



24th August, 2022

Kia ora applicant,

Thank you for expressing interest in our Team Leader position at Methven Primary School. We are excited to be able to offer this position and are looking for a collaborative and innovative leader who will work with our leadership team to continue the growth of our school.

We enclose for your assistance the following;

- School & Community Information
- Person Specification
- Job Description
- Application Form & Equal Employment Opportunity Policy and Form (attached)

Application Requirements (digital copy only please);

- Application form
- Curriculum Vitae
- Inform your referees that they may be contacted by phone.

Please note that there is no need for a cover letter as this is covered in the Person Specifications section.

Time-line

24 August	Positions Advertised
21 September	Applications close – 9am.
21-24 September	Shortlisting and Referees contacted
27 September	Interviews. (Reliever costs and some travel will be paid if necessary)
30 September	Successful applicants contacted and unsuccessful interviewees
3-5 October	All unsuccessful applicants will be informed of the decision by email
28 January 2023	Successful applicant commences position

Only applications sent by email to the address below will be accepted.

Email applications to mbungard@methven.school.nz

Kind regards

Sue Furdorfler
Principal

School Information

Our Vision Statement: *Preparing for our future through Making Pathways to the Stars*

Our Pathways to Learning:

	Communication	Our students will develop the skills and confidence to understand, use and create oral, written, visual and digital forms of communication across the curriculum..
	Hauora	Our students will demonstrate a strong sense of well-being (Hauora) through building their understanding of 'Te Whare Tapu Rima' and the 'Five Ways to Wellbeing'.
	Innovation	Our students will develop their creativity and curiosity to re-imagine solutions to real world problems. They will challenge themselves to think and learn in different ways.
	Collaboration	Our students will develop the skills to work collaboratively to achieve shared outcomes. They will display an acceptance of the uniqueness of others, through whānau tangata.
	Self-Regulation	Our students will be the drivers of their learning journey. They will gain an understanding of what they need to learn, how they learn best and the tools they need to manage their learning.

Our School Values :

Sporting 	Trustworthy 	Accepting 	Responsible 
---	--	--	--

Please see our school website for further information about our school: <https://www.methven.school.nz/>

Community Information

In the heart of Mid-Canterbury, a magnificent backdrop of mountains, rivers and the Canterbury Plains surround Methven Primary School. Methven or Mt Hutt Village is the base for the Mt Hutt Ski Area and other local outdoor activities that include mountain biking, hiking, golf, jet boating, hot air ballooning, heli-skiing and fishing. Our new hot pools are going to be an additional asset for our town. Methven is situated 95kms from Christchurch and 35 kms from Ashburton.

The Methven Township provides a wide range of services for its 1900 permanent population and is the centre of a large and diverse farming area. There are a number of shops catering for skiers, our local and farming community and we have a medical centre which includes a physiotherapist. Wellness options are plentiful with a local yoga and pool complex, and a popular gym and massage therapy facilities readily available. We have some of the best cafes, restaurants and accommodation options in the South Island.

The school community is based within an area bounded by the Mt Hutt Range and the Rakaia River. 50% of the families are rural based. We boarder a number of other small rural schools, of whom we work closely alongside as part of the Opuke Kahui Ako (Community of Learning). There are two preschools and a Playcentre in close proximity to our school. Our local high school, Mt Hutt College borders our site, along with shared swimming pools.

During the ski season the population of the community is significantly increased with a variety of ethnic groups and cultures being represented. This is to some extent reflected in the school's population. 60% of the locals' occupations are rural based, while a number are associated with the ski industry and seasonal tourist activities. Dairying has an influence on the school with the winter change-over of farm staff and we have a number of Filipino families working in our local Dairy industry. Currently we are seeing a housing boom in Methven, as the peaceful lifestyle of our town, and the desire for holiday homes is in demand.

Team Leader: 2 Management Units (1 permanent, 1 fixed term)

The successful applicant will:

- have had recent, successful teaching and leadership experience in the Year 5 & 6 area
- have skills in Positive Behaviour for Learning (PB4L) and/or behavioural management
- demonstrate excellent communication skills to work with tamariki, whānau, staff and agencies in order to put students at the centre and support their unique needs
- be future focused and a curriculum expert with knowledge of current developments
- have skills in analysing data and be able to use evaluative practice to enhance student outcomes
- display efficient organisational skills with an ability to create and share systems - knowledge of Microsoft Office 365 and Hero SMS would be an advantage
- be a people-person with strengths in relational trust, and an ability to mentor and nurture our team of teachers
- show positivity with a sense of fun and work collaboratively as a team member!

