



Myross Bush School  
288 Mill Road North  
RD 2  
Invercargill 9872

Friday 20 January 2017

Dear Applicant

Thank you for your interest in our Deputy Principal, Junior School, Team Teaching position. This position includes 4 Management Units and commences on Monday 1 May 2017.

Please find attached:

- Job Description
- Application Timeline
- Application Form
- Position Document
- Disclosure

A description of Myross Bush School, our Vision and Values, and our “Why” are all found on our website [www.myrossbush.school.nz](http://www.myrossbush.school.nz) under the heading “About Us” and “Learning at MBS”. It is a requirement that this is read and will be discussed with those shortlisted, as part of this application process.

All indications of interest and subsequent completed applications must be received by **12pm Wednesday 23 February**.

We look forward to hearing from you.

Yours sincerely,

*Jamin Lietze*

Jamin Lietze  
Principal



### **Job Description:**

#### **Deputy Principal - Junior School Team Teaching Position (4MU)**

#### **Job Description Overview:**

Applicants must:

- Confidently meet the criteria for the Practising Teacher Criteria  
<http://educationcouncil.org.nz/content/practising-teacher-criteria>
- Understand and align with the Myross Bush School '**Why**' (which underpins our teaching and learning philosophy). As a significant leader in the school you must be able to confidently articulate, model and lead the application of our 'Why' in the classroom and school
- Have demonstrated effective leadership skills and be able to work in close collaboration with the Principal/Leadership Team to provide reflective and responsive leadership across the whole school
- Show an excellent capacity and capability to lead Literacy across the school
- Strongly believe in the importance and development of the Key Competencies within our school programme and be able to confidently lead this
- Demonstrate a growth mindset within a team teaching environment
- Have a high emotional intelligence resulting in fine tuned interpersonal skills, relating comfortably with children, teachers and parents
- Demonstrate an openness and progress towards eLearning

#### **General Leadership:**

The successful applicant will be able to:

- Ensure, through high quality teaching practices and effective leadership, that all children, across the Junior team, are learning at an appropriately challenging level
- Take active leadership in the corporate life of the school, sharing responsibilities in selected curriculum initiatives, and participating fully in team and school wide activities, social events and programmes
- Demonstrate a commitment to their own professional development and sharing this learning internally and externally
- Take an active role in the school's coaching and self-review process, liaising with school leadership and teachers promoting staff reflection that results in enhanced learning
- Act as the Principal, in partnership with the Leadership Team when required during the Principal's absence
- Co-ordinate teaching programmes and resources via the Junior School budget, to facilitate effective learning for all children
- Facilitate the moderation of assessment data for the Junior School

- Oversee the monitoring of priority learners in the Junior School
- Provide student and staff pastoral support
- Ensure that high levels of behaviour are maintained across the school
- Work with the Leadership Team and staff to coordinate class placements and staff delegations using consultative processes
- Take an active role in the school performance management process for the Junior school
- Work effectively with the wider community, maintaining and enhancing the school's positive profile
- Take a leading role in extracurricular activities

**Specific Duties**

- Specific roles and responsibilities associated with the position, over and above those listed above, will be finalised upon appointment to reflect the specific skills and attributes of the successful candidate

### **Application Timeline:**

1. **Job initially advertised:** 20 January
2. **Closing date:** 12pm Wednesday 22 February
3. **Sort Listing and Interviewing:** 23 February - 25 February
4. **Recommendation to BOT for ratification:** Monday 27 February
5. **Community informed of successful applicant:** Friday 3 March

**Please note** - To complete this application you must:

- A. Complete your responses to the set questions/statements on the following pages:
  - Application Form
  - Position Document
  - Disclosure
- B. Read, sign and attach the Application Confirmation
  - Note: *no cover letter or written references are required*
- C. Email your CV by 12pm Wednesday 22 February to: [principal@myrossbush.school.nz](mailto:principal@myrossbush.school.nz)

**Application Form:**

|   |  |
|---|--|
| Name:   |  |
| Address:  |  |
| Email:  |  |
| Cell phone:   |  |
| Teacher Registration Number:  |  |
| Teacher Registration Expiry date:   |  |
| Social Network ID: Blog address,<br>Twitter handle, LinkedIn profile ( <i>if applicable</i> ) |  |

**Teaching service to date:** (*If you run out of room, further service is to be outlined in your CV*)

| Position | School | Level | Commenced | Ceased |
|----------|--------|-------|-----------|--------|
|          |        |       |           |        |
|          |        |       |           |        |
|          |        |       |           |        |

**Include specific Referee information below.** (Note: One must be your *current principal*, a *parent* and *someone under your leadership*.)

|                                 |  |
|---------------------------------|--|
| Name of your current Principal: |  |
| Email address:                  |  |
| Phone - Cell                    |  |
| Phone - home                    |  |

|                   |  |
|-------------------|--|
| Name of a parent: |  |
| Email address:    |  |
| Phone - Cell      |  |
| Phone - home      |  |

|  |  |
|--|--|
| Name of someone under your leadership: |  |
| Email address:                         |  |
| Phone - Cell                           |  |
| Phone - home                           |  |

**Position Document:**

**Please consider the following statements and/or questions and share your views in a paragraph response. These will be discussed further if you are shortlisted.**

Our school has an enriching process of Team Teaching where open and transparent practice across our school gives every teacher and every child the chance to develop their strengths and weaknesses. This involves the NE/Yr 1 teacher having pastoral care for a class of 10-20 students while also having 2 classes working together for the daily teaching and learning programme. *How does this approach sit with your teaching and learning pedagogy?*

There is much research around the importance of play in a child's development and education. *To what degree does play based learning link to your beliefs as an educator? What might it look like in your classroom?*

### **Disclosure**

*(Please read carefully and sign)*

- A. I certify that the information given in my initial registration of interest, in this application and my curriculum vitae is, to the best of my knowledge, correct. I understand that this may be verified.
- B. In accordance with the Privacy Act, I authorise the Board of Trustees to obtain further information from the referees listed in this application and consent to the referees disclosing such information.
- C. I also authorise the Board of Trustees to make other inquiries as they see fit in relation to my application and consent to the disclosure of information to the Board of Trustees by such persons of whom inquiry is made on matters pertinent to the job description, position and teaching role.
- D. Have you ever been *charged* with an offence against the law (excluding minor traffic violations.)? YES/NO – If yes please supply details.
- E. Have you ever been the subject of a formal/written complaint about student wellbeing or student safety? YES/NO – If yes please supply details.
- F. I confirm that I have no pre-existing medical conditions which may be aggravated by undertaking work associated with this position.
- G. I confirm that I hold a current Teacher Registration in New Zealand and have at no time had my registration reviewed or revoked by the NZ Education Council due to disciplinary or competency matters. YES / NO
- H. I understand that falsification of any details associated with employment at Myross Bush School will lead to the termination of my employment.

*I certify that the information provided is correct and no relevant material/information has been omitted. I understand that this information will be used for the purposes of processing this application and understand that any incorrect or misleading information or important information that has been omitted during the appointment process (including interviews) may disqualify me from consideration, or if appointed, make me liable for dismissal.*

**Applicant's Signature:**

**Date:**