



August 2020

Dear Applicant

Thank you for your enquiry regarding our currently advertised permanent Assistant Principal / Team Leader position. The position commences at the beginning of Term 1, 2021.

We are seeking someone to be a key part of our awesome (my opinion!) school. With approximately 200 students we are small enough to keep our delivery personal, but big enough to have scope for some interesting and innovative PLD opportunities.

The advertised job involves teaching a junior class and leading a small team of teachers. You will be a member of our leadership team and are coming onboard at an exciting time in our development as a school. (If you have the skills to do this job but prefer working in the senior school, please give me a call and we can discuss the possibilities.)

Included in this application package are the following documents:

- * Job Description
- * Timeline
- * Application Form

If you require any further information, please contact me on (03) 688 8188, 0212936421, or by email principal@sacredhearttim.school.nz . I am very happy to talk over the shape of the job and welcome your inquiry.

Information about our school can be found by visiting our website at www.sacredhearttim.school.nz . (Our website is currently being rebuilt.)

We look forward to receiving your application, which must arrive at the school by 3pm on Friday 18 September to be considered by the Personnel Committee.

Email directly to principal@sacredhearttim.school.nz, or send to:

The Principal
Sacred Heart Primary School
54 Heaton Street
TIMARU

Kind regards
David Armstrong (Principal)

Sacred Heart Primary Timaru Assistant Principal / Team Leader Job Description 2021

Name:		
Position:	Assistant Principal / Team Leader – Junior Team (could be negotiated)	
Type:	Permanent	
Major responsibilities:	<ol style="list-style-type: none"> 1. Team Leader of Year 0 - 3 2. Teach a class in the Junior Team 3. Assist the Principal as a member of the Senior Leadership Team 	
Units:	2.5 permanent M Units	
Responsible to:	The Board of Trustees through the Principal	
Person Specifications:	<ul style="list-style-type: none"> * Uphold the School's vision, beliefs and values * Adhere to the Code of Ethics for Staff and Boards of NZ Catholic Schools * Follow the planning and assessment expectations of our school * Meet the Standards for the Teaching Profession * Hold full registration as a NZ Teacher * Have significant 	<ul style="list-style-type: none"> Manaakitanga - leading with moral purpose Pono - having self-belief Ako - being a learning Awhinatanga - guiding and supporting
Primary Objectives:	<ul style="list-style-type: none"> * Model and promote positive and constructive relationships with staff, students and the community * Actively engage in professional, open to learning conversations * Value team work and collaborate with others * Share knowledge, skills and resources * Explore, recognise and celebrate Maori identity, language and culture, including making good use of local expertise and the local context * Apply the 'teaching as inquiry' process and strategies with a view to improving practice and student outcomes * Use classroom practices and implement programmes that engage all learners, accelerate learning of all students so that they experience success * Use a range of strategies to support students to have a voice in co-constructing what and how they learn 	

Key Tasks Teaching	Expected Results	
1. Teaching and Learning	1.1 Support and develop our play based pedagogy 1.2 Maintain a safe, well-organised, student-focused learning environment 1.3 Continually adapt and modify activities, resources and technologies in order to scaffold students' learning 1.4 Reflect on classroom practice in an on-going way 1.5 Change and adapt current practice in response to students' needs and new evidence and research 1.6 Create a classroom environment where students can take risks with their learning and see mistakes as learning opportunities 1.7 Acknowledge, respect and encourage student voice, their perspectives and values	
2. Professional Learning and development	2.1 Be a learner 2.2 Engage in and seek PLD opportunities 2.3 Share new learning with other team members 2.4 Commit to making on-going improvements to practice	
Key Tasks Leadership	Expected Results	
Relationship management	Senior leaders build trust by: * Fostering relationships between the school and the community. * Communicating effectively both orally and in writing to a range of audiences. * Providing information to the principal on areas of delegated responsibility in order to assist with effective day to day management and strategic planning in the school. * Understanding and operating within the limits of the delegated authorities and adopts a consultative approach with the principal and other staff on issues relating to school policy. * Establishing and maintaining clear communication processes with staff, and between staff and members of the senior management team. * Showing an interest in the careers and aspirations of those, they lead, encouraging them to take on new roles. * Being open and transparent when helping develop staff.	Specific Area of Responsibility * Parent meetings/emails. * Attending Leadership meetings * Facilitate the minimum necessary number of Team meetings to achieve the Team aims and responsibilities * Act as the link between Senior Leadership Team and Team teachers through team meetings/emails/face-to face meetings. * Following guidelines set out by Senior Leadership.
Whanaugata nga	Contribute by: * Ensuring educational practices and the identity and culture of students and families are acknowledged, valued and inclusive. * Engaging in the implementation of shared goals and vision. * Modelling practices in which teamwork is expected and valued.	* Incorporating different languages and cultural aspects within the classroom. Through team meetings, team treaty etc. * Through team/school assemblies. * Knowing and monitoring the children who require extra support due to cultural needs

