori Language Programme
- Gardening Club
- International Students (Hosting fee-paying international students from South Korea, Vietnam, Thailand, China, Chile, Spain, Switzerland and Germany)

Kenakena is a busy and progressive school that does things 'our way' whilst basing our practice on research-based pedagogy. It's a great place to work and learn.

In 2018, Kenakena School won Overall Business of the Year at the Kapiti-Horowhenua Business Awards, also winning the Large Business Excellence Award, Employer of Choice Achievement Award and New Thinking Achievement Award. We are very proud of our achievements.



The swim of Kahe te Rau o te Rangī; our local story and a metaphor for human qualities important to our school.

PERSON SPECIFICATION FOR THE POSITION OF ASSISTANT PRINCIPAL

QUALITIES: The successful applicant will be:

- A successful leader, manager and administrator across a range of dimensions.
- Publicly loyal to the school.
- Resourceful, self-directing, enthusiastic and goal oriented.
- Committed to continued self-development.
- Able to maintain confidentiality.
- Well organised.
- A good role-model through the demonstration of high personal and professional integrity.
- Culturally and socially aware.
- Able to work effectively as part of a team.

KNOWLEGDE, SKILLS AND EXPERIENCE: Through his / her knowledge, skills and experience the successful applicant will be able to demonstrate:

- Highly effective classroom teaching and pedagogical leadership, which reflects sound curriculum knowledge and implementation.
- Strategic thinking and problem-solving
- Effective interpersonal communication with staff, students and caregivers.
- A high level of oral and written communication, presentation and reporting.
- Effective behaviour management support to staff.
- An understanding of and commitment to personalized learning.
- Proficiency in the use of information and communication technology in the classroom and for administration purposes.

and

- Participate effectively in the corporate life of the school.

**2020 JOB DESCRIPTION / PERFORMANCE AGREEMENT FOR
ASSISTANT PRINCIPAL (Draft)**

The position of Assistant Principal is very important not only in terms of providing teaching team responsibility (if required) but also in providing sound and confident professional leadership and support across the school. This should be apparent not only in negotiated areas of responsibility but also in the general daily life of the school.

It is expected that as a senior leader, the Assistant Principal will maintain the respect of staff and students school-wide by providing a competent example of quality leadership in both formal and informal undertakings.

PROFESSIONAL RESPONSIBILITIES

SPECIFIC TASKS / PERFORMANCE INDICATORS

SELF APPRAISAL

PRINCIPAL APPRAISAL

- School wide management including professional leadership and corporate responsibilities.
- Acts as Principal when the Principal and 1st Assistant Principal are temporarily absent.
 - Works closely in partnership with the 1st Assistant Principal on school-wide leadership and management.
 - Meets regularly with the Principal to discuss matters concerning own job, teaching team or whole school issues.
 - Meets regularly with the Principal and other senior staff to plan and discuss leadership and management issues.
 - Liaise with support services in consultation with the Principal.
 - Actively supports the Principal in all leadership, management and administrative responsibilities.
 - Shares in curriculum responsibilities and pedagogical development within the school.
 - Shares the responsibility with other senior staff for the selection and placement of children in classes for the following year.
 - Being seen by other staff to take on additional responsibilities within the school appropriate to this position.
 - Provides leadership in ensuring school policy and procedure is implemented and adhered to.
 - Displays an interest in the welfare of all staff, using formal opportunities for praise, encouragement, inquiry and discussion to build rapport and a good respectful working relationship.
 - Oversee and manage designated budget areas.

Professional Development Focus.

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Syndicate leadership – be responsible for the effective day to day management of the Teaching Team

Plus, specific responsibilities to be negotiated. Projects are likely to include those listed below. Some will be shared with the 1st Assistant Principal:

See "Team Leader" job description (if leading a teaching team)

Designated responsibilities (below) will be further specified and detailed as an annual performance agreement.

- Professional Development Coordinator.
- Oversee management of pedagogical leadership and development.
- Oversee Assessment Procedures and Tracking of Priority Students (Shared)
- Student Achievement Data Reporting to BOT
- Staff Sync App Management
- Teacher Only Day organization (Shared)
- Liaise with Office Manager on Parent Information Folder
- e-Tap Facilitator and Staff Guidance
- School Parent Network Liaison (Shared).
- Novopay assistant to the Accounts Manager (With Principal)
- Oversee the organization of the Quick 60 Programme
- Assist with the Leadership of E-Learning.
- Administer and report Staff Satisfaction Survey.
- Coordinate Staff Roster System. (Shared)
- Assist the SENCO with special needs administration

This Job Description is for the period to

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Signed : Assistant Principal:

Date:

Principal :

Date: