

Spotswood Primary School



Dear Applicant

Re: Assistant Principal's Position (4 Permanent Management Units), commencing Term 3, 2022

Thank you for considering an application for this important position at Spotswood Primary School.

We are seeking to appoint a new Assistant Principal. This is a full-time released permanent position. The successful applicant will be the SENCO and responsible for the pastoral care of the students school-wide. A job description is included in this pack.

The successful applicant will have recent experience in the SENCO role, proven leadership capability, highly developed interpersonal skills and an innovative spirit.

The personal qualities we seek for the role are:

- Honesty
- Ethic of care
- Understanding
- Organisational skills
- Enthusiasm
- Positivity

All applicants will be required to complete an application form and submit a CV with three professional referees.

Our school vision is, *Me ako tātou* which means *Learning for all*. Our values are; *aroha, kōrero* and *ora*. Applicants who are shortlisted will be required to deliver a five-minute presentation on how their own practice reflects our vision and values.

The following information is included with this package:

- Covering Letter
- Timeline
- School profile
- Person Specifications
- Job Description
- Important Information for Applicants
- Application form

We are a family friendly school with a dedicated staff and extremely supportive Board of Trustees. We encourage success for all. We are forward-thinking and well-resourced.

Please view our school website for our Charter, Strategic and Annual Plan. For additional information please do not hesitate to contact me via the school office. You are welcome to visit but please make an appointment. Best wishes for your application.

Kind Regards

Mark Fisher
Principal
Spotswood Primary

Timeline for Assistant Principal Appointment

- Tuesday 14 June - Position advertised in the Education Gazette
- Thursday 30 June - Applications close at 12 pm and shortlisting takes place
- Monday 4 July – Interviews
- Position to commence as soon as successful applicant is available.

School Profile Spotswood Primary School

Spotswood Primary School was opened in 1957 with 129 pupils. We are a Decile 4, U5 school situated on South Road, New Plymouth. We currently have a staff of 37 which includes a large group of support staff, the administration team and the caretaker.

Our school vision, *Me ako tātou* which means *Learning for all* and values; *aroha*, *kōrero* and *ora* are at the core of our curriculum.

We are a contributing primary school, with strong links to our local community. The majority of our students continue their education at Devon Intermediate, and then later at Spotswood College. We usually finish the year with the roll in the low 300s.

The school is well resourced and includes 13 classes, school hall, library, administration block, two adventure playgrounds and large playing fields.

Teaching programmes place a strong emphasis on literacy and numeracy. The Spotswood learner is at the forefront of everything we do. Curriculum programmes cater for the learning needs of all our children.

We welcome all learners in our community. We are committed to their engagement in all school activities and to their achievement. We operate a number of support programmes for children with special needs and special abilities and work closely with a wide range of external agencies to provide the best possible learning outcomes for all our students. We have a strong relationship with the West Baptist Church who run our Breakfast Programme and provide pastoral care for our families if required. We also have a School Chaplain.

Our students come from a diverse range of ethnic backgrounds, predominantly European, Maori, Pacific Island and Asian. We are able to enrol international fee-paying students. We treat all our children as individuals, each with their own strengths and needs. Children are encouraged to respect and learn about their own culture and the cultures of others.

Our school has a close liaison with Ngamotu Kindergarten and Jumpstart, with the majority of kindergarten children enrolling at Spotswood Primary.

Person Specifications Assistant Principal

What qualities and characteristics do we expect in an Assistant Principal at Spotswood Primary?

- Honesty
- Ethic of care
- Understanding
- Organisational skills
- Enthusiasm
- Positivity
- Experience and knowledge in the SENCO role
- Skilled classroom practitioner
- Sense of humour and approachability
- Excellent communicator, able to have difficult conversations
- Strong ability to build partnerships with students, parents and staff
- Willingness to learn
- Adaptable, capable in managing change

- Team player and not afraid to take on leadership roles when required
- Up to date knowledge of NZC
- Proven ability to lead and manage a teaching team

Assistant Principal Job Description (4 Management Units)

- Meet the obligations outlined in the Teacher Job Description
- Lead and manage school when Principal is absent
- Understand and build teacher knowledge of the Charter, Strategic and Annual Plan and achieve relevant Annual Goals
- Promote school goals
- Maintain and update personal pedagogical knowledge
- Provide professional support and assistance for Principal and Teachers
- Provide relief teaching if required

SENCO Responsibilities Associated with the Assistant Principal Role

- Be responsible for the overall monitoring ORS students/teachers/teacher aides
- Organise teacher aide timetables
- Oversee the professional development of teacher aides
- Be responsible for the overall monitoring of ESOL students
- Oversee teacher aide professional development for ESOL
- Oversee testing of ESOL students
- Apply for funding for ORS and ESOL support
- Report assessment to the Ministry of Education for ESOL students
- Oversee and monitor programmes for students with special learning needs and provide support for teachers and teacher aides
- Identify opportunities to meet needs (extend opportunities)
- Provide support and advice for teachers in completing applications to RTLB, Learning Support, SWiS and other agencies
- Oversee applications of funding for LSF, H & C Needs and Learning Support
- Oversee monitoring of students with LSF, H & C Needs and Learning Support
- Oversee applications/monitoring of any additional funding support
- Liaise with agency personnel
- Attend Strengthening Families, Family Group Conferences, Gateway Meetings where appropriate
- Co-ordinate SENCO/IEP meetings
- Attend ORS Cluster Meetings at Spotswood College
- Review job description and progress towards goals at least twice per year with Principal

