



Tātai ki te rangi



Application Information
Deputy Principal
July 2017



Kia ora

Thank you for your interest in the Deputy Principal, 5MU, position available at Khandallah School. This role offers a real opportunity for developing leaders who wish to be part of a highly collaborative team caring deeply for, and focused firmly on the learning and wellbeing of, all our students.

The enclosed information sets out the major tasks to be carried out and the attributes necessary for this critical role within our school. There is also a description of Khandallah School Community, an application form and EEO form to be completed.

The successful applicant will be an innovative, highly effective, pedagogically sound, future focused teacher / leader with genuine interest in students and achieving our vision for "inspiring future stars". They will engage in evidence-based practice and have the ability to bring out the best in others as we strive to achieve highest expectations for all our students. Essential also will be a serious commitment to developing their own skills to effectively lead our progressive and exciting school in collaboration with our principal, members of the leadership team and Board of Trustees. The role includes SENCO responsibility.

The quality and effectiveness of our team is enhanced by the talents and strengths individual members bring. Please tell us about the areas of expertise you are prepared to share.

We encourage you to arrange a visit to meet us, view our changing learning environment and talk through our vision for the future. Alternatively a phone call for those unable to visit can be arranged. Applicants shortlisted for interview will be asked to prepare a brief presentation to share with the interview panel.

Applications close at 5pm Monday, 21 August, 2017. Please return the fully completed application form containing the names and full contact details of at least three referees who can attest to your teaching, leading and personal attributes. You should also send a relevant CV and covering letter that responds to what we seek in our new Deputy Principal.

A short-listing process will be carried out immediately following the close of applications, and applicants invited to interview will hear within a few days. The interview panel will include the Principal, Board Chairperson and a staff representative.

The **indicative** timetable is:

Applications close	Monday, 21 st August
Short-listing and applicants notified	Friday, 25 th August
Interviews	Saturday, 2 nd September
Applicants notified by	Friday, 8 th September
Position starts	Term 1, 2018

We welcome applications from aspirational developing leaders. Come join our excellent school where students are eager to learn, staff work collaboratively and are well supported by the Board of Trustees and community.

We look forward to hearing from you.
Yours sincerely

Louise Green
Principal

Deputy Principal, 5MU

Deputy Principal is a critical position within our school and we are looking for applicants who are innovative, highly effective, pedagogically sound, future focused teacher / leaders with proven experience and a genuine interest in students. The role also includes SENCO. Applicants also use evidence-based practice to engage with, and bring out the best in, others to achieve our highest expectations for student and teacher learning as we strive towards our vision - "inspiring future stars".

The Deputy Principal works collaboratively with the principal and other members of the team to lead change and solve problems in order to enhance school culture, teaching and learning practices across the school, partnerships with learners and community and school management systems. A genuine desire to further develop and demonstrate expertise in effective leadership practice, school management and operation is essential as there are opportunities for assisting with management functions and deputising in the principal's absence.

Regular Tasks

- ★ Co-lead the senior (Y4-6) area of the school being responsive to needs and in alignment with our school's strategic goals
- ★ Enhance whole-school effectiveness of teaching, quality of learning programmes and progress, achievement and well-being of all students
- ★ Coach and mentor staff to enhance and embed effective pedagogical practice and curriculum knowledge based on NZ Curriculum, Best Evidence Synthesis and current educational theory
- ★ Lead, participate in and contribute to growing capacity of our professional learning community
- ★ Oversee Provisionally Certificated/Tutor Teachers and Student/Associate Teachers
- ★ Carry out appraisal of teachers in the senior school using Teaching As Inquiry
- ★ Develop and maintain learner-focused relationships
- ★ Meet with parents, teachers and students as needed, maintaining dignity and respect for all
- ★ Take an active role in the Leadership Team
- ★ Carry out SENCO responsibilities
- ★ Teach a class as required
- ★ Contribute constructively to developing school culture and participating in school-wide and corporate activities
- ★ Promote positive behaviour and bullying prevention (KiVA) procedures across the school
- ★ Contribute to budgeting, staffing, strategic/annual planning, school operations and administration decisions.
- ★ Construct timetables and rosters to ensure safe, efficient operations.

