Glenavy School

Deputy Principal/Teacher Application Pack



Contact Details: Glenavy School, Ruane Street, RD10, Waimate.
Telephone: 036893856 email: principal@glenavy.school.nz

TIMELINE FOR APPLICATION FOR THE DEPUTY PRINCIPALS TEACHING POSITION

Enclosed is the information you will need to help you apply for the position of Deputy Principal at Glenavy School, South Canterbury.

Please note the following dates and ensure your availability:

Applications close: Friday 27th November at 3pm

Short list completed: Saturday 28th November
(telephone notification of interview times)

Interviews scheduled -Between Wednesday 2nd December and Saturday 5th December- to be confirmed with the candidates

The board expects to confirm the appointment by Monday 7th December

The start date is the beginning of Term 1 2027

Please Note: if you would like to tour the school prior to the closure date please contact the principal by email principal@glenavy.school.nz or 036893856.

IMPORTANT NOTES FOR APPLICANTS

Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.

- Attach a curriculum vitae (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.
- Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications. You will also need to provide proof of identity e.g. driver's license.
- Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.



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PRINCIPAL'S GREETING

Thank you for showing interest in the Deputy Principals teaching position at Glenavy School.



The district itself is predominantly a farming one with most school families involved in dairy or sheep farming.

Glenavy School is a state co-educational primary school that has served the community for over a hundred and twenty years. It has developed a fine tradition in educational, cultural and recreational activities, and maintains a proud place in the community. The school's success can be attributed to the tremendous co-operation, enthusiasm and efficient service of all connected with Glenavy both in the past and the present.

The very nature of our area encourages "community" in its broadest sense with pupils from Fiji, Philippines and many more. Glenavy School caters for students from New Entrants through to Year 8, enabling students to grow and develop together over a long period of time.

The opportunities and experiences that students share during these years cement relationships, which outlive the school days. As a full primary school we are able to offer our senior pupils roles of responsibility that they might not get elsewhere. Our senior students are encouraged to develop their leadership skills at all times and to make the most of every opportunity that comes their way thus helping to maintain and preserve the Glenavy School way. Our year 8 students participate once a term with our cluster group of schools offering them the opportunity to establish additional friendships before the important move to high school.

The rural aspect is an attractive and significant feature of the area and offers a unique perspective on life. With this comes a range of different educational opportunities and experiences, which reflect the unique culture of Glenavy School. This is reinforced through the efforts of an experienced, dedicated and talented staff who through modern, appropriate teaching strategies provide interesting and varied learning experiences for our students.

Kate Mansfield

Principal

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Purpose of the position:
The position exists to ensure the high quality education to the students of Glenavy School

Accountable to:
The Principal

General Statement of Responsibilities

1. Curriculum delivery ensures that all learning programmes are appropriately planned taking into account individual needs, te reo me ona tikanga, using assessment as a means of identifying needs, maintains current levels of professional knowledge and ensures an appropriate learning environment.
2. Curriculum content programmes must provide full coverage of learning areas in line with National Curriculum Statements and school schemes. Programmes will take account of the learning needs of Maori and impart essential skills, attitudes and values.
3. Assessment of achievement through accurate monitoring and recording of student progress and achievement teachers will be able to appropriately report as required and to inform their planning to meet student needs.
4. General contribution to the school teachers are expected to participate and support the corporate and extra-curricular activities of the school
5. Additional delegations: decided through negotiation

Key Tasks:

1. SENCO leader- attend IEP, follow up on Learning Needs registers, support teachers in applications, ESOL assessments
2. Literacy Leader throughout the school.
3. Effectively lead co-operative planning and assessment for school
4. Actively support the Principal in the leadership and management of the school, deputising when required
5. Provide high quality leadership in school-wide curriculum reviews
6. Effectively carry out any school wide duties as delegated by the Principal
7. Provide high quality administration and management of school
8. Work with the Principal in effective management, staffing and appraisal systems.

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General
The teacher will be required to achieve the above key functions by meeting the objective and professional standards outlined in the annual performance agreement ratified by the principal after consultation with the teacher.

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PERSON SPECIFICATION

The following specifications, in no particular order, should be addressed by the teacher in their application and provide evidence of:

- Being passionate about children and their learning, and be able to acknowledge each students individually
- Having a sense of humour
- Being inclusive of all children and families
- Being approachable and visible inside and outside the classroom
- Being an excellent communicator, who values and respects staff and their input, who fosters a strong team spirit, and supports distributed leadership.
- Having past success in high quality teaching and administration.
- Being able to listen to staff, students and community and respond accordingly.
- Being able to develop strong practices and strategies around student behaviour, and implement these in a positive and consistent manner.
- Having a good understanding of the new New Zealand Curriculum and a strong background in curriculum leadership.
- Participate in community organised events.
- Respecting, valuing and promoting Maori culture, Te Reo and Tikanga, and promoting a multicultural perspective within the school
- Understanding and promoting IT and future focused learning where appropriate
- Building on the school's vision, and further developing this, using your own and the school community's idea.

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APPLICATION FOR APPOINTMENT

SECTION 1

Surname/Family Name	First Names (in Full)

Full Postal Address

Contact Telephone Numbers	
Home:	Cell:

Educational Qualifications
Please state your last Secondary Qualification:
Please state your tertiary qualification/s:
Please state any other qualifications that relate to the position:

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Please the appropriate boxes either x or /

Are you a New Zealand citizen?	Yes ☐	No ☐
If not, do you have resident status, or a current work permit?	Yes ☐	No ☐
Have you ever had a criminal conviction? *(convictions that fall under the clean slate scheme do not have to be disclosed)* If Yes, please give details:	Yes ☐	No ☐
Have you ever received a police diversion for an offence? If Yes, please give details:	Yes ☐	No ☐
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of license, or imprisonment? If Yes, please give details:	Yes ☐	No ☐
Are you awaiting sentencing/currently have charges pending? If Yes, please state the nature of the conviction/cases pending:	Yes ☐	No ☐
Have you ever been subject to any concerns involving children's safety? If Yes, please give details:	Yes ☐	No ☐
In addition to other information provided, are there any factors that we should know to assess your suitability for appointment and ability to fulfil the role advertised? If Yes, please elaborate:	Yes ☐	No ☐
Have you ever had a medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this position may aggravate or contribute to? If Yes, please give details	Yes ☐	No ☐
Do you currently have a New Zealand driver's license?	Yes ☐	No ☐

SECTION 2

EMPLOYMENT HISTORY

Please outline the most recent employment history, beginning with the current or latest employment.

Period Worked	Employer's Name	Position Held	Reason for Leaving

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your most recent work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

Name	Contact Details (organisation and address)	Phone	Relationship (e.g. employer/principal)

Authority to approach other referees

I authorise the board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to suitability for appointment to the position.	Yes ☐	No ☐
I authorise the board, or nominated representative, to access any information held by the Teachers Council, including matters under investigation, to gather information related to suitability for appointment to the position.	Yes ☐	No ☐

I certify that:

- The information I have supplied in this application is true and accurate.
- I confirm of the Privacy Act 1993 that I have authorised access to referees.
- I know of no reason why I would not be a suitable to work with children/young people
- I understand that if I have supplied incorrect or misleading information, or have omitted any information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

Signature _____

Date_____

Please post applications to: The Principal Glenavy School, RD10, Waimate (marked as confidential) or by email to principal@glenavy.school.nz

WE LOOK FORWARD TO YOUR APPLICATION

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