



BROOKBY SCHOOL

Brookby Primary School, 359 Brookby Road, RD#1, Manurewa. Auckland, 2176
Email: matthewc@brookby.school.nz

BROOKBY PRIMARY SCHOOL

Application Package for Deputy Principal Permanent

Permanent positions to begin Term 1, 2018

Dear Applicant,

The closing date for applications is Friday 27 October. Interviews will be scheduled after that time based on CV suitability and to suitable applicants. If you are successful in receiving an interview Principal Matthew Cooke will contact you to schedule the interviews which are to be held the on either Saturday 11 November and/or Sunday 12 November. School visits ONLY after hours. The school is open on the weekends. Entry off West Road.

The package includes:

- Applicant info. & Overview Page 1- 2
- Application and consent form Page 3-5
- Position & School Info. Page 6-7

Information to be supplied by applicants:

A curriculum vitae and copies of any supporting documentation, giving details of your qualifications, employment history and all other relevant experience. You can submit this electronically. You must also remember to send through pages 3-5 of this application package.

Position Grading

The position is a leadership positions and holds 3Mus, 2 permanent and 1fixed.

Interview Expenses

Realistic travel expenses will be funded for those applicants who have to travel over 50 kilometers to attend an interview.

Timeframe

Position commences Term 1, 2018 – Wed. 7 February 2018. We have 2 teacher only days at the end of January/beginning of February. Confirmation of dates of the teacher only days are TBA.

Applications:

Applications, marked "CONFIDENTIAL", can be emailed electronically or posted to:

The Principal
Mr Matthew Cooke
Brookby Primary School
359 Brookby Road
RD#1, Manurewa
AUCKLAND

matthewc@brookby.school.nz

I understand applicants may not wish to discuss changing schools with their current school so please be assured we do not do reference checks unless you are short listed through to interview.

Yours faithfully,

Matthew Cooke
Principal

Application and Consent Form Form for submission with your Curriculum Vitae and covering letter.

To: The Principal MatthewCooke
matthewc@brookby.school.nz

or The Principal Mr Matthew Cooke
Brookby Primary School
359 Brookby Road
RD#1, Manurewa
Auckland.

The information contained in this application is gathered for the purpose of appointing the most suitable applicant to the position of Deputy Principal of Brookby Primary School.

The successful applicant's application information will be kept in a confidential file, which will be freely available to that person during their employment with the school. All other information will be destroyed once an appointment has been made. The information you supply will be confidential to the Principal and Board of Trustees.

Personal Details

Registration Number

Expiry Date

Title:	
Surname/Family Name:	
First Names:	
Postal Address:	

Phone Numbers:	

Referees

Give details of three people who may be contacted by the selection panel. Please include cell phone contacts and ensure that 3 people can testify to your teaching and leadership capability.

	Name and Position	Employer and Address	Phone Numbers Cell phone numbers please
1			
	Name and Position	Employer and Address	Phone Numbers Cell phone numbers please
2			
3			

I agree to Brookby Primary School Board of Trustees seeking information from my nominated referees at any time through the interview process, and if shortlisted, to include my current school principal. The purpose of this being to establish my suitability to be appointed as a school leader and quality classroom teacher.

Convictions against the Law, Restrictions of Employment

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 work in a school environment?

Yes / No

If you answered "Yes", please provide date and details of the offence, or other reasons, together with any comments you may wish to make.

Declaration

I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in all the documents that make up this application is true and correct. I understand that the Brookby Primary School Board of Trustees or its agents may verify any information. I understand that failure to provide correct and true details of any conviction or reason for possible unsuitability will make me liable to dismissal from the employment of the Brookby Primary School Board of Trustees, should I be appointed.

- Applicant's signature: _____
- Date: _____

Position Specifications and Responsible to: Principal of Brookby Primary School.

Responsible for:

- Fostering a culture where students, are encouraged, respected and challenged to extend themselves in all learning areas.
- Maintaining a professional stance both within the school and within the community in order to foster the highest quality teaching and learning.
- Maintaining and sharing where appropriate your own understanding of developing trends in education. The position requires the appointed person to support school-wide professional development opportunities in particular the focus on literacy, formative assessment, inquiry and e-blended learning pedagogies.
- Demonstrating a thorough knowledge of New Zealand's Curriculum requirements, assessment and planning needs – including being able to articulate a personal understanding of how to develop “the whole child”.
- Meeting the teacher registered teacher requirements relevant to your teaching experience.
- Being an actively involved team member- prepared to standup / stand out /stand together and at times stand back and reflect on where to next.
- Has identified and acceptable mentoring in leadership

School Vision

Brookby Primary School (BPS) children are individually valued, as they strive for personal excellence within a secure and happy environment. The teachers and families of BPS support guiding the children to be creative, future focused, confident students who understand and value personal success.

The BPS CARE values are evident in all that happens at BPS.