	<ul style="list-style-type: none"> * Leading and creating opportunities to celebrate the progress and success of students and staff. * Understanding the implications of New Zealand's changing cultural, social and economic context and ensures that these changes are reflected in programmes within the delegated areas of responsibility. * Providing pastoral care of students and support for staff. 	
Pedagogy	<p>Contribute by:</p> <ul style="list-style-type: none"> * Engaging in and leading professional development and keeping up to date with teaching and learning theory. * Support curriculum development and review. * Modelling pedagogical practices that are effective for all students. * Reflecting on own performance assessment and demonstrate a commitment to own on-going learning in order to improve performance. 	<ul style="list-style-type: none"> * By modelling the agreed upon pedagogies and acting as a supporter of Team teachers to improve their practice * Through Leadership meetings. * Assist Team teachers to set realistic improvement goals and advocate for necessary support for them to achieve these
Systems	<p>Contribute by:</p> <ul style="list-style-type: none"> * Monitoring of students through evidence collecting and data analysis. * Making constructive contributions to the work of the leadership team in a manner which supports effective school organisation and improved learning outcomes for students. * Initiates, plans and manages in association with the principal and other staff, programmes which meet national requirements, are consistent with the school's charter and strategic planning, and which reflect the school's commitment to effective teaching and learning. * Participating in the school's performance management systems and making recommendations to the Principal on appropriate professional development opportunities for staff. * Devolving responsibilities and delegates tasks when appropriate. 	<ul style="list-style-type: none"> * Collaborative Inquiry * Tracking data on MUSAC Edge/PaCT * Leadership meetings * Maintain and monitor planning and assessment practices across the teaching Team * Through teacher development coaching * Delegating tasks whenever appropriate
Partnerships & Networks	<p>Contribute by:</p> <ul style="list-style-type: none"> * Networking across schools to share ideas and challenge practices. * Working with parents and whanau to establish shared expectations for students and encouraging teachers to do the same. 	<ul style="list-style-type: none"> *By modelling effective communication for teachers in the Senior team *By actively supporting teachers' ability to connect with whanau
Catholic	Contribute by:	

Character	<p>*Being responsible (in conjunction with the DRS and Principal) for Team classroom learning and teaching programmes which shall be in accordance with New Zealand Religious Education Curriculum and the School Charter</p> <p>*Ensuring that Gospel values are maintained and modelled in all dealings with pupils, staff and the wider community.</p>	<p>*Demonstrate an understanding of current Religious Education teaching and assessment procedures</p> <p>*Models our Catholic values.</p> <p>* Support liturgies, resources, training and programmes of work that support the Catholic Character of our school.</p>
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**Sacred Heart Primary School
Timeline for AP / Team Leader Position 2021**

Please note that this timeline may change to accommodate people's needs as the process proceeds.

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|-------------------|---------------------------|
| 26 August | Advertisement online |
| 18 September | Applications close 3pm |
| 19 – 25 September | Shortlisting / interviews |
| Term 1, 2021 | Position commences |

(Please talk to us if you need more detail or have questions.)