This position commences at the start of Term 1, 2023

Please direct any questions around the position to:

Sue Furdorfler
Principal
principal@methven.school.nz

or

Michelle Bungard
Office Manager
mbungard@methven.school.nz

Job Description

Opuke Year 5 & 6 (to be reviewed Feb, 2023)



Name:

Position: Opuke Team Leader

Responsible to: The Principal

Contractual Arrangements: 1 Permanent Management Unit & 1 Fixed Term Management Unit (PB4L Tier 1)

Functional Relationships: Board of Trustees, Staff, Whanau, Wider School Community, Support Agencies

Key Roles/ Responsibilities:	Key Indicators:
Relationships <small>Building and sustaining high trust relationships</small>	<ul style="list-style-type: none"> Build and sustain high trust relationship with Ākonga, Whānau and Kaiako Promote a culture of collaborative practice within the team
Vision <small>Embodying the organisation's values and showing moral purpose, optimism, agency, and resilience</small>	<ul style="list-style-type: none"> Understand the School Vision and set expectations for continual growth and improvement as a team Establish shared team beliefs and ways of working and review these in an ongoing manner Lead pedagogical discussions to ensure learners and their needs are at the centre of teaching and learning within the team
Curriculum Leadership <small>Ensuring culturally responsive practice and understanding of Aotearoa New Zealand's cultural heritage, using Te Tiriti o Waitangi as the foundation</small>	<ul style="list-style-type: none"> Guide the Team Collaborative Approach to Teaching & Learning Lead Student Agency, Pathway development & support the use of CHICS across the curriculum Lead curriculum integration of Te Tiriti o Waitangi principles 'Partnership, Protection & Participation' Lead student inquiry-based learning using the MPS Pathway & Innovative Practices Oversee Curriculum planning – LTP & Intended student outcomes "Know, Understand, Do"
Assessment & Review <small>Evaluating practices in relation to outcomes</small>	<ul style="list-style-type: none"> Understand and co-ordinate relevant assessment practices across the team Ensure data collection, analysis and recording of assessments are completed and shared Lead review discussions around modification of programmes to support changing needs
Reporting to Parents	<ul style="list-style-type: none"> Co-ordinate collection of learning evidence to show progress on HERO Oversee OTJ's and writing of report comments on HERO (edit as required) Support ongoing parent enquiries around student progress
Professional Guidance & Support <small>Attending to their own learning as leaders and their own wellbeing Building and sustaining collective leadership and professional community</small>	<ul style="list-style-type: none"> Spend time researching and learning about recent developments in education Draw on individual and collective strengths & encourage initiative and contribution by team members Help Kaiako within the team establish professional goals and work towards these Provide feedback in conjunction with the School-wide Appraisal Practices Support staff wellbeing and ensure own wellbeing
Team Administration <small>Adept management of resources to achieve vision and goals</small>	<ul style="list-style-type: none"> Maintain high levels of communication between Ākonga, Whānau and Kaiako Oversee regular Team Meetings – Agenda, Minutes and follow up Ensure the Team OneNote is current and maintained with Timetables, Interchanges etc Maintain class lists & placement of new students and oversee transitions Co-ordinate a Termly Newsletter and Community Updates on Hero as required Oversee/delegate team activities, trips and termly events
Pastoral Care	<ul style="list-style-type: none"> Respond to student pastoral care requirements and parent enquires Access/Refer and work alongside support services for pastoral needs
Learning Support	<ul style="list-style-type: none"> Ensure differentiated classroom programmes are catering for needs of all students Oversee specific Learning Support needs and collaborate with SENCO/LSC to ensure CAPs/IEPs are updated as required Work with TA's/Kaiako to ensure support programmes are implemented and reviewed
Behaviour Management & PB4L Team	<ul style="list-style-type: none"> Lead School-wide PB4L Tier 1 Lead Team PB4L Tier 2 Interventions Follow school PB4L practices and support team in using successful strategies for this level Follow up with behaviour issues in a timely and appropriate manner Work with Senior Leadership Team to respond to greater behavioural needs
School-wide Leadership <small>Strategically thinking and planning Contributing to the development and wellbeing of education beyond their organisation</small>	<ul style="list-style-type: none"> Represent team needs (Academic, Social, Pastoral, Behavioural) at a school level Problem solve and innovate with other leaders Lead in other areas of strength across the school Make connections with leaders or experts outside of our school