Citizenship

Accountability

Respect

Excellence

Person Specification

- An ability to plan, prioritise and manage their programmes for teaching and learning and excite children so they want to be the best they can be.
- Effective communication skills - with students, teachers and parents.
- Leadership qualities and capabilities
- Understanding of Y0 to Y8 learning and pastoral needs
- A knowledge of New Entrants and Junior School

- 3 days teaching and 2 days release – details TBA and in negotiation with the successful applicant
- Leading EOTC and School Sport

****These person specifications are not exclusive to the position. The Deputy Principal is expected to show initiative and strategic direction leadership****

We employ teachers and leaders who are truly committed to children's well-being. We love a bit of humour and a teacher who demonstrates a desire to really build strong relationships with their students. Family is central to who we are.

We seek a leader who has a passion for teaching and learning, who thrives in an environment where teachers and leaders are encouraged to be innovative. We want leaders who are excited about their role and constantly seek to improve their skills. We are looking for a people who believe teaching and educational leadership are their vocation. You must be prepared to embrace and get involved in all areas of school-life.

Staff Culture Statement

Collaborative and creative teachers fully supporting each other, encouraging courage and commitment to their profession. Staff highly value their own professional judgment underpinned by solid research. They are reflective in their thinking. The staff adapts well to change, if the outcome is for improvement. The school's success is dependent on each teachers individual ability to deliver high quality learning to every student they interact with. PPS teachers are a positive, caring group of educators who together build collective efficacy.

School description

Brookby Primary School is a co-educational, U3, decile 5 school situated in the beautiful Brookby Valley, halfway between Clevedon and Whitford, Auckland. The school's annual maximum roll is around 125-130. It has an enrolment scheme in order to ensure access to the school for local children.

This is a school the parents, teachers and children are proud of. The school direction and learning climate have one key focus and that is on the children and their learning needs.

The school has a clearly defined vision, based on a set of agreed parent/teacher academic and social expectations that all children, will be encouraged, challenged and inspired in their learning. The expectation is that every child at BPS strives for personal excellence, in a secure and happy environment.

The staff and Board of Trustees work as close partners to develop, review and modify programmes aimed at enhancing learning. The key focus is on improving student achievement. Together we aim to create a forward thinking educational environment where continuous improvement is an expectation.

Communication links with, and information to parents are seen as integral to the effectiveness of the school. The website www.brookbyschool.nz is maintained by the school principal and staff. The BPS facebook page is also a very popular medium for communication and news. The school articulates its vision for excellence through newsletters, an annual Ag Day, bi annual show, curriculum evenings and a variety of sport and cultural events. We have several social functions for parents per annum and two face-to-face academic and social reporting sessions. The curriculum evenings are planned each term and link to the school wide professional development focus of that year.

In numeracy and literacy the children are high performers, evident in the 2017 results. In Reading, Writing and Maths teacher's use a range of data collecting tools to make their and professional judgements and design their teaching programmes for the students. See the Education Counts Website and search Brookby School for the latest National Standard results. Orally the children are highly articulate. They are winners in sport and always lift their performance when needed. The staff focus has been on developing clear intentions and learning relationships with the children. The semi-rural nature of the school is reflected in all the teaching and learning, sports, cultural and leadership programmes.

The key competencies and values are integrated through all curriculum areas. In Science, Social Studies and Technology the classroom teaching programmes are focused on the effective use of knowledge, the ability to assess situations, to solve problems and evaluate information. By years 5 and 6, a greater emphasis in these subject areas is on personal research, looking at developing the high level cognitive skills. Students at Y7 and Y8 are expected to take on leadership roles.

The children's ability to present and perform in informal and formal settings is of the highest quality. This is developed through the school productions, enrichment programmes in drama, music, dance and Kapa Haka. The art-work and student creativity and innovation are well recognised by the community as being excellent.

The school has over time refined its intervention and gifted and talent programmes in an effort to, **really** meet the needs of the students. The Board through parent donations fund part time teachers who. Our Deputy Principal is released two days a week to focus on school wide assessment practices, collect and analyse data and look for ways to meet the school's learning needs. Teacher's inquiring deeply into their own practice, coaching and student voice & student agency are strong directions of the school.

School organisation and leadership is based on a cohesive and distributed system linking school documents and procedures to the school Charter, valuing expertise and encouraging new leaders. Effective leadership and a quality learning culture provide the platform for a positive teaching environment as described in the 2017 ERO review.

The strategic plan is reviewed annually. The school's property planning ensures the school has been well equipped with a library, multi-purpose Centre and a number of laptops and/or ipads in the classrooms. Students are encouraged of BYOD at Y3 to Y8.

The school has processes in place to self- review; to reflect on performance and to recognise where on a continuum of improvement each aspect of the school is situated. The Board and staff are passionate about learning and it is this passion that drives the standards of excellence.

Again, if you feel this is the place for you we would love to hear from you. A reminder applications close Friday 27 October and are expected to be received by 5 pm on that day or postmarked 27 October if being sent by post.

Kind regards

Mr Matthew Cooke and the Brookby Primary School team.