TE WAKA KURA O MOHUA
GOLDEN BAY HIGH SCHOOL

Information for Applicants

Head of Department (HOD)
Māori - Year 7-13

1 Management Unit + 2 Middle Management Allowances
Commencing on 28 January 2027

CONTENT

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The timeline for filling the position is as follows:

1. Closing date for applications: **Wednesday 25 November 2026 5pm.**
2. Short-listing of applicants will occur after this date. You will be notified as to whether or not you are invited to an interview in due course.

Application details:

Please provide the following:

1. Completed application form
2. Covering letter
3. CV

Address your application to:

The Principal
Jono Hay
Te Waka Kura o Mohua | Golden Bay High School
12 Waitapu Road
Tākaka 7110

Email applications to Steph Hartill: steph@gbh.school.nz

Information for Applicants

Ka pipī ake te wai

Ka pupū ake te wai

Ko Te Waikoropupū te ūkaipō o Huriawa taniwha

Ka heke kau te wai

Ko Tākaka, ko Te Waitapu o Uruao

Ka rere kau te wai

Ka piri atu ki Mohua, kia Tangaroa

Hei oranga mō te katoa

E ngā mana, e ngā reo, karangatia, kia koutou katoa.

We are seeking a passionate and future focused teacher to join our staff. The successful applicant will have the knowledge, skill and enthusiasm to lead the development of kaupapa Māori within our kura including te reo Māori, te ao Māori, our cultural narrative and the delivery of the New Zealand curriculum in a way that meets the needs of all of our diverse learners. They will be able to develop a curriculum that utilises the resources and history of our local area, in partnership with Manawhenua ki Mohua and develop 21st Century capabilities with learners.

Te Waka Kura o Mohua | Golden Bay High School has recently had a major building redevelopment including new buildings and extensive refurbishment. The school is well resourced and committed to the professional learning and development of our staff, including educational leadership development. We are forward thinking and in the process of redesigning learning experiences for our students. We are currently working to enhance culturally sustaining and relational practices. This is an exciting time to join the school.

Set in the beautiful Mohua – Golden Bay, Tākaka has a vibrant and diverse community. There is a thriving arts community along with beautiful beaches, native forest and two national parks offering a wide variety of recreational opportunities. Golden Bay is a great place to live and work.

Person Specification

The successful candidate will lead and be responsible for our Māori Department. This will involve:

- the teaching of Te Reo Māori, Manawhenua ki Mohua tikanga and supporting kaupapa Māori.
- supporting school leadership in our goal of continually improving how we serve our Māori whānau.

The Principal, Jono Hay, warmly encourages those interested to email or call (027 416 5232) to korero about the role.

Kia hora te marino, kia whakapapa pounamu te moana, kia tere te kārohirohi i mua i toū huarahi.

TE WAKA KURA O MOHUA
GOLDEN BAY HIGH SCHOOL

Application for Head of Department – Māori

Full Name: _____

Address: _____

_____

Telephone (Mobile): _____ Email: _____

Current Position: _____

Time in that Position: _____

Teacher Practicing Certificate Number: _____

Type and Expiry Date: _____

(This section is optional)

Date of Birth: _____

Family: _____

Health: _____

Ethnicity: _____

TOPICS TO BE ADDRESSED BY ALL APPLICANTS (in CV or covering letter)

1. A brief outline of the duties and responsibilities already undertaken.
2. Other relevant educational experiences.
3. Personal and professional qualities and experiences.
4. Personal interests.

Referees

Please arrange for at least two referees who may be contacted by phone to support your application.

Please list below the names and contact details.

1 Name: _____

Position: _____

Address: _____

Phone Number: (Mobile) _____ (Work) _____

(Email) _____

2 Name: _____

Position: _____

Address: _____

Phone Number: (Mobile) _____ (Work) _____

(Email) _____

Convictions against the Law / Unsuitability for the Position

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 in the school environment?

Yes / No If you answered **Yes**, please provide the date and details of the offence, or other reasons, together with any comments you may wish to make.

Please note:

1 You may be asked to provide a copy of the relevant Court record(s) obtainable from the Registrar of the Court concerned.

2 Failure to provide correct and true details of any conviction or reason for possible unsuitability will make you liable to dismissal from employment at Te Waka Kura o Mohua | Golden Bay High School.

DECLARATION

I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in this application is true and correct. I understand that this may be verified.

I agree to the referees being used for the purposes of considering my suitability for the position.

I agree that the Board may make further verbal or written inquiry from people relevant to this application.

I agree that if successful, my appointment will be subject to a satisfactory police vet.

Signature: _____ Date: _____

TE WAKA KURA O MOHUA
GOLDEN BAY HIGH SCHOOL

Job Description - Head of Department (Māori)

1. Class Teaching: To provide quality learning opportunities targeted to the specific needs of each class.

Key Objectives	**Expected Outcomes**
a) Establish level of achievement for each student	Baseline measurements recorded or baseline sample filed
b) Set achievable goals from departmental scheme (where appropriate)	Individual pupils know specific goals
c) Design and plan learning activities that are motivating and challenging for the students	Class programme written up, students are involved with lessons
d) Assess students' progress and evaluate learning activities and outcomes	Cumulative records show individual students making progress
e) Identify and remove barriers to learning	Cumulative pupil records show progress

2. Class Culture: To develop an environment where individuals are encouraged, respected and challenged to learn

Key Objectives	**Expected Outcomes**
a) Develop an environment where students feel safe, relaxed, committed to learning	Evidence of students taking appropriate responsibility for learning
b) Ensure the tasks set are appropriate for the full range of students in the class	All students experience success at their level
c) Ensure that student management is based on positive reinforcement	Teachers and students use positive messages to one another
d) Ensure the teaching area is an attractive, orderly place where equipment and resources are well managed	An interesting classroom with students involved in its maintenance and displays
e) Provide a procedure for resolving mis-understandings and disputes	Distractions to learning are kept to a minimum; disputes are rapidly resolved

3. Whole School Culture: To maintain a professional stance, both within the school and in the community, in order to foster the highest quality learning and teaching

Key Objectives	**Expected Outcomes**
a) Participate in student activities outside the classroom	Evidence of a good rapport with students
b) Communicate with parents/caregivers regarding progress, concerns, etc	Reports that emphasize progress made; Attendance at parent/teacher interviews as appropriate
c) Support the school in the community	Individual's confidentiality respected. Problems resolved within the institution and with appropriate constituents. Students' positive attributes promoted
d) Support whole-of-school events	Teacher will participate in whole school events, appropriate to his/her responsibilities
e) Actively promote, by example appropriate and desirable behaviour	Teacher will listen to a variety of points of view; will be available for individual help and advice; will model courtesy; will act fairly; show a sense of humour in dealing with students, colleagues, parents and members of the public

4. Personal Professional Development:

Key Objectives	**Expected Outcomes**
To maintain an understanding of trends in the teaching area, keeping up to date in education generally, and in the curriculum area in particular.	Teacher works productively in Professional Development Cycle Teacher actively seeks professional development

Pastoral: Form teacher of form class

Special Responsibilities: Support kaupapa Māori school events such as mihi whakatau, Matariki and kapa haka. Undertake teaching responsibilities as directed by the Principal.

Teacher Signature: _____

Principal Signature: _____