39 Hone Heke Rd
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Thank you for your expression of interest in a position at Kerikeri Primary School.

Kerikeri Primary is a progressive school that is committed to providing world-class learning to the children and whanau of our community. We believe in a culture of continuous improvement through internal evaluation at all levels of the school and ongoing inquiry. The direction and associated changes that have taken place in the school were strongly affirmed by ERO at their last visit.

With our vision and values firmly established our school is now moving forward and gaining momentum with learner outcomes. Some positive aspects of our foundations include:

- 'KORU Kids' initiative as a base for shared learning language across the school
- Our KKPS School Curriculum alongside the Graduate Learner Profile and Effective Teacher Profile
- Learning through play
- Enviro Schools programme
- Maker Spaces and STEAM

With these changes now embedded, a very positive ERO review and a motivated and supportive Board of Trustees leading strategic direction and policy, KKPS is a school that teachers and aspiring leaders will feel excited to belong to.

We value professional development and our Board are very aware that this is fundamental to the success of our teachers and learners. There will be opportunity for you to grow and innovate within an encouraging and supportive environment.

We believe as people and educators, we all have a valuable role to play in developing quality teaching and learning opportunities for our tamariki. If you feel you can contribute to our dynamic, forward focused learning environment, we look forward to receiving your application.

Please visit our school website to familiarise yourself with our school curriculum, KORU learner dispositions and strategic plan. Please feel free to contact me directly with any questions and/or to arrange a visit to the school where you can get a feel for the place and take time to meet staff and further explore the opportunities on offer.

Sarah Brown
Principal

APPLICATION PACK

MIDDLE TEAM LEADER (Y3-4)

Kerikeri Primary School

Application for Employment:
Position Description and Person Specification

Role: Team Leader – Middle School (Year 3-4), 2MU

Thank you for your interest in joining the teaching and learning community of Kerikeri Primary School. The current strategic plan provides applicants with a summary of background information about the school context and our Mission, Vision and Values as well as the Strategic Aims of the Board for the future development of Kerikeri Primary School.

Role Description:

Middle Team Leader is a significant leadership role within the school. The Team Leader will teach a class within the Middle School and lead a team of teachers. There is a release component to support the leadership tasks associated with the role. The central function of the role is to inspire a team of teachers and to improve learning outcomes across the Senior school whilst promoting the Mission, Values and Vision of the School as expressed in the strategic plan.

The attached Job Description and Team Leader Role Description describe the role in greater detail.

The start date for this role is negotiable from 18th October 2021 to 28 January 2022.

Person Specification:

The ideal applicant will possess:

- highly successful experience teaching in the middle years
- previous successful leadership experience
- a deep understanding of effective future-focused pedagogy; a leading practitioner
- excellent communication skills and very high standards of professionalism
- the professional and personal attributes necessary to inspire and coach/mentor a diverse group of people to improve their teaching practice and work collaboratively
- the ability to set, achieve and maintain high expectations for the academic and social development of learners of this age group
- the proven ability to build team and school culture
- a 'growth mindset'; a reflective practitioner who uses their initiative to lead their own learning and ongoing development as a teacher and leader

Team Leader Role Description

NAME:

POSITION: ***Team Leader***

RESPONSIBLE TO: ***Principal, Deputy Principal***

PRIMARY OBJECTIVES: ***To ensure high quality teaching and learning in the team.***

PROFESSIONAL RESPONSIBILITIES

Learner Achievement and Teaching	1.1 Meet the performance standards of an Experienced/Fully Registered Teacher 1.2 Work with the Senior Leadership Team to ensure children in your team are meeting expected outcomes and learning to their potential 1.3 Support teachers within the team to understand and apply strategies for accelerating learner progress 1.4 Model effective practice to other teachers where requested 1.5 Observe the teaching team and provide constructive feedback 1.6 Liaise with the SENCo to inform them of SEN needs and other Learning Support needs across the team 1.7 Coordinate the gathering and analysis of data in order to identify priority students, target groups and under-achieving learners in Literacy and Numeracy, and support teachers to develop and implement plans to raise achievement 1.8 Lead Team Meetings with a focus on learner progress and achievement and teacher reflection and evaluation of impact 1.9 Develop programmes and pedagogical approaches that enhance student engagement in the learning process. This will include strategies to develop Learner Agency, Learner Voice and assessment strategies that involve students in knowing their strengths, needs and planning next steps
Curriculum Delivery	2.1 Give priority to and promote the school's PLD focus area(s) in team teaching / learning 2.2 Ensure the quality of curriculum delivery is consistent within team 2.3 Lead team in 'professional learning' discussions
Team Management	**Team Meetings and Delegations** 3.1 Meet weekly with team 3.2 Ensure minutes of meetings are taken and distributed 3.3 Ensure all relevant information is conveyed to team members from, and teacher feedback returned to, the Senior Leadership Team 3.4 Deal effectively with issues in and amongst team members affecting team work 3.5 Delegate to others to distribute learning leadership; ensure delegated person fulfills the task, giving them feedback on the quality of their work 3.6 Establish and maintain a positive and solutions based professional culture within the team

	Leadership Team Meetings 3.6 Meet regularly with other members of Leadership Team and Senior Leadership Team, sharing concerns, solutions, ideas; be loyal to Leadership Team decisions 3.7 Take a joint role in school strategic planning and target setting. 3.8 Support the Senior Leadership Team 3.9 Advocate for your team and students
Pastoral Care, Student Behaviour	4.1 Discuss pupil welfare and student behaviour at meetings as appropriate 4.2 Model and give leadership in positive quality behavior management approaches, e.g. Restorative Practice, Incredible Years, PB4L 4.3 Ensure consistency within the team in handling discipline matters 4.4 Support teachers / students with student behavioural concerns 4.5 Bring serious discipline concerns to the attention of Middle Leadership Team and collaborate in working out solutions
Staff Management	5.1 Personally model what you expect of others 5.2 Carry out staff appraisals as outlined in school procedures or where requested 5.3 Ensure teacher goals/team goals are measurable and lead to deeper teacher learning 5.4 Give constructive feedback to team members and to others 5.5 Provide support, guidance and / or challenge to teachers as and when appropriate 5.6 Bring any concerns about teacher performance to Senior Leadership Team as soon as identified, preferably before issues become serious 5.7 Ensure support and guidance plans are implemented for any identified teacher under-performance 5.8 Keep good appraisal documentation
Administrative Tasks	6.1 Ensure whoever completes trip / event / camp planning follows school procedures in a timely, cost-effective manner 6.2 Delegate tasks as appropriate and ensure these are done to your standard 6.3 Team / class events reported in school newsletter, team newsletter, website, class blogs 6.4 Ensure communication of events the community are in a timely manner 6.5 Deal with parent concerns in line with school procedures Contribution to wider school activities
Contribution to wider school activities	7.1 Encourage team to run extra sports or extra-curricular activities where possible 7.2 Contribute your talents/strengths to wider school activities 7.3 As detailed in your annual Job Description

Role Description Reviewed: July 2021

_____
Teacher

_____
Principal