

# NGUNGURU SCHOOL

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## GENERAL INSTRUCTIONS FOR APPLICATION

- Applications close **Monday 29th Oct** at 3.00pm, 2018
- Mark applications **CONFIDENTIAL** and send to:  

The Principal  
Ngunguru School  
Te Maika Rd  
R.D.3  
Whangarei
- Applications need to include the following information:  
A completed application  
Covering Letter  
Current curriculum vitae.
- Any enquires regarding the position or contents of the package may be directed to Rick Sayer, Principal, 09 4343 805
- The school subscribes to the principles of EEO. Should you be invited to attend an interview a reasonable contribution to your travel / accommodation will be negotiated.
- The appointment committee will comprise of at least 3 of the following –Senior staff, BOT trustee and the Principal
- The advertised position will commence in Term 1, 2016
- You are welcome and encouraged to arrange a visit to the school by contacting the school Administration Officer on 09 4343 805

## **APPOINTMENT TIMEFRAME**

**Position advertised in: Education Gazette October 15<sup>th</sup> 2018**

- **Applications close Wed 29th Oct. at 3.00pm**
- **Short listing completed Wed 31st Oct.**
- **Referees contacted Wed 31<sup>st</sup> – 4<sup>th</sup> Oct.**
- **Interviews conducted 5-9 Nov.**
- **Appointment confirmed 9-12 Nov.**



## **Description of School and Community**

Ngunguru is located 24 kms north east of Whangarei, situated along the scenic Tutukaka coast. Ngunguru is a growing coastal community approximately 20 minutes drive from the outskirts of Whangarei, which is 2 hours north of Auckland.

The Tutukaka coast is a popular holiday destination with an ever-increasing number of permanent residents resulting in flourishing coastal development.

Ngunguru School serves the larger population base of the Tutukaka coast. The school is a full state primary catering for students years 0-8. Ngunguru School is a decile 7. The school has a current role of approximately 290 students. The school is serviced by a bus service provided by the Ministry of Education that enables the children within the district to attend.

The school is situated meters from the beach at the mouth of the Ngunguru estuary and is surrounded by native bush. This unique rural / coastal location supports a unique learning environment for our children, which plays an important role within the school curriculum.

Business and services available in the local area include cafes, grocery / general store, service station, medical centre, hardware, restaurants, sports complex and many more. Quality accommodation is available on the coast.

The Board of Trustees and school are well supported by an active parent teachers association and Whanau Support Group. The FoNS (PTA) provides personnel and resources for fundraising activities and curriculum support. The school has a happy and stable staff. Professional development is promoted and readily available and staff are fully involved in future planning as well as day-to-day management of curriculum areas. We celebrate the unity of the school and the diversity of our community.



**HOOKED ON LEARNING**  
*Pupuri te pihukahuka mo te Akoranga*

## **POSITION OUTLINE**

Due to unexpected health retirement there now exists an exciting vacancy for the following position commencing term 1, 2019.

### **Environmental Specialist – Fixed Term, Scale A -**

Ngunguru School is a unique beachside school and we are committed to our unique EarthEd programme being a flagship and central pillar of our school curriculum.

This position attracts 1 resource unit

### **All year groups 1-8**

The successful candidate will be an experienced teacher, teach across all classes from year 0-8 and will lead the specialist environmental delivery of our existing EarthEd programme. This is delivered in part through the teachers CRT release and which will run for 3 days per week. This constitutes a minimum 2 full days EarthEd per term, per class. This unique and exciting programme is able to be supported and enhanced in a co delivery role featuring a Te Ao Maori world view. (See induction below for more detail) It is expected that all class teachers will support pre, during and follow-up CRT EarthEd initiatives and across team planning will support this.

The remaining 2 days per week are 'EarthEd focussed' management release days in a year 2 room and in a year 5/6 room. These two classes have a flagship role in more intensive EarthEd initiatives and the day per week in each room allows this to be explored in depth. This role is open to explore its many variations and opportunities. The successful candidate will have a key role in its design and delivery.

### **Induction**

The successful candidate will take the lead in the delivery of all aspects of the EarthEd programme but as it is an existing programme they will be additionally supported by;

- The previous EarthEd teacher being employed in a programme mentor role to help with programme knowledge, support and community network knowledge. The extent of this mentoring will not be restricted, ensuring adequate pre and during programme support.
- The support and co-delivery of the programme for two full days by a dedicated Ngatiwai, conservation kaiawhina. The current person has been in this role for two years and offers a unique Te Ao maori view and expertise to support the delivery.

### **Tenure**

While the job in its initial year is fixed term for 2018, Ngunguru School is committed to its longevity and the role will certainly be extended beyond this timeframe with the schools intention for it to become permanent. However, the school is prepared to explore other employment possibilities for a suitable candidate. This may or may not be restricted to part-time (3 days a week minimum ) or part thereof. Candidates are welcome to ring the school principal for further clarification on this.

### **Teacher Duties**

- Be responsible to the Principal, Associate Principals and middle management of of Ngunguru School. This responsibility incorporates EarthEd organisation, teaching programmes, active participation in school appraisal, planning, assessment and evaluation, reporting to parents & community as appropriate, involvement in all staff development and extra curricula activities. Maintenance of our programmes EarthEd facebook page and community consultation.

Facebook page: Coastal kaitiakitanga - Ngunguru School & Tutukaka Coast

### **Allowances**

Staff at Ngunguru School are entitled to an additional staffing incentive of \$1000 per annum.

## **CRITERIA FOR APPOINTMENT**

Selection of candidates will be made on the basis of evidenced abilities using the following criteria and strengths displayed by the candidate.

### **1. PERSONAL QUALITIES**

Interpersonal and open communication skills / active listener  
Enthusiasm, motivation and energy  
Sense of vision and innovation  
Effective decision-making  
Personal professional development  
Recognition of the worth of others  
Sense of humour  
Empathy for Bi cultural and multi-cultural issues

### **2. CLASSROOM TEACHING (job description attached)**

Excellent classroom teacher (State curriculum strengths)  
Understanding of and experience with 'Inquiry based or self managed' learning models/frameworks  
Familiarity and experience with thinking skills, tools and organisers  
Ability to draw on community expertise  
Maximise use of the environment to deliver the curriculum  
Knowledge and experience of information technology to enhance effective learning, teaching and efficient administration

### **3. MAORI**

Supports the integration of Te Reo and Tikanga Maori  
Supports aspirations of local community

### **4. STUDENT WELFARE**

Communication and consultation with parents / caregivers about pupils learning and welfare  
Sensitivity and understanding of pupils as individuals  
Nurturing a positive learning environment  
Support of intervention programmes for pupils with needs and abilities

### **5. ASSET AND FINANCIAL MANAGEMENT**

Effective in the management of curriculum resources  
Some experience in the operation of budget systems  
Ability to effectively monitor expenditure

## **GENERAL JOB DESCRIPTION**

### **PURPOSE**

Teachers are responsible to the principal for curriculum delivery, curriculum content, assessment of pupil progress, reporting to parents, whole school responsibilities and specific delegations.

This job description sets out teacher duties and responsibilities, and forms a reference point for performance appraisal.

### **ACCOUNTABILITY**

All teachers are accountable to the principal, who in turn is accountable to the Board of Trustees for all staff.

### **EXTENT OF AUTHORITY**

1. Teachers operate within legal requirements, the school's charter, policies, plans and procedures.
2. Each teacher is responsible for the welfare and education of the children and classes assigned by the principal, and for specific duties delegated by the principal.

### **WORKING RELATIONSHIPS**

Teachers:

- give priority to ensuring the well-being and educational achievements of their pupils
- work as members of the staff team
- have positive relationships with parents
- help to promote the interests and image of the school.

### **TEACHING STRATEGIES**

- Strategies focus on individual students' needs and are appropriate for the culture, age, ability, gender and attainment of pupils.
- An emphasis is to be placed on the extension and enrichment of all children.
- Expectations for pupils are to be clearly expressed, realistic and challenging.
- An emphasis is to be placed on 'inquiry based' learning.
- The School Mission Statement is to be emphasised.

### **MOTIVATION OF STUDENTS**

- Pupils' are to be encouraged and praised.
- Pupil improvement, effort and attainment are to be acknowledged.
- Each child is to receive at least one Principal's Award in the year.
- The learning environment is to be positive and challenging.
- An emphasis is to be placed on pupils goal setting, self assessing and evaluating.

## **CLASSROOM MANAGEMENT**

- Standards of acceptable behaviour are to be clearly stated and consistently and fairly applied.
- Classes are to draw up codes of conduct for their classroom consistent with school procedures. The codes are to be displayed in the room
- The syndicate behaviour policies are to be adhered to.
- Pupils are to be encouraged to take greater responsibility for their learning and set personal goals for academic and social progress.

## **CURRICULUM DELIVERY**

- The curriculum delivery is to be consistent with *The New Zealand Framework*.
- The curriculum delivery is to be consistent with locally determined curriculum policies, in particular the eartEd programme.
- An emphasis is to be placed on social action and community engagement.
- An emphasis is to be placed on inquiry learning and the incorporation of ICT in the curriculum delivery.

## **CONTRIBUTION TO TEACHING TEAM ACTIVITIES**

- Teachers are to work co-operatively and collaboratively with other staff.
- Teachers are to work in buddy classes, curriculum teams and syndicates where joint planning is to be encouraged.

## **CONTRIBUTION TO THE CORPORATE LIFE OF THE SCHOOL**

- Teachers are to foster positive relationships with parents
- Teachers are to send at least one class newsletter home per term.
- Each teacher is to attend at least one Board and one P.T.A. meeting.
- Teachers will actively participate in school professional development priorities

All successful employees will be required to sign the Ngunguru School Code of Conduct.

## **EQUAL EMPLOYMENT OPPORTUNITY DATA**

The Board of Trustees of Ngunguru School request that you fill in the following form for the purpose of assisting the school in the implementation of the Equal Employment Opportunity Guidelines.

This data assists the school in establishing a profile of the range of applicants applying for jobs. It also provides a basis for the planning and development of the school's EEO programme. All information is confidential to the school.

### **EQUAL EMPLOYMENT OPPORTUNITY DATA**

Application for position at **Ngunguru School**

Name of applicant \_\_\_\_\_

Ages in which range? Please circle –

16 – 25 y    26 – 35 y    36 – 45 y    46 – 55 y    56 – 65 y

Please tick the appropriate boxes from the list below.

**Gender:**            Male                                                        Female           

**Ethnic Origin:**

New Zealand Maori                                                                Chinese           

New Zealand European                                                                Indian           

Other European such as British, Australian, Scottish, Dutch.

(Please state) \_\_\_\_\_

Other Ethnic group such as Vietnamese, Kenyan. .

(Please state) \_\_\_\_\_

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# **Application Form**

Application Form for the Positions as advertised at Ngunguru School closing 3.00pm 29th Oct. 2018

## **POSITION DETAILS**

Please state clearly the position/s being applied for:

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## **PERSONAL DETAILS**

**Name** (Mr, Mrs, Ms, Miss)

**Address**

**Contact Phone Numbers (Home)** **Work**

**Email**

## **PRESENT EMPLOYER**

**Name**

**Address**

**Contact Phone Numbers (Home)** **Work**

**Email**

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## **REFEREE (1)**

**Name**

**Address**

**Relationship to applicant**

**Contact Phone Numbers (Home)** **Work**

**Email**

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**REFEREE (2)**

**Name**

**Address**

**Relationship to applicant**

**Contact Phone Numbers (Home)**

**Work**

**Email**

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**REFEREE (3)**

**Name**

**Address**

**Relationship to applicant**

**Contact Phone Numbers (Home)**

**Work**

**Email**

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**NEW ZEALAND TEACHERS' COUNCIL REGISTRATION NUMBER :** \_\_\_\_\_

**DATE OF CERTIFICATION:** \_\_\_\_\_

**DATE OF EXPIRY OF CURRENT PRACTISING CERTIFICATE:** \_\_\_\_\_

**HIGHEST TEACHING QUALIFICATION HELD:** \_\_\_\_\_

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**PRIVACY STATEMENT** (Must be signed by applicant)

**This application is submitted on the understanding that any information given is for the use of the employer and their authorised representatives who may at any time have access to this information. I agree to the Ngunguru School Board of Trustees (or its agents) approaching my referees for either written or verbal statements of my abilities in relation to this Application. Furthermore consent is given for members of Appointments Committee of the Ngunguru School Board of Trustees 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 at this school. I understand that I will undergo Police Vetting of any convictions.**

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**CONFIRMATION:**

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from summary offences)

**YES / NO**

If YES, please provide date and details of offence/s on a separate sheet. Please note that as of Monday 22 April 2002 all persons employed in a NZ School will be vetted by the NZ Police.

Have you any health issues or injuries, which may prevent you from taking up this position or limit your capacity to perform the full duties and responsibilities of this position?

**YES / NO** (please circle as appropriate)

If "YES" please provide full details on a separate sheet.

How many days has it been necessary for you to be absent from work due to illness and/or injury during the last 12 month period?

If you wish you may provide details on a separate sheet.

**DECLARATION:**

I certify that I am a New Zealand registered teacher with a current Practising Certificate and I solemnly and sincerely declare that, to the best of my knowledge and belief, the information provided on this application form, in my CV and all other supportive documentation is true and correct.

APPLICANT'S SIGNATURE : \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICE USE ONLY**

Date Application received:

Time: