



A career opportunity to build your leadership capacity

@ Rotorua Intermediate as Deputy Principal 6MU

“Students at Rotorua Intermediate benefit from a broad, responsive curriculum and inclusive school culture that promotes their engagement and success. Students engage and progress well in carefully designed programmes. Respectful and reciprocal relationships among staff and students foster settled, purposeful classrooms where students benefit from highly effective teaching and learning practices.” ERO 2016

Our staff are very proud of the learning culture we have created at **Rotorua Intermediate** and are now excited by the prospect of a **new Deputy Principal** working with us, to further enhance RI as a great place for staff, students and Whanau community to learn.

Application pack available on school website or from juliec@rotorua-intermediate.org.nz

Applications close Monday 10 July. Starting Term 4 2017.

We invite you to visit our website for further details about our school.

<http://www.rotorua-intermediate.org.nz>



Rotorua Intermediate
Malfroy Road
ROTORUA

12 June 2017

Dear Applicant

Thank you for expressing an interest in the position of Deputy Principal Rotorua Intermediate (RI). At Rotorua Intermediate we are a dedicated and passionate team of professional leaders, teachers and support staff, surrounded by an increasing diverse and supportive community. RI is a great place to learn, teach and work. We pride ourselves on seeking excellence in both curriculum and extracurricular activities by personalising learning for our emerging adolescents.

We are seeking a future-focused leader with an inclusive leadership style that will inspire, motivate and empower others. Our Deputy Principal will be a critical member of RI's Executive Leadership Team, guiding our school through its next phase of development, by ensuring we are providing high impact and relevant learning experiences of all. The following documents are included in this application pack: Formal requirements associated with this appointment, School profile, What staff are looking for in a Deputy Principal, Recruitment process timeline, Job description and Referee Report (separate document)

Completed applications, including a copy of your CV and evidence portfolio of your current teacher registration, should be submitted electronically to juliec@rotorua-intermediate.org.nz

Applications close 3pm, Monday 10 July, 2017.

On behalf of the Rotorua Intermediate Staff and Board of Trustees, we thank you for taking the time to consider this opportunity and wish you every success in your application.

Kind regards
Garry de Thierry.
Principal.
Rotorua Intermediate.
Mob: 021488589

A career opportunity designed to build your leadership capacity

@ Rotorua Intermediate.

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Our staff are very proud of the learning culture we have created at Rotorua Intermediate and are now excited by the prospect of a new Deputy Principal, working with us to further enhance RI as a great place, for staff and students to learn.

Therefore if you are the successful inspirational leader you will:

- Commit to ensuring quality education for our emerging adolescents
- Be a strategic thinker with a strong focus on review and sustainable development
- Be visible and lead in an inclusive, collaborative manner
- Influence the progress and academic achievement of all students
- Promote student agency and personalised learning across the school
- Mentor other leaders, encouraging purposeful innovation and confidence
- Manage the organisational and administration complexities of our large school
- Support and engage in a wide range of extracurricular opportunities
- Commit to ensuring student welfare/hauora at all times
- Enhance relationships with community, education, sporting and academic networks
- Share your expertise in modern learning pedagogy and the NZ Curriculum

The position will commence no later than Term 4, 2017

Applications close Monday 10 July 2017, 3 p.m.

An Introduction to Rotorua Intermediate 'Courage and Commitment'.

Rotorua Intermediate is located close to Rotorua City Centre. It is widely recognised as a school that seeks excellence in providing quality programmes for the emerging adolescent. RI has a roll of 700+ students. 18 of 24 Classes are 'Bring Your Own Chromebook', a composite bilingual class, one Year 8 Boys Class and one Year 8 Girls class. All other classes have a one between two school owned device.

We provide 8 Career Pathways Options: Performance Media, Computer Coding, Design and Construct Technology, Graphic Design, Adolescent Health, Music Performance , Culinary Arts and Minecraft design.

As staff at Rotorua Intermediate we:

1. Actively promote and engage in a growth mindset philosophy
2. Work restoratively in a caring, supporting and nurturing environment
3. Build student leadership and agency through our personalised programmes
4. Enhance digital learning opportunities by using google apps for ed platform
5. Promote social relationships and skills development through an extensive range of team building opportunities
6. Provide future focussed career pathway learning experiences for students
7. Are committed to fostering connections with our local Iwi
8. Employ School Counselors to maintain supportive home school partnerships
9. Celebrate respectful and reciprocal relationship among staff and students ERO 2016
10. Ensure a responsive curriculum within an inclusive school culture. ERO 2016

ROTORUA INTERMEDIATE SCHOOL

DEPUTY PRINCIPAL Leadership Responsibilities

NAME:

POSITION: Deputy Principal

RESPONSIBLE TO: Rotorua Intermediate School Board of Trustees/Principal

BOARD CHAIRPERSON: Steve Carroll

EFFECTIVE: from October 16, 2017

PRIMARY OBJECTIVES:

- To ensure personalised learning of the highest quality is consistently provided to the students of Rotorua Intermediate School.
- To ensure that teachers have the relevant skills and knowledge to ensure a positive learning impact from planned learning encounters, aligned to clear learning intentions.
- To provide equitable learning opportunities to maximise progress for Maori, Pasifika and students with additional needs.
- To work with the Executive Leaders, Whanau Leaders, AKO Leaders, School Staff and School Board of Trustees, providing professional and administrative leadership, consistent with the aims of the School Charter, and the policies and procedures of the Board of Trustees.
- To work with the AKO Leadership Team, providing professional and administrative leadership consistent with the aims of the Rotorua Intermediate Charter and the policies and procedures of the Board of Trustees
- To provide professional leadership in a collaborative and innovative learning culture, which targets rich, real and relevant learning and teaching for personal development.
- To build and maintain a positive social, emotional and learning culture across our school community.
- To establish programmes that promote and support distributed leadership opportunities for staff.
- Perform comprehensive analysis of school wide assessment data, identifying celebrations & challenges, reporting outcomes and areas for further development.
- To undertake robust review of ongoing systems and responsibilities delegated to other staff, ensuring they have the skills and strategies to undertake them successfully.

RESPONSIBLE FOR:

The Deputy Principal is accountable to the Board of Trustees/Principal for:

- the effective teaching and learning in Core Curriculum Areas of Reading, Writing and Mathematics;
- providing professional mentoring leadership to AKO Leaders.
- monitoring the effectiveness of learning opportunities for Maori, Pasifika and students with additional needs through analysis of assessment data, progress and teachers' pedagogy. This includes collaboration with AKO leaders in the development of the school charter, core curriculum planning, implementation, assessment, and evaluation.
- Supporting the formative appraisal of teacher impact on student learning through related teacher practice.
- Mentoring our within school COL leaders to strive to achieve consistent, quality practice within our school and across our COL schools
- Transition/enrolment of Year 6 students to Intermediate School. This includes forming partnerships with contributing Primary Schools and families.
- Organising the interviewing of all Year 6 students, the balanced class placement of Year 7s and related 'Meet the Teacher' afternoon.
- Leading the additional needs (SENCO) of students at Rotorua Intermediate. This includes providing suitable support staff to improve emotional, social and learning outcomes for students.
- Providing pastoral care for Year 7 students and teachers. This includes adjusting classroom placements and communication with families as required.
- Establishing whanau engagement through a variety of communications to form positive partnerships between whanau and school. This includes reporting to parents three times per year, both in written form and face to face reporting with teachers, students and whanau.
- Working collaboratively within our executive leadership team to advertise and employ staff. This includes allocation of leadership units, staff appraisal and seeking new horizons for future focussed, school and staff development.

FUNCTIONAL RELATIONSHIPS WITH:

Children, Staff, Parents and Caregivers, Board of Trustee Members and the Board, Community Groups, Education Agencies, Education Colleagues, COLS members, School of Education Staff and Trainees.

DELEGATED AUTHORITIES BY SCHOOL BOARD:

- Implement the operational plans and give priority to the school goals
- Sharing in depth analysis of student achievement data: What is? So What?

Now What?

- Staff formative appraisals and reviewing Portfolios of Evidence
- Stand in for School Principal when required

DEPUTY PRINCIPAL'S CODE OF CONDUCT:

In carrying out duties / responsibilities, the Deputy Principal will:-

- Ensure that the needs of children and their learning are paramount.
- Demonstrate a commitment to the belief that each student is entitled to an education that challenges them to exceed their perceived personal standards of excellence.
- Demonstrate a commitment to the belief that each student is of equal value and is entitled to an education which respects each student's dignity, rights and individuality.
- Abide by Statutory obligations, Teachers Code of Conduct and NZTC, Teaching Standards
- Be loyal to the School Charter, Policies and Procedures of the School, so that the Principal's activities reflect the spirit and objectives of the School.
- Respect the integrity of staff, members of the School Board of Trustees, parents, and students.
- Demonstrate a commitment to the continuing personal and professional growth and development of Staff
- Work collaboratively with school staff, but appreciate the final responsibility for making decisions need justification and acceptance by Executive Leaders.
- Freely divulge all information on staff or students to any person or organisation with legal rights to the information being requested.
- Respect confidentiality by keeping information on Students, Families and Staff from people who have no right to it.
- Have an understanding and commitment to the elimination of sexism and racism, both with respect to equal educational opportunities and equal employment opportunities.
- Model of School Values: Respect for Self; Respect for Others; Responsibility for all your Actions.