Criteria for Appointment:

- ★ Passion for teaching, commitment to enhancing learner agency and student well-being.
- ★ Develops and maintains effective professional relationships focused on learning.
- ★ Demonstrates in-depth curriculum and pedagogical knowledge and understanding for effective learning through proven, consistent and innovative teaching practice responsive to diverse learning needs, interests and talents.
- ★ Demonstrates commitment to bi-culturalism.
- ★ Recognised and respected by students, colleagues, parents/carers and community as an exemplary teacher/leader willing to share ideas and able to grow capacity in others.
- ★ Ability and willingness to initiate and lead activities that focus on improving educational opportunities for *all* students while achieving school goals.
- ★ Constantly seeking ways to inquire into and improve own practice.
- ★ Skilled in coaching and mentoring others using strategies that develop knowledge, expertise and attributes.
- ★ Promotes creative, innovative thinking among students and colleagues.
- ★ Able to describe the relationship between highly effective teaching and learning in ways that inspire others to improve their own professional practice.
- ★ Leads evidence-based improvement through internal review, analysis and evaluation.
- ★ Promotes a positive, caring environment through fair and consistent procedures aligned to school-wide values.
- ★ Confidently uses ICT to support and facilitate learning and for administrative purposes.
- ★ Personal strengths and willingness to lead areas of the curriculum

Personal Attributes

- ★ An in-depth knowledge of the New Zealand Curriculum
- ★ Knowledge of current educational theory and practice
- ★ Successful experience in educational leadership
- ★ Ability to relate, and resolve problems successfully, with students, staff and parents
- ★ Skills in collaborative, evidence-based decision-making
- ★ Willingness to work in teams and collaborative situations
- ★ Interpersonal skills to engage positively and constructively to individuals and groups
- ★ Superb organisational and time-management skills
- ★ Ability to challenge, extend and support colleagues professionally
- ★ A keen sense of humour
- ★ Professional, ethical and career minded



Profile of Khandallah School

Khandallah School was established in 1893. Situated at the base of Mt Kaukau in a wonderful native bush setting with extensive grounds close to the city and served by excellent public transport, our location is to be envied.

Facilities include 19 classrooms, a well resourced library, administration block, hall, indoor teaching pool, playgrounds, fields and court areas. Our school is an integral and well supported part of the Khandallah community and is now teaching 3rd generation students.

Khandallah School is a Decile 10, U5, urban school, teaching students from Year 1 to Year 6. School roll ranges from 380-460 students, fluctuating in line with population trends. Our school will be zoned from the start of Term 4, 2017.

The school is composed of 45% boys and 55% girls. At present 69% of the roll identify as NZ European, 16% Asian, 7% Maori, <1% Pasifika and the remaining 7%, a multitude of nationalities.

For administration ease and to facilitate planning for optimum learning, the school operates in two teams: Senior - Years 4, 5 & 6 – known as Kauri and Junior - Year 2 & 3 – known as Matai and New Entrant/Year 1 – known as Kowhai.

The school has 19 teaching spaces, 20 full-time and 6 part-time teachers, Principal and Support Staff including an Executive Officer, Office Receptionist, Librarian / Resource Manager, Learning Support Assistants and Caretaker. Crest is contracted to carry out cleaning. Our school is supported by Resource Teachers of Learning & Behaviour from the Ngā Hau e Wha Cluster.



Tātai ki te rangi

Our Vision and Values

Khandallah School Vision

Inspiring Future Stars - Tātai ki te rangi

Fully integrated, connected and meaningful learning to inspire our future stars.

"Inspiring Future Stars" has been the motto at Khandallah School for many years and reflects the high aspirations and expectations the community holds for students attending the school. In 2011, a whakatauihi chosen by the Whanau Support Group, "Tātai ki te rangi", was included as part of the Vision.

Khandallah School believes all children can be future stars. "Inspiring Future Stars" is about preparing all our learners to fulfil their own aspirations and potential as individuals and as contributing members of society. This is reflected in our School Values. The concept of stars as they join together to form constellations, is reflected in the value placed on collaboration both within our school and as we work together with our whanau and wider community.

Our vision and concept of a Khandallah School learner is consistent with the New Zealand Curriculum Vision: "Confident, Connected, Actively Involved Life-Long Learners".

Khandallah School Values

The School and its community have a set of values that underpin the school, its learners and the wider community.

The values continue to emerge from consultation with the school community on a range of topics.

At Khandallah School we strive:

- To inspire and engage all learners.
- For creativity in all our learning.
- For collaboration between teachers, students, and other interested people.
- For a flexible curriculum which encourages differentiated learning.
- To have a caring school culture which helps resiliency.
- To value individual agency and personal ownership.
- To celebrate the multi-cultural nature of our school and promote the special place of Tikanga Māori and te Reo Māori
- To ecologically sustain the special environment in and around our school.

Informing and supporting these, are the core values of te Ao Māori:

- Manaakitanga (aroha, hospitality, generosity, respect),
- Rangatiratanga (self-determination),
- Whanaungatanga (valuing the dynamics of the family),
- Kotahitanga (unity), Kaitiakitanga (guardianship),
- Mana Whenua (recognition of Tangata Whenua as Kaitiaki).

Candidates interviewed are invited to give a brief presentation on:

- What does "equity" and "excellence" mean within a school learning environment.
- How would you contribute as Deputy Principal to ensure these values are reflected and constantly strived for?