Application Pack



Ōrongomai (Years 3&4) Team Leader

A fantastic opportunity to join our caring, positive and dynamic innovative learning community. Halswell offers:

* Amazing children who are well mannered and eager to learn
* Highly effective team oriented collaborative teachers
* A child centred vision for teaching and learning
* A community who respect and value their children’s teachers
* School wide professional learning opportunities
* Supportive leadership
* New acoustically superior flexible learning spaces (ILE)

Applicants need:

* A deep understanding of current collaborative pedagogy
* Strong organisational skills and the ability to lead and coordinate a large team
* Ability to develop strong relationships, based on trust, respect and care, with caregivers, colleagues and children.
* Ability to work positively with the Leadership Team to drive our school forward
* A reflective disposition and willingness to continue learning
* To enjoy working collaboratively
* A belief that children learn better when enjoying themselves
* A willingness to incorporate ICT across the day
* To share in our belief that children learn through play

Interested and want to know more? Please contact us or come and see our school in action.



29 October 2019

**Years 3&4 Team Leader**

Tēnā koe

Thank you for your interest in obtaining an information pack for the vacant Ōrongomai (Years 3&4) Team Leader position at Halswell School. The successful applicant with lead a team of six teachers in a collaborative learning environment. Please note that this position comes with two permanent and one fixed-term unit attached.

Please find an application form for this position below. Your application form should also be accompanied by a curriculum vitae and a covering letter that makes clear references to the job description.

**We will only accept electronic applications sent to** [**appointments@halswell.school.nz**](mailto:appointments@halswell.school.nz)

Proposed Timeline for Appointment

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| --- | --- |
| Applications close | Thursday 31 October 2019 (3pm) |
| Shortlisting completed by | Monday 4 Novemebr |
| Interviews | Wednesday 6 November |
| Position commences | Term 1 2020 |

Should you require any further information regarding the appointment process or would like to arrange a visit, please contact the office on 03 322 7038 or email [cathie.zelas@halswell.school.nz](mailto:cathie.zeals@halswell.school.nz).

I look forward to receiving your application to join the team at Halswell School.

Kind regards

Stuart Cameron

Principal

Halswell School: 1 School Road, Christchurch **I** Office (03) 3227038 E: [admin@haslwell.school.nz](mailto:admin@haslwell.school.nz)W: halswell.school.nz



**APPLICATION FOR APPOINTMENT - Ōrongomai Team Leader**

**Halswell School**

**‘Inspiring Every Child To Imagine Believe Create Succeed**

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| --- | --- |
| **Personal details:** | |
| Name: |  |
| Address: |  |
| Contact ph number | Home:  Work:  Cellphone: |

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| --- | --- |
| **Present position (if appropriate):** | |
| School: |  |
| Position held: |  |
| Time position held: |  |

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| **Referees:** | | |
| 1. | Name: |  |
| Address: |  |
| Ph number: | Home:  Work:  Cellphone: |
| Capacity you have known the person: |  |
| 2. | Name: |  |
| Address: |  |
| Ph number: | Home:  Work:  Cellphone: |
| Capacity you have known the person: |  |

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| **Convictions against the law:** | |
| Have you ever been convicted of any offence against the law. (apart from minor traffic convictions) | YES/NO |

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| **Complaints about professional practice:** | |
| Have you ever been the subject of a complaints procedure during previous employment? | YES/NO |
| If yes please give details: | |

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| **Educational qualifications:** | |
| Qualification: | Date awarded: |
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| **Teaching service:** | | | | | |
| Position: | Class level: | Salary scale: | School: | from | to |
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| **Strengths:** |
| What do you consider are your curriculum and/or leadership strengths?  1.  2.  3. |

**CONFIRMATION:**

I certify that I am registered as a New Zealand Teacher and that the information given in this application and C.V. is correct and verifiable. I authorise the convenor of the Appointments Committee at Halswell School to obtain information from nominated referees and previous professional acquaintances, who may verify or add to the information in my application for this position**.**

**Applicant's Signature: Date:**



Team Leader: Job Description

Units: 2 P and 1 FT

**Purpose of position:**

* Lead teaching and Learning in the Ōrongomai Team (currently Years 3&4)
* To implement ‘Best Practice’ within the Learning Team and in collaboration with other team leaders consistently across the school.

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| **Leadership Dimension** | **Key tasks** |
| Leading Learning | Embed the ‘teaching as inquiry’ cycle and assist staff to develop skills to implement cycles of inquiryEnsure Learning Teams follow school policy, procedures and guidelinesOversee, monitor and evaluate Learning Team programmes  * Ensure planning and teaching reflects the Halswell School Graduate Profile, Halswell School ACTIVE Curriculum, Rich Curriculum term planning, and Halswell School values  Support teachers to take risks, trial and practice, modify and work towards using highly effective teaching strategies that are researched-based many of which are found in our Pedagogy Plan.  * Ensure all team members have a current TAI in Terms 2 and 3 and provide time for reflection and discussion regarding TAis at team meetings |
| Professional Support & Guidance | * Complete appraisal / attestation for teachers in Learning Team * Support and promote the strategic direction of the school including annual PLD goals * Meet with team colleagues at least twice a year to set, observe and complete performance appraisals (see appraisal cycle guidelines) * Lead regular Team meetings; provide an agenda for meetings and ensure minutes are kept and available for perusal by other staff * Proofread Team blogs, newsletters, notices and emails to parents (if potentially contentious) * Check long term plans for consistency each term * Ensure that people are aware of who is coming and going – invites, welcomes & thank-yous * In conjunction with colleagues, schedule and plan team events – newsletter, organisation, phone calls * Lead planning (CRT planning days) * Ensure a consistent approach within the Team by providing guidelines for book layout, display, stationery and goal setting * Model acceptable standards for Learning Centre layout/environment – positive and professional * Be responsible for an effective Team budget which focuses on purchasing resources that will support teaching and learning * Plan for regular learning centre observations and ‘walk-throughs’ * Collect and check team colleagues planning and assessment * Keep an up-to-date team folder with all relevant team documents and such as planning , record of budget expenditure and minutes of team meetings * Take a leadership role in staff meetings (Distributed leadership model) |
| Behaviour Management | * Be available to meet with parents of children in the Team to discuss any concerns they may have * To support and guide teachers within the team who have students exhibiting difficult behaviour. * Ensure that the school-wide Behaviour Management Plan is followed by all teachers within the team. * Oversee reflection time for students within the Team. Share any parental or student concerns at Leadership Team meetings * Make contact with parents of children following moderate-serious behaviour incidents inline with the Halswell Behaviour Management Plan * Ensure that the correct procedures are followed for referring children with behaviour concerns ie parents must speak to T-Group teacher first then Team Leader then AP/Principal |
| Enrichment | * Be aware of the students within the Team who have learning needs and are on either the GAT or Enrichment Registers * Be aware of the learning needs of Team – enrichment and GAT referrals to come through Team meetings * At team meetings regularly review and reflect on the progress of students on the enrichment register * Assist the GAT and Learning Support coordinators in selecting students to take part in the programme and decide on the focus of the groups |
| Accelerating Student Achievement | * Lead the implementation of innovative initiatives to accelerate student achievement within the team * Respond professionally to any significant parental concerns within the Team * Ensure all Team assessments have been completed in-line with the *Assessment Schedule* * Be aware of and support initiatives associated with MoE targets and Team Focus Groups |