



20 December 2022

Dear Applicant,

Thank you for your interest in applying for the permanent, full-time leadership position of **Head of Middle School** at St Andrew's College, commencing Monday 1 May 2023 or by negotiation.

The following information is included with this package:

- Application form and referees' details;
- Questionnaire;
- Person Specification.

Important notes for applicants

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a covering letter (maximum two pages A4) outlining the strengths and abilities you would bring to this position. Your letter should mention your education philosophy and include your views on teaching and student learning, student achievement and teacher professional practice, appraisal and learning and what you would bring to the co-curricular life of the College.
3. Attach a Curriculum Vitae (CV) that includes:
 - a) relevant qualifications and experience, teaching service and responsibilities;
 - b) co-curricular activities you are interested in.
4. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
5. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
6. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
7. This application form and supporting documents will be held by the College. You may access it in accordance with the provisions of the Privacy Act 2020.



St Andrew's College

I draw your attention to our website where you will find more information about the College, **stac.school.nz**.

Applications for this position close 9.00am, Friday March 10, 2023.

Please address your application, consisting of a covering letter, a CV, **and completed forms** to Head of Secondary School, Evert van Florenstein, and email to hossipa@stac.school.nz.

If you have any enquiries regarding this position, please contact Head of Secondary School, Evert van Florenstein, by phone +64 3 940 2013 or email EVA@stac.school.nz.

We look forward to receiving your application.

Yours sincerely

Evert van Florenstein
Head of Secondary School



St Andrew's College

Position Description: Head of Middle School (Assistant Principal) - HOMS

Position	Head of Middle school (Assistant Principal)
Responsible to	Head of Secondary School
Functional Relationships with	Rector Secondary Leadership Group Deans Tutors (Years 12 & 13) Learning Support, Guidance & Careers Departments Teaching Staff Heads of Department Boarding Staff
Responsible for (key staff)	Deans (Years 9, 10 and 11) Middle School Tutors

Areas of Responsibility

1. Member of SLG Leadership Group
2. Academic oversight of Middle School students
3. Pastoral Care of Middle School students
4. Student discipline/behaviour management
5. Student Management Systems: attendance, student records, scholarship reviews, Interface and communication with Parent Body
7. Student leadership
8. Pathways/careers transition to Senior College
9. Year group deans and Middle School tutors
10. Involvement in co-curricular life of the College
(Plus any other areas as deemed appropriate).

Person Specification

Significant to the position would be the following attributes:

1. Relationship building and maintenance
2. Team leadership
3. Promoting and managing change
4. Judgement and decision making
5. Planning and organisation
6. Conflict management

Regular Meetings to Attend

1. Staff meetings
2. PLGs
3. Curriculum Committee
4. Senior Leadership Group
5. Executive Meeting (by invitation)
6. Pastoral Care Committee
7. Middle School Learning Support Committee
(Plus others as deemed necessary).

Reporting and Performance Appraisal

The HOMS is expected to report regularly against the performance indicators for the position. Annual reporting will include presenting a written report to the Head of the Secondary School.

The HOMS is expected to participate in a formal process of performance appraisal. Participation will require both the receiving of appraisal feedback and providing appraisals.

The HOMS will be appraised by the Head of the Secondary School and will appraise the Year 9, 10 and 11 deans and the TIC Te Waka, plus provide a comment on the effectiveness of each Middle School tutor.

Teaching Allocation and Remuneration

Attached to this position is: - 4-8 hours teaching per week
 - 5MU

This position is subject to the College policies and conditions of employment as may be determined from time to time.

Applications

Applications are invited for this position to Head of Secondary School by 10 March 2023.

A full CV is required including:

1. A covering letter of application.
2. A document outlining your relevant experience and attributes for this position (as outlined in the person specification).
3. A statement outlining:
 - a) your vision for the position including particular initiatives you may want to expand on in an interview.
 - b) your suitability to carry out the key tasks of the position as identified in the position description.

Job Description

Responsibility Area One: Member of SLG (Senior Leadership Group)	
Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Meet with SLG each week and share responsibility for problem solving and teamwork.2. Contribute to operational efficiency of the College.3. Make recommendations to the Executive team for strategic directions / improvements to operations.	<ul style="list-style-type: none">• An efficient, well-connected senior (SLG) team who support each other and contribute to the wider success of St Andrew's College.

Responsibility Area Two: Academic Oversight of Middle School Students	
Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Ensure up to date running records of student progress are maintained.2. Maintain regular liaison with deans re: students at risk and report these each term to HOSS.3. Identify and acknowledge students who are working to their personal best.4. Oversee prizes of students for prizegiving.5. Maintain records of academic achievements and scholarships for Middle School students and report these annually.6. Attend Curriculum Committee meeting to keep up to date with NCEA requirements.7. Build a successful monitoring and mentoring programme for at risk and highly achieving students using tutors.8. Oversee the class placement process of new students to StAC	<ul style="list-style-type: none">• Dean and HOMS maintain accurate record of student programs and achievement.• Parents are kept informed of student progress via fortnightly reporting.• Tutors complete goal setting with students and monitor progress.• Academic achievements are appropriately celebrated, recorded and achieved.• Focus of academic excellence remains paramount.• All students are provided with appropriate learning opportunities (learning support and extension as appropriate).• NCEA and Middle School results are closely monitored, targets set and exemplary results achieved.• Students entering the Middle School are welcomed, well catered for and their courses and class placements are appropriate

Responsibility Area Three: Pastoral Care of Middle School Students

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Effective delivery of pastoral care system through deans and tutors.2. Contribute effectively to the Pastoral Care Committee.3. Oversee deans' management of Pastoral Care and deal with cases referred by deans.4. Keep the HOSS and the Pastoral Care Committee fully informed of pastoral issues that are occurring in the Middle School5. Effective working relationship with Learning Support/Guidance/Transition and Careers Departments.6. Interview incoming students and parents.7. Implement and manage student induction process.	<ul style="list-style-type: none">• Pastoral care system operates efficiently and meets the needs of all students.• Close working, positive relationship with deans, tutors and Pastoral Care Committee.• The HOSS and the Pastoral Care Committee is fully informed of key pastoral issues related to the Middle School.• New students are integrated successfully into StAC environment.

Responsibility Area Four: Student Discipline / Behaviour Management

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Implement systems to ensure exemplary standards of discipline and behaviour.2. Ensure that high standards of dress are adhered to in all aspects of College life.3. Maintain proactive and clear communication with parents regarding student concerns.4. Work closely with deans to deal with student issues.	<ul style="list-style-type: none">• Systems and procedures are transparent, efficient and effective and known by students, staff and parents.• Students wear their uniform correctly and with pride at all times.• Student behaviours are maintained and reported in a timely fashion.

Responsibility Area Five: Student Management Systems

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Monitor student attendance in conjunction with Attendance Officer and deal promptly with any concerns.2. Ensure appropriate student records are maintained on Synergetic.3. Oversee Middle School Diploma.4. Conduct Scholarship reviews for scholarship holders in the Middle School (in conjunction with deans or appropriate others).	<ul style="list-style-type: none">• All systems and records are accurately and efficiently monitored.• Middle School diploma remains a valued qualification.• Expectations regarding scholarship holders remains clear.

Responsibility Area Six: Interface & Communication with Parent Body

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Respond promptly to parent queries / concerns.2. Regular and informative communication with parents via intranet and newsletters (in consultation with the Communications Department).3. Initiate and run parent evenings/meetings/events as appropriate.4. Take responsibility and the production of relevant handbooks and diary for Middle School.	<ul style="list-style-type: none">• Parents feel connected and informed about College activities.• There are “no surprises” for parents regarding student progress.

Responsibility Area Seven: Student Leadership

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Promote and provide leadership opportunities for students (both within and outside the College).2. Promote and guide student led assemblies (Middle School)3. Select student leaders in conjunction with appropriate others.4. Provide guidance, mentoring and training for student leaders including Middle School leaders.5. Promote opportunities such as MUNA, Peter Blake Leadership, Global Young Leaders, World Vision, student exchanges etc.	<ul style="list-style-type: none">• Middle School students have appropriate leadership opportunities.• Students are encouraged and supported to develop leadership qualities.• Middle School students run Middle School assemblies.• StAC is well represented in National and International opportunities.

Responsibility Area Eight: Student Pathways / Careers & Transition to senior College and beyond

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Liaise closely with careers and vocational staff to ensure students gain appropriate information.2. Ensure a co-ordinated programme is provided to meet individual strengths, learning needs and academic aspirations of students.	<ul style="list-style-type: none">• Middle School provides appropriate pathways for all students.

Responsibility Area Nine: Leadership of Year Group Deans & Middle School Tutors

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Written job description and expectation is provided for Years 9, 10 and 11 deans.2. Regular meetings are held with Middle School deans to discuss areas of responsibility and student concerns.3. Year Group deans are appraised with a formal meeting each term and written annual appraisal report.4. Meetings are held with Middle School tutors twice per term.5. HOMS is responsible for checking on tutor monitoring of student achievement.	<ul style="list-style-type: none">• A positive relationship is maintained with tutors and deans.• Deans are aware of roles and expectations.• Tutors maintain an active role in pastoral and academic care of students.• Proactive communication with parents and dealing with issues promptly.• A culture of continuous improvement is a hallmark of the Middle School.

Responsibility Area Ten: Involvement in Co-Curricular Life of the College

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. It is expected that HOMS will oversee one major sport or cultural activity in the College (to be negotiated).2. HOMS be a regular supporter of activities involving Middle School students.	<ul style="list-style-type: none">• HOMS is seen around the College, interacts with parents and develops positive relationships with students and the wider community.

NB:

- The above position description will be reviewed annually at the appraisal meeting.
- Professional Development needs will be considered at the annual appraisal meeting.
- Other duties and responsibilities may be excluded or included during an annual review.