RI staff are looking for in our school leader.

Relationships & Communication

Supportive of others , empathetic, willing to help, warm, invitational.

Someone who listens and takes others diverse opinions on board. Someone who is approachable.

Leadership

Fair: - treats and supports all equally, someone people look up to. Engaging in their own learning and professional development, firm, transparent, has integrity, and is respectful. Leads 3 r's.

Collaborative

Ability to trust and grow leadership in others.

Curriculum

Lots of classroom experience, expertise in all areas, skills and knowledge re: PACT and the learning progression frameworks

Teaching and Learning

Share knowledge, walks the talk, willing to learn; visible in classrooms and engages in class teaching when possible. Understanding of diverse teaching pedagogy. Skilful in mentoring and coaching for teacher excellence and can have crucial conversations and maintain mana.

Promoting Partnerships & Networks

Has initiative, new ideas, solidifying existing relationships. Welcoming and caring towards parent community, valuing and inviting feedback, positive links and relationships to MOE. Visibility within school and community. Participates in school life and activities. Involved in the Rotorua community, and is visible within Te Arawa.

Digital skills and related pedagogy

Up to date with digital learning, including current- google docs, hapara. Future orientated, curious, enjoys technology, keen to learn and use new technology. Asks questions.

Organisation & Administration

Onto it- does things well in advance. Streamlined, good systems, able to be efficient without being a micromanager. Clear communication regarding expectations and requirements. Well organised

Educational Success for Maori

Looks for ways to support, tries new initiatives. Culturally responsive, holds high aspirations and expectations. Can discuss analysed data with AKO and Whanau leaders and feedforward.

Holistic approach

Conflict Resolution

Calm, reasonable, firm, fair within our restorative culture. Transparent, listens, provide support where needed, courageous, tactful, no prejudging.

The following are the formal requirements associated with this appointment.

1. Attach a curriculum vitae containing any additional information relevant to the position.
If you include written references, please note that we may contact the writer of the reference.
2. Copies of qualification certificates should be attached. If successful in your application, you will be required to provide originals as proof of qualifications. These will be needed to verify the copies which will be retained for the school's records.
3. If you are selected for interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
4. 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.
- 5a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in Schedule 2 of the Vulnerable Children Act 2014, unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
- 5b) The Clean Slate Act provides certain convictions do not have to be disclosed providing: - You have not committed any offence within 7 consecutive years of being sentenced for the offence - You did not serve a custodial sentence at any time - The offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children Act 2014 - You have paid any fine or costs Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.
6. This application form and supporting documents received from the successful applicant will be held by the school. That person may access it in accordance with the provisions of the Privacy Act 1993.

7. CVs provided from non-successful applicants will not be returned, unless a stamped self-addressed envelope is provided. Application forms and CVs from non-successful applicants will be held until the appointments process is completed and will then be destroyed.

8. You are required to request referee reports from three referees. The report template is included in this pack as a separate attachment. It is your responsibility to contact referees and provide them with a copy of the report template and the information that they need to complete and return it. Referees' reports are to be emailed to:

juliec@rotorua-intermediate.org.nz by 3 pm Monday 10 July 2017. These remain confidential to the Board of Trustees. All information collected from referees will be destroyed at the end of the selection process.

9. All information received will be confidential to the Board of Trustees

10. If you wish to visit the school prior to submitting your application, please contact Garry de Thierry Principal 07 3489888 to make an appointment.

11. If shortlisted, you will be required to bring to the interview the originals of two types of identification and your Practising Teacher Certificate. If possible please provide photo ID e.g. passport and a NZ Driver's Licence

Application Form for Appointment

Position Applied For
DEPUTY PRINCIPAL ROTORUA INTERMEDIATE

Tick One:

Mr Mrs Ms Miss

Surname / Family Name	First Names (in full)

Full Postal Address

Contact Telephone Number	
Private:	Business:

Please tick the appropriate boxes:			
Are you a New Zealand citizen?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If not, do you have resident status, or	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
A current work permit?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Have you ever had a criminal conviction?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
(convictions that fall under the clean slate scheme If "Yes" please detail:			
Have you ever received a police diversion for an offence?			
If "Yes" please detail:		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?			
If "Yes" please detail:		Yes <input type="checkbox"/>	No <input type="checkbox"/>

<p>Are you awaiting sentencing / currently have charges pending?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes" please state the nature of the convictions /cases pending:</p>
<p>Have you been the subject of any concerns involving student safety?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes" please detail:</p>
<p>Have you ever had a complaint made against you to the Teachers Council?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>In addition to other information provided are there any other factors that we should know to assess your suitability for Appointment and ability to do the job?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes" please elaborate:</p>
<p>Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes" please elaborate:</p>
<p>Do you have a current New Zealand driver's licence?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Educational Qualifications:
<p>Please state your tertiary level qualification(s): Please state any other qualifications that relate to the position:</p>
Employment History:

Please outline most recent employment history, (last ten years) beginning with current or latest employment.

Period Worked	Employer's Name	Position Held	Reason for Leaving

Referees:

Please provide the names of three people who you agree we can contact that could act as referees for you. At least one of these should be able to attest to your most recent work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references. We will contact referees as required, so at this stage other than the details below, no further action is needed from you regarding referees

Name	Contact Details (e-mail address)	Phone (landline)	Phone (cell)	Relationship (e.g. employer / principal)

Authority to Approach Other Referees:

I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position. This information will be recorded for the Appointment Committee to consult.	Yes	No
I authorise the Board, or nominated representative, permission to access any information held by the Education Council, including matters under investigation, to gather information related to my suitability for appointment to the position.	Yes	No

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.
- I know of no reason why I would not be suitable to work with children / young people.
- I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

Signature: _____ Date: _____

Key Applicant Questions

KEY APPLICATION QUESTIONS. (YOU ARE REQUIRED TO COMPLETE EACH OF THE FOLLOWING QUESTIONS TO THE BEST OF YOUR ABILITY AND INCLUDE THEM WITH YOUR APPLICATION).

1. Describe how you have developed strong relations with staff and school communities you have worked in. (No more than 100 words)
2. What do you consider to be the five characteristics of a successful Deputy Principal at a school like Rotorua Intermediate? (5 bullet points)
3. What have been your two greatest professional accomplishments in the last three years? (No more than 40 words)
4. What are your curriculum strengths? (please list)
5. Outline your ability in the area of e-learning and future focused learning (No more than 100 words)
6. What contributions can you make to the extra-curricular life of the school? (bullet points)
7. What is your understanding of the educational focus of 'Maori achieving as Maori? (maximum 100 words)
8. If we were to visit you in your current school, describe what we should expect to see. (maximum 100 words)
9. Why do you believe the board of trustees should appoint you as Deputy Principal of Rotorua Intermediate? (in no more than 100 words)
10. When you are faced with a professional challenge how do you generally respond?

Appointment Process Timeline

Advertising in the Education Gazette on-line 9 June, published 26 June.
Applications close 3pm, Monday 10 July

Short listing completed and applicants advised 14 July
Interviews Friday 21 and Saturday 22 July or negotiated

Successful candidate appointed and advised Week beginning Monday 24 July
Deputy Principal takes up the appointment Term 4 2017.

We need to receive an E.Copy of:

- A letter of Introduction stating your 'WHY' for applying to our particular school.
- A current Curriculum Vitae
- Evidence Portfolio of your current Teacher registration
- Reports from three referees (template provided)

Completed applications to be received by Monday 10 July 2017. Emailed to:
juliec@rotorua-intermediate.org.nz

If you have any queries, please contact:

Garry de Thierry: principal@rotorua-intermediate.org.nz

Mob: 021488589

Or

Heather Nahu (DP). heathern@rotorua-intermediate.org.nz

Mob: 0274101015

“QUICK” REFEREE SNAPSHOT

Name of referee:

Name of applicant:

School and position: Deputy Principal Rotorua Intermediate

This is a very quick referee report to give the Appointments Committee a snapshot of what they might expect of a full report which is only asked of an applicant who has been shortlisted for interview.

Please save this document to a hard drive, respond to the questions, save, then email as an attachment to: juliec@rotorua-intermediate.org.nz Many thanks. Garry de Thierry. Principal

Please write no more than about ten words for each of these areas:

	Domains of Leadership	Comment
1	Quality of Relationships	
2	Quality of Leadership	
3	Curriculum expertise	
4	Teaching and Learning	
5	Communication and networking skills	
6	Visibility within school and community	
7	Digital skills and related pedagogy	
8	Organisation & Administration	
9	Educational Success for Maori	
10	Conflict Resolution	