

## Cust School

# Position: Assistant Principal Position 3 MU (2 Permanent and 1 Fixed Term for 2023)

Thank you for your interest in the position Assistant Principal at our school starting in Term 1 2023.

We look forward to receiving your application.

**ADVERTISEMENT:**

Assistant Principal Position 3 MU (2 Permanent and 1 Fixed Term for 2023)

JUNIOR SCHOOL (Year 1-3)

An exciting opportunity to join a dynamic, progressive, future forward thinking school has arisen.

We are seeking a passionate, enthusiastic, learner focused applicant who is ready to create, value, encourage, promote and celebrate – BE YOUR BEST.

The successful applicant will be the leader of our junior syndicate, currently Y1–3, being able to provide solid proven practice, which is evidence based, for our learners and have developed positive relationships with the community.

We are a school of 150 tamariki, in a rural setting, with close links with the local community.

We are looking for someone who has strengths in effective leadership, literacy, numeracy, te reo me tikangi Māori, and ICT, all of which is enhanced by effective communication skills.

The job begins in term 1 of 2023.

Possible Time frame:

Advertise Thursday 6 October

Applications close Friday 28 October

Shortlist / Referee check 31 October – 4 November

Interviews Monday 7 / Tuesday 8 November

Commence Start of Term 1 2023

Welcome to Cust School. Haere Mai.

Cust is a Full Primary School located between Rangiora and Oxford and approximately 40 kms Northwest of Christchurch.  The school has an approximate roll of 150 pupils and staffing of 7 teachers.

The school community is made up of a mix of families who have long historical connections to the area and to the school, and a growing number of new residents to the area. The school is the hub of the community and enjoys active support from attending families and the wider community.

**Cust School – Strategic Aims**

**HIGHLY RESPONSIVE TO OPPORTUNITIES AND CHALLENGES**

**SELF-MOTIVATED, POSITIVE AND RESPONSIVE CITIZENS**

**A CULTURE OF COLLABORATIVE RELATIONSHIPS**

**ASPIRATIONAL TEACHING AND LEARNING**

***BE YOUR***

***BEST***

***BE YOUR***

***BEST***

***BE YOUR***

***BEST***

**We will develop and demonstrate confidence, positive wellbeing, resilience and inclusiveness through respect, kindness, caring, creativity, and critical thinking to learn, lead and contribute to our world.**

***Manaakitanga:*** *Values – integrity, trust, sincerity, equity*

**By promoting best practice, providing high quality programmes and creating an innovative learning environment our children and staff will aspire to be their best, and realise their potential.**

***Ako:*** *Practice in the classroom and beyond*

**At the heart of, and integral to our community, our school will be safe, welcoming and inclusive;**

**respecting traditional and cultural values, responding to needs, building reciprocal relationships,**

**valuing connection and encouraging contribution.**

***Whanaungatanga:*** *Relationships with high expectations*

***Tangata Whenuatanga:*** *Place-based, socio-cultural awareness and knowledge*

**By embracing being creative, innovative, flexible and agile, our school will be able to future proof and encourage risk taking.**

***Wänanga:*** *Communication, problem solving, innovation*

Our school has a web site which I would encourage you to visit at www.cust.school.nz

I am also happy to answer any questions you may have either by phone (03)3125753, email [robert.schuyt@cust.school.nz](mailto:robert.schuyt@cust.school.nz) or if you would like to visit our school we would be delighted to show you around.

We look forward to hearing from you soon.

Yours sincerely

Robert Schuyt

Principal

**POSITION:**  **Assistant Principal** 3 MU (2 Permanent and 1 Fixed Term for 2023)

**Primary Objectives:**

**In collaboration with the principal:**

**● build high trust relationships with all staff, students and the school community**

**● develop and maintain a network of supportive partnerships beyond the school**

**● maintain the values based culture of the school**

**Responsible For:** ​

1. To lead and drive school based curriculum focus areas and their implementation across the school, as stated in our school charter / goals
2. To support, monitor, review school charter to help implement and develop shared goals and vision across the school.
3. To work closely with the Principal and Deputy Principal and in discussion with Board of Trustees, staff, students and parents to foster community relationships through strong communication and commitment to the schools vision.
4. Provide leadership that inspires change
5. Provide leadership in effective pedagogy, curriculum development and delivery
6. Support and work with teachers to ensure behaviour management is maintained within the school
7. Any other tasks within the leadership role of the Assistant Principal
8. Be able to report on all personal goals set within their professional growth cycle
9. To act as the principal in their absence – informing them as soon as possible of any matters of concern
10. Ensure the effective day to day operation of the school and ensure routines, duties and systems are in place to promote safety in the school
11. To provide reports to the Board of Trustees that covers areas mutually agreed with the principal

| **DIMENSION** | **STANDARD** |
| --- | --- |
| **Professional leadership** | * Demonstrates a thorough understanding of current approaches to effective teaching and learning * Provides professional leadership to staff within the delegated areas of responsibility * Makes constructive contributions to the work of the senior management team in a manner which supports effective school organisation and improved learning outcomes for students * Understands, and applies where appropriate, current practices for effective management from both within and beyond education * Supports the principal in the leadership and management of the school and deputises when required * Identifies and acts on opportunities for improving teaching and learning * Reflects on own performance assessment and demonstrates a commitment to own on-going learning in order to improve performance |
| **Policy and programme management** | * Initiates, plans and manages in association with the principal and other staff, policies and programmes which meet national requirements, are consistent with the school’s charter and strategic planning, and which reflect the school’s commitment to effective teaching and learning * Understands the implications of New Zealand’s changing cultural, social and economic context and ensures that these changes are reflected in the policies and programmes within the delegated areas of responsibility |
| **Staff management** | * Participates in the school’s performance management systems and makes recommendations to the principal on appropriate professional development opportunities for staff * Motivates and encourages staff to improve the quality of teaching and learning * Devolves responsibilities and delegates tasks when appropriate |
| **Relationship management** | * Fosters relationships between the school and the community * Communicates effectively both orally and in writing to a range of audiences * Provides information to the principal on areas of delegated responsibility in order to assist with effective day to day management and strategic planning in the school * Understands and operates within the limits of the delegated authorities and adopts a consultative approach with the principal and other staff on issues relating to school policy * Establishes and maintains good communication processes with staff, and between staff and members of the senior management team |
| **Financial and asset management** | * Effectively and efficiently uses available financial resources and assets, within delegated areas of authority, to support improved learning outcomes for students |

**To Apply -**  Applications close at midday on Friday 28 October

Please send the completed application form, a letter of application and a CV including:

* qualifications;
* strengths;
* interests beyond school;
* recent professional learning record;
* professional history;
* copies of qualifications;

email [robert.schuyt@cust.school.nz](mailto:robert.schuyt@cust.school.nz)

Mail:

Cust School

PO Box 28

Cust 7444

**APPLICATION FOR EMPLOYMENT**

Position applied for Location Vacancy/Reference Number

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Tick one

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| Mr | Mrs | Ms | Miss |  |  |

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| Or other preferred title: Click or tap here to enter text. |
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| Surname/Family name | | First names (in full) |
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Birth name (if applicable)

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Are you known by any other name(s)? (if yes please provide below) Yes  No

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Full postal address

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Email address

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| Click or tap here to enter text. |

Contact telephone numbers

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| Personal:  Click or tap here to enter text. | Work:  Click or tap here to enter text. |

***Identity Verification, Criminal Record and Right to Work***

Please tick the appropriate boxes:

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| Immigration information  Are you a New Zealand citizen? Yes  No  If not, do you have resident status? *or*  Yes  No  If not, do you have resident status? Yes  No |
| Have you ever had a criminal conviction? Yes  No  If “Yes” please detail:  Click or tap here to enter text.  *(A board may not employ or engage a children’s worker who has been convicted of an offence specified in* [*Schedule 2 of the Children’s Act 2014*](http://www.legislation.govt.nz/act/public/2014/0040/latest/DLM5501909.html) *unless they have an exemption*. *The Clean Slate Act does not apply to Schedule 2 offences.)* |
| Have you ever received a police diversion for an offence? Yes  No  If “Yes”’ please detail:  Click or tap here to enter text. |
| Have you ever been discharged without conviction for an offence? Yes  No  If “Yes” please detail:  Click or tap here to enter text. |
| Do you have a current New Zealand driver’s licence? Yes  No |
| Have you ever been convicted of a driving offence which resulted in Yes  No  temporary or permanent loss of licence, or imprisonment?  If “Yes”’ please detail:  Click or tap here to enter text. |
| Are you awaiting sentencing, or do you have charges pending? Yes  No  If “Yes”’ please state the nature of the conviction/cases pending:  Click or tap here to enter text. |
| In addition to other information provided are there any other factors Yes  No  that we should know to assess your suitability for appointment, your  suitability for work with children or your ability to do the job?  If “Yes”, please detail:  Click or tap here to enter text. |
| Have you ever been the subject of any concerns involving child safety? Yes  No  If “Yes” please detail:  Click or tap here to enter text. |
| Are you aware of any injury or medical condition that could impact Yes  No  on your ability to perform this job effectively?  If “Yes”, please detail  Click or