Pastoral Care Responsibilities Associated with the Assistant Principal Role

- Lead and manage school when Principal is absent
- Understand and action goals of the Charter, Strategic and Annual Plan
- Work alongside the PB4L Team to promote positive behaviour
- Promote school vision and values
- Health and Safety Worksite Representative
- Attend regular Pastoral Care Meetings with PHN, RTLB, SWiS and School Chaplain
- Provide professional support and assistance for Principal and Teachers with managing students who demonstrate challenging behaviour, according to the Behaviour Management Plan
- Promote and use restorative practices when students present difficult behaviour to manage
- Develop and action safety plans for students when required
- Build and enhance partnerships between home and school
- Oversee the recording of behavioural incidents on the SMS, alongside Team Leaders

Important Information for Applicants

Thank you for applying for the Assistant Principal position in our school. Please ensure you view the job description before completing this application.

1. Please fully complete these forms personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a *curriculum vitae* (CV) containing any additional information and the names and contact details of three professional referees. If you include written references, please note that we may contact the writers of the references.
3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
4. If you are selected for an interview you may bring Whanau/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.
6. Shortlisted applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.
7. All information will be confidential to the interview selection panel.
8. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
 - You have not committed any offence within 7 (consecutive) years of being sentenced for the offence, **and**
 - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm), **and**
 - The offence was not a specified offence (specified offences are, in the main, sexual in nature), **and**
 - You have paid any fine or costs.

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.
9. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.
10. CVs from non-successful applicants will not be returned unless a stamped self-addressed envelope is provided. Application forms and CVs from non-successful applicants will be held until the appointment process is completed and then destroyed.
11. Please note that the interview process will involve a five minute presentation on how to build teamwork and community in a school.

If you have any queries, please contact the Principal.

Applications close 12 pm Thursday 30 June 2022. Late applications will not be accepted.

Applications should be marked confidential and addressed to The Principal, Mark Fisher, Spotswood Primary School, 177 South Road, New Plymouth, 4310 or email

principal@spotswoodprimary.co.nz

APPLICATION FOR APPOINTMENT

TO: PRINCIPAL, SPOTSWOOD PRIMARY SCHOOL
(Envelopes should be endorsed "Confidential")

POSITION APPLIED FOR: ASSISTANT PRINCIPAL PERMANENT POSITION (4PMU),
SPOTSWOOD PRIMARY SCHOOL

PERSONAL DETAILS:

Name: _____ Home Phone: (0) _____
Address: _____ Work phone: (0) _____
_____ Mobile phone: (0) _____
_____ email: _____
Citizenship: _____
Registration No: _____

PRESENT EMPLOYER:

Name of present employer _____ Work phone: (0) _____
Address: _____ Other phone: (0) _____
_____ Date commenced: _____
Position held: _____

REFEREES:

1:

Name: _____ Home Phone: (0) _____
Address: _____ Work phone: (0) _____
_____ Mobile phone: (0) _____
_____ email: _____

2:

Name: _____ Home Phone: (0) _____
Address: _____ Work phone: (0) _____
_____ Mobile phone: (0) _____
_____ email: _____

3:

Name: _____ Home Phone: (0) _____
Address: _____ Work phone: (0) _____
_____ Mobile phone: (0) _____
_____ email: _____

TERTIARY EDUCATION QUALIFICATIONS

<i>Institution attended</i>	<i>Year</i>	<i>Qualifications attained</i>	<i>Date awarded</i>

TEACHING SERVICE (list all schools and positions):

<i>Position</i>	<i>Salary Scale</i>	<i>School</i>	<i>Date from</i>	<i>Date to</i>

PROFESSIONAL MEMBERSHIPS

Please give details below:

OTHER INFORMATION

Have you had any injury or medical condition which the tasks of this job may aggravate or contribute to, or know of any reason why you might have difficulty carrying out the job description attached? Yes No

If yes, please give details below:

Do you have any matters relating you yourself or previously before the Teachers Council? Yes No

Do you have a current New Zealand driver's licence? Yes No

Do you give permission for your Police record to be checked? Yes No

Have you changed your name by deed poll/statutory declaration? Yes No

Other names known by: _____

PRIVACY ACT 1993 (To be signed by the Applicant)

This Application is submitted with the understanding that any further information given is for the use of the employer and their authorised representatives who may at any time have access to this information.

Furthermore, consent is given for members of the Spotswood Primary School Appointments Committee or its advisor 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 of Principal at this school.

APPLICANT'S SIGNATURE: _____ DATE: _____

DECLARATION

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from minor traffic offences), received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment? Yes No

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 provisional 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 CV is correct.

APPLICANT'S SIGNATURE: _____ DATE: _____

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Applications should be marked confidential and addressed to The Principal, Mark Fisher, Spotswood Primary School, 177 South Road, New Plymouth, 4310 or email principal@spotswoodprimary.co.nz