



Information Kit for Applicants for HOD Maths (2 MU + 1 or 2 MMA)

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The timetable for filling the position is as follows:

1. Closing date for applications: 28 October 2013
2. Closing date for referees reports: 29 October 2013
3. Short-listing of applicants will occur shortly after this date. You will be notified as to whether or not you are invited to an interview soon after short-listing has been completed.
4. Interviews will be arranged with short-listed candidates as soon as possible after the shortlist has been completed.
5. Position starts beginning of Term 1 2014.

Golden Bay High School
HOD Arts (2 MU + 1 or 2 MMA)

Information for Applicants

Position

The position involves teaching Maths up to and including Year 13. Pastoral care responsibilities would be as a form teacher or dean at a year level to be determined. The HOD will take full responsibility for managing the Maths curriculum throughout the school.

Application details:

Please apply by sending:

1. The completed application form
2. A covering letter outlining other duties you are prepared to take up
3. Your CV
4. A copy of your Teacher Registration Board Practising Certificate
5. and other details listed on the application form to:

The Principal
Golden Bay High School
12 Waitapu Road
Takaka, 7110

To arrive no later than **Monday 28 October 2013**

6. Please give your nominated referees the enclosed referees report forms, with a stamped addressed envelope, and ask them to post them direct to the school, to arrive no later than **Tuesday 29 October 2007**.

Any queries to The Principal, Roger File, Phone 03 525 9914, 03 525 9410 (evenings), mobile 0275259914 or email: roger@gbh.co.nz

Person Specification

We are looking for an enthusiastic, experienced, registered teacher with the interest and qualifications to teach Maths at all levels.

The appointee will:

- Have a demonstrated ability as a teacher.
- Be a good communicator with students, teachers and parents,
- Have an understanding of, and a commitment to, teamwork.
- Have a commitment and willingness to keep abreast of developments in Maths.
- Have a commitment to developing excellence in student performance and participation.

See the attached Job Description for teachers and that for HOD Maths.

Golden Bay High School Profile

Golden Bay High School, a state co-educational, decile 6, Year 7-13 School, is situated at the northern end of the Takaka township in Golden Bay. The school serves the Takaka valley and the coastal area from Wainui to Onekaka, thus requiring 60-75% of students to travel to school by bus. The school draws its roll from three contributing primary schools and has a roll of 310. Fourteen percent of students identify themselves as Maori and the school has a close working relationship with the Onetahua Marae. There are also many students whose parents are recent European immigrants. Each year the school enrolls up to five international fee paying students, who are all hosted with local families. The school is very well supported by the local community and has a vibrant Home and School Association.

Our school's aim is to continually develop programmes which recognise the interest and abilities of all students, encourage them to reach their full potential and to maintain a life long interest in learning. Staff expectations for success are high for all students, and academic results in external examinations and competitions are excellent.

The relationship between staff and students is friendly and positive. It is based on a philosophy which has high expectations of student behaviour and a commitment to non violence. The small size of the school is also a contributing factor to this.

The school offers a full range of the curriculum, including Maori and International Languages. Where numbers are too low to run a class, subjects can be offered, or the curriculum extended, through the Correspondence School, Open Polytechnic, Nelson Marlborough Institute of Technology and other agencies. The school prepares candidates for NCEA Levels 1 to Scholarship, and will offer credits towards the National Certificates. We encourage our students to participate in academic activities such as International Schools English, Science and Maths competitions, and the Young Enterprise Business Scheme, to both extend them and to allow us to measure their progress against other schools.

The school places a strong emphasis on transition education, education outside the classroom and health education. Gateway learning is offered in Years 11-13. In year 7 and 8, extensive screening and one-to-one teaching, enable all students to reach an adequate level of literacy. This support continues if required.

Instrumental and vocal music tuition is available and the school has had a concert band and rock bands. Golden Bay High School students have competed in the Smokefree Rockquest and Stage Challenge competitions and aim at staging a full school production annually. They also have the opportunity to take part in Kapa Haka.

Our outdoor education programmes take advantage of the local environment. We also offer a full range of sporting opportunities. All these activities support the school's goals of building a healthy lifestyle, learning to cope with challenges and difficulties, and building self-esteem. We employ both an arts and a sports coordinator to provide administrative support for extra and co-curricular activities.

Golden Bay High School

Teacher Job Description

1. Class Teaching: To provide quality learning opportunities targeted to the specific needs of each class.

Key Objectives	Expected Outcomes
a) Establish level of achievement for each student	Baseline measurements recorded or baseline sample filed
b) Set achievable goals from departmental scheme	Individual pupils know specific goals
c) Design and plan learning activities that are motivating and challenging for the students	Class programme written up, students are involved with lessons
d) Assess students' progress and evaluate learning activities and outcomes	Cumulative records show individual students making progress
e) Identify and remove barriers to learning	Cumulative pupil records show progress

2. Class Culture: To develop an environment where individuals are encouraged, respected and challenged to learn

Key Objectives	Expected Outcomes
a) Develop an environment where students feel safe, relaxed, committed to learning	Evidence of students taking appropriate responsibility for learning
b) Ensure the tasks set are appropriate for the full range of students in the class	All students experience success at their level
c) Ensure that student management is based on positive reinforcement	Teachers and students use positive messages to one another
d) Ensure the teaching area is an attractive, orderly place where equipment and resources are well managed	An interesting classroom with students involved in its maintenance and displays
e) Provide a procedure for resolving misunderstandings and disputes	Distractions to learning are kept to a minimum; disputes are rapidly resolved

3. Whole School Culture: To maintain a professional stance, both within the school and in the community, in order to foster the highest quality learning and teaching

Key Objectives	Expected Outcomes
a) Participate in student activities outside the classroom	Evidence of a good rapport with students
b) Communicate with parents/caregivers regarding progress, concerns, etc	Reports that emphasise progress made; Attendance at parent/teacher interviews
c) Support the school in the community	Individual's confidentiality respected Problems resolved within the institution and with appropriate constituents. Students' positive attributes promoted
d) Support whole-of-school events	Teacher will participate in whole school events, appropriate to his/her responsibilities
e) Actively promote, by example appropriate and desirable behaviour	Teacher will listen to a variety of points of view; will be available for individual help and advice; will model courtesy; will act fairly; show a sense of humour, in dealing with students, colleagues, parents and members of the public

4. Personal Professional Development:

Key Objectives	Expected Outcomes
To maintain an understanding of trends in his/her teaching area, keeping up to date in education generally, and her/his curriculum area in particular.	Teacher works productively in Professional Development Cycle Teacher actively seeks professional development

Special Responsibilities: Pastoral responsibilities to be negotiated individually.

Job Description HOD Maths (2MU + 1 or 2 MMA)

Key Objectives	Expected Outcomes
To oversee curriculum at all of years 7-10	<ul style="list-style-type: none"> • Department management document is maintained, including current schemes, relevant job descriptions, health and safety policies. • Schemes are based on national curriculum guidelines and take into account local goals of the school. • Schemes are in use. • Baseline data is gathered and collated annually • Baseline data is accessible to all teachers • Curriculum review document completed annually. • Annual report produced for the BOT. • Regular liaison occurs with all teachers within the department
To oversee NCEA levels 1,2 and 3	<ul style="list-style-type: none"> • School Monitoring document guidelines are adhered to at each level. • Programmes are developed that meet student needs.
To manage resources effectively	<ul style="list-style-type: none"> • Produces a budget for Maths. • Manages within allocated budget. • Consults staff re purchases. • Resources are effectively allocated and used to reflect the department's goals. • A system is in place for efficient managing and maintenance of resources.

This document applies alongside the "Professional Standards for Management Unit Holders".



**Application for Position of
HOD Maths (2 MU + 1 or 2 MMA)**

Full Name: _____

Address: _____

Telephone: _____ (Home) _____ (Work)

Mobile: _____ Email: _____

Present Position: _____

Time in That Position: _____

(This section is optional)

Date of Birth: _____

Marital Status: _____

Family: _____

Health: _____

TOPICS TO BE ADDRESSED BY ALL APPLICANTS (in CV or a covering letter)

1. A brief outline of the duties and responsibilities already undertaken.
2. Other relevant educational experiences (e.g. awards, fellowships, publications, external examinations...)
3. Include a copy of your Teacher Registration Board Practising Certificate.
4. Personal educational philosophy.
5. Personal and professional qualities and experience which you believe to fit you for this position.
6. Personal interests.
7. Other areas to which you are prepared to contribute.
8. In addition, please provide specific comments on the items of the "Person Specification".

Referees

Please arrange for two referees to support your application. Send or email them a copy of the referee's report, along with a stamped addressed envelope, to each of the referees you nominate, and have them forward their report directly to:

The Principal
Golden Bay High School
12 Waitapu Road
TAKAKA
Or roger@gbh.school.nz
(marked "STAFF CONFIDENTIAL")

Please list below the names and addresses of the referees you have chosen:

1. Name: _____
Address: _____

Phone Number: (Home) _____ (Work) _____
Email: _____
2. Name: _____
Address: _____
Phone Number: (Home) _____ (Work) _____
Email: _____

Please note that we may contact the above named referees. If you have included written references from people other than the above, we may also contact the writers of such references.

Convictions Against the Law / Unsuitability for the Position

Have you ever been convicted of any offence against the law (apart from minor traffic convictions), or otherwise know of any reason why you should not be employed to work with boards of trustees, and/or in the school/education environment?

Yes / No If you answered Yes, please provide the date and details of the offence, or other reasons, together with any comments you may wish to make.

Please note:

1. You may be asked to provide a copy of the relevant Court record(s) obtainable from the Registrar of the Court concerned.
2. Failure to provide correct and true details of any conviction or reason for possible unsuitability will make you liable to dismissal from the employment of Golden Bay High School Board of Trustees, should you be the successful applicant.

DECLARATION

I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in this application is true and correct. I understand that this may be verified.

I agree to the references / referees provided to Golden Bay High School Board of Trustees in respect of my application for the position of HOD Maths, being used for the purposes of considering my suitability for the position.

I also agree that the Board may make further verbal or written inquiry from the referees provided and my previous employer(s)

Signature: _____

Date: _____



Position Applied For:

HOD Maths (2MU + 1or 2 MMA)

You have been nominated as a referee for this position.
The Board is appreciative of your assistance in completing this.

REFEREE'S REPORT ON: _____ (Candidate's Name)

Last day for return of this report: **29 October 2013**

This is a confidential document. Its contents will be held by the Board of Trustees of Golden Bay High School and disclosed only to members of the Board's Personnel Committee including the Principal.

At the conclusion of the appointment process, the report will be destroyed and not held for future appointments or staff records.

Referees Details:

Name: _____ Contact phone number: _____

Email address: _____

You are asked to comment on the qualities and achievements of this applicant in response to the questions on this report form.

It would be greatly appreciated if you could return your comments to:

**The Principal
Golden Bay High School
12 Waitapu Road
TAKAKA 7110**

or email: roger@gbh.school.nz

before: 29 October 2013

How long have you known this applicant and in what capacity?

PERSONAL CHARACTERISTICS	Excellent	Sound	Average	Weak
Is a positive role model.				
Motivates and leads others.				
Has good sense of humour.				
Is approachable and friendly.				
Works well with young people.				
Has honesty and integrity.				
Communicates effectively.				
Maintains a positive attitude.				
Manages stress.				
Copes in a crisis.				
Is adaptable and flexible.				

Please comment on the candidate's strengths in this area:

Are there any areas which need further development?

PROFESSIONAL STRENGTHS/EXPERIENCES	Excellent	Sound	Average	Unproven	Unable to assess
Displays passion for education.					
Displays knowledge of specialist curriculum area					
Is an effective financial manager.					
Has strong organisational abilities.					
Promotes excellence in teaching.					
Identifies priorities and sets targets.					
Meets deadlines.					
Is able to evaluate and reflect.					
Commits to personal professional development.					
Is ICT competent.					

Please comment on the candidate's strengths in this area:

Are there any areas which need further development?

PROFESSIONAL LEADERSHIP	Excellent	Sound	Average	Unproven	Unable to assess
Consults well.					
Contributes to team goals.					
Good analytical skills.					
Displays leadership potential.					
Possesses vision.					
Establishes effective procedures.					
Contributes positively to staff forums					

Please comment on the candidate's strengths in this area:

Are there any areas which need further development?

RELATIONSHIP MANAGEMENT	Excellent	Sound	Average	Unproven	Unable to assess
Supportive of students' interests and achievements.					
Presents positive image of school to the public.					
Knows and professionally supports staff.					
Communicates effectively with a wide range of people.					
Works in a constructive manner to resolve conflict.					
Demonstrates empathy.					
Maintains confidentiality.					

Please comment on the candidate's strengths in this area:

Are there any areas which need further development?

Please make a general comment on the suitability of this candidate for the position.

Would you recommend this candidate for this position?

- a. Yes, without reservation.
- b. Yes, with some reservation.
- c. Probably not
- d. No

Referee's Signature:

Date:

