Taieri College
Years 7-13

Taieri College, situated in Mosgiel, serves a well-defined local community. It is a co-educational Year 7-13 College which commenced in 2004 as the result of a merger of The Taieri High School and Mosgiel Intermediate. The College continues a commitment to education that began in the area in 1853.

The expectation is that Taieri College is a community school. This concept involves the College having a sense of ownership by the people of the Taieri. We share with the whole community the important role of developing our young people. It is this which makes our College unique. It is Taieri College.

There is a clearly defined geographical area which has a proud tradition of sturdy independence and a commitment to its unique mix of town and country. It is a community which is willing to embrace change and has looked to diversity and grow to meet the evolving needs of the markets for its products. It has warmly embraced the technical and scientific world in its desire to maximise its production yet has retained its sense of cohesiveness and of family values.

Families of the Taieri Plain choose Taieri College to educate their young people. They want:
- a co-educational seamless school
- a safe, supportive environment
- broad-based balanced education
- strong community links
- an education that will equip their young people for the 21st Century
- credentials that will give students from the College the personal resources to fulfil their goals.

At the same time the community wants its young people to be nurtured and cared for by staff who have values similar to their own. They look to the College to help them teach their young about respect and caring for others, about being honest and trustworthy and to learn about hard work and commitment and the benefits and rewards these can bring.
Taieri College
Years 7-13

Application Pack

The contents of this application pack are:
- Job Description – Teaching Duties
- Application form

Application Process
A Curriculum Vitae and a covering letter should be provided. The application must be received by:

3.00pm on Friday 25 October 2019
at Taieri College
PO Box 45
Mosgiel 9024
(3 Green Street, Mosgiel)

Appointment Process
The Principal and a member of the Board of Trustees will lead the appointment process and may delegate parts of the process to the relevant Head of the Learning Area and/or a member of the Senior Leadership Team.

Further Information
If you require further information, please contact the Principal’s Personal Assistant.
Lynne Blackwood
office@taieri.school.nz
(03) 489 3823 extn 104
TAIERI COLLEGE
JOB DESCRIPTION

Assistant Principal
5MU

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<th>Responsible to:</th>
<th>Principal</th>
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<td>Functional Relationships with:</td>
<td>Principal, SLT, all Staff, BOT, Caregivers, Outside Agencies</td>
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| Primary Objective: | To provide professional leadership in effective student management Year 7-13 and to assist the Principal in the effective management of the college so that core business is carried out. |

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<tr>
<th>Key Tasks</th>
<th>Key Performance Indicators</th>
<th>Evidence</th>
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<tr>
<td>To provide leadership and support for Pastoral Care Years 7-13 to facilitate learning outcomes</td>
<td>• Work with outside agencies when required&lt;br&gt;• Contribute to formulation and implementation of college wide pastoral practices&lt;br&gt;• Promote and demonstrate effective restorative practice&lt;br&gt;• Support Teachers and Deans</td>
<td>Student engagement</td>
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<td>To contribute towards the effective delivery of the NZ curriculum across the college</td>
<td>• Drive effective pedagogy&lt;br&gt;• Contribute to self-review of teaching programmes</td>
<td>Student academic achievement</td>
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<td>To assist in the implementation of a quality Performance Management System for teaching staff as delegated by the Principal</td>
<td>• Contribute to Taieri College’s adopted Professional Learning and Performance Appraisal programmes&lt;br&gt;• Appraise staff when required</td>
<td>Compliance and professional growth of teachers</td>
</tr>
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<td>To assist in the day to day management of Taieri College.</td>
<td>• Share the responsibility with another Assistant Principal in coordinating teacher relief as required.</td>
<td>Coverage of classes</td>
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<td>To be the Assistant Principal’s nominee for NZQA</td>
<td>• Follow and promote the NZQA quality assurance processes&lt;br&gt;• Liaise with Principals Nominee in accreditation of NZQA standards</td>
<td>Compliance</td>
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<tr>
<td>To assist in managing the NCEA external examinations</td>
<td>• Liaise with Principal’s Nominee in overseeing exam supervision (including practice exams)</td>
<td>Effective delivery</td>
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<td>To develop and strengthen a home, community and college partnership</td>
<td>• Warmly welcome new students and parents into Taieri College&lt;br&gt;• Contribute to the orientation of new students&lt;br&gt;• Contribute to Open Day</td>
<td>Marketing</td>
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<td>To undertake any other duties and responsibilities as delegated by the Principal.</td>
<td>• Negotiated contract for additional duties is complied with.</td>
<td>Negotiated</td>
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Application for Assistant Principal – permanent full-time position
Taieri College

Application for Position

Position applied for __________________________________________
Surname ____________________________________________ Mr □ Mrs □ Ms □ Miss □
First name(s) ____________________________________________
Address ________________________________________________________________

Telephone (   ) _____________________________ Cell-phone ________________
Email address ________________________________________________
Contact Address if different from above ______________________________________

Registration Status Provisional □ Full □ LAT □ Not Registered □
Registration Number ________________________ Expiry Date ________________
Ministry of Education Number ___________

Is there any sort of agreement that you are under with the Teachers’ Council? Yes/No

Citizenship Status: ____________________________________________

Are you legally entitled to work in New Zealand. Yes/No

Have you ever had a criminal conviction other than a minor traffic offence? Yes/No

If Yes, please provide the date and details of the offence, the penalty, or reason, together with any comments you may wish to make.

________________________________ __________________________________________
________________________________ __________________________________________

Please note: You may be asked to provide a copy of the relevant Court record(s) obtained from the Police and the Board reserves the right to contact authorities to verify any claim made.

Are there any health issues we need to be aware of? Yes/No

If yes, please state the issue(s) ____________________________________________

Application for Assistant Principal – permanent full-time position
Name and contact numbers of three referees:

Name __________________________  Position __________________________
Phone (day) (    ) __________ (evening) (    ) __________ Cellphone ______

Name __________________________  Position __________________________
Phone (day) (    ) __________ (evening) (    ) __________ Cellphone ______

Name __________________________  Position __________________________
Phone (day) (    ) __________ (evening) (    ) __________ Cellphone ______

Co-Curricular Involvement
I can assist with, organise or manage:

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<th>Sports (list)</th>
<th>Cultural/Arts (list)</th>
<th>Other (list)</th>
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I consent to Taieri College seeking verbal or written information on a confidential basis about me from representatives of my previous/current employers and/or referees, to be used for the purpose of ascertaining my suitability for the position for which I am applying.

I understand that the information received by Taieri College is supplied in confidence as evaluative material and will not be disclosed to me.

Signature __________________________  Date __________________________

I declare that, to the best of my knowledge, the information provided in this application and in my enclosed Curriculum Vitae is accurate. I understand that any false or misleading information given, or any material fact suppressed or deliberately omitted, will prevent my employment at Taieri College or, if I am employed, will result in my employment being terminated.

Signature __________________________  Date __________________________