St Andrew's College – Application Form

Please note: Issues can arise if this PDF form is completed using PDF readers other than Adobe Reader or Adobe Acrobat.

Position applied for: _____

Personal details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname: _____ Given Names: _____

Full Postal Address: _____

Contact Telephone: _____

Email Address: _____

Date of Birth: _____

Teacher Registration No. _____

Status:

- ☐ Registered Teacher ☐ Current Practicing Certificate
☐ Provisionally Registered Teacher ☐ Subject to Confirmation
☐ Not Registered

Present Teaching Position

School: _____

Date Appointed: _____

Nature of Appointment:

- ☐ Permanent ☐ Management Unit
☐ Full time ☐ Part time ☐ Relieving

Referees

Please provide the names and contact details of three referees below.
Any referee's report will be confidential to the Head of Secondary School.

PLEASE NOTE – CONTACT WITH REFEREES WILL BE MADE ONCE APPLICANTS HAVE BEEN SHORTLISTED FOR INTERVIEWS.

Referee details:

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Referee details:

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Referee details:

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Questionnaire

PLEASE PROVIDE A WRITTEN RESPONSE TO EACH QUESTION

This section is designed to assist the interviewing panel in matching applicants to the objectives in the Person Specification. Short-listed candidates will have a selection of nominated referees contacted, so please include contact numbers for any referees nominated for this section. **Please limit your answers to the space provided.**

For this section you may use referees different to those indicated on the referee form.

QUESTION 1

Leadership Style

We seek a pro-active and dynamic leader. Outline your leadership style/philosophy. Use specific examples to support your leadership style/philosophy. **Please name the referee who will best support your response.**

NOMINATED REFEREE

Name: _____

Organisation: _____

Telephone: _____

Email: _____

QUESTION 2

Interpersonal and Communication Skills

We seek a leader who can work effectively with a wide range of people. Please give an example of when you had to work collaboratively to achieve a goal. **Please name the referee who will best support your response.**

NOMINATED REFEREE

Name: _____

Organisation: _____

Telephone: _____

Email: _____

QUESTION 3

People Skills

This leadership position requires the management of a range of direct reports. Outline your experience in this area and the specific skills you have developed to manage this area of responsibility. **Please name the referee who will best support your response.**

NOMINATED REFEREE

Name: _____

Organisation: _____

Telephone: _____

Email: _____

QUESTION 4

Professional Skills

What do you believe to be the biggest challenge our students are facing currently and what plan would you implement to help guide the students through this challenge? **Please name the referee who will best support your response.**

NOMINATED REFEREE

Name: _____

Organisation: _____

Telephone: _____

Email: _____

Declarations

- (a) Please describe any injury or illness, or other known conditions you have or have had that may affect your ability to effectively carry out the duties and responsibilities of the position.

- (b) ☐ YES ☐ NO Have you ever been convicted of any offence against the law (apart from minor traffic convictions) or otherwise know of any reason you should not be employed to work in the school environment?

- (c) ☐ YES ☐ NO Have you ever received diversion or otherwise know of any reason you should not be employed to work in the school environment?

- (d) ☐ YES ☐ NO Do you have any charges pending?

If you answered YES to question (b), (c) or (d), you will be asked to provide a copy of the relevant court records, and asked to comment further.

- (e) I solemnly and sincerely declare that to the best of my knowledge and belief, the information given in this application and attached CV is true and correct. I understand that this may be verified and that failure to provide correct and true information may make me liable to dismissal from the employment of the Board of Trustees.

Signature: _____ Date: _____

CONFIDENTIAL ENQUIRIES

I give St Andrew's College permission to seek information about my employment and personal background. I understand that this information will be treated in complete confidence, and only used for staff selection purposes. I understand that, if necessary, the Board of Governors or a nominated representative, may approach persons other than the referees I have supplied, to gather information related to my suitability for appointment to this position. This may include approaching the New Zealand Education Council.

Signature: _____ Date: _____

Person Specification

The successful appointee will have the following qualities/attributes:

Teaching Skills

- Be recognised as a teacher of excellence;
- Be able to foster a thinking culture and an enquiry-based learning environment;
- Work in a supportive and collaborative manner;
- Have a sound knowledge of the New Zealand Curriculum and Standards Alignment;
- Have high expectations of students;
- Motivate and guide students towards the achievement of their potential;
- Assess effectively to guide and improve teaching and learning;
- Have effective student management skills.

Interpersonal and Communication Skills

- Have empathy with students and their families;
- Promote the College to enhance its image, environment, and profile;
- Have excellent people skills and leadership qualities;
- Have personal qualities of honesty, integrity, enthusiasm, good humour and approachability.

Professional Skills

- Be able to support school directions as agreed through strategic planning;
- Show a willingness to continue personal learning and support staff professional development;
- Be involved in co-curricular activities;
- Be supportive of the special character of the College, and exercise discretion and confidentiality where appropriate;
- Be confident in using information technology as a tool to assist teaching and learning, for planning, and for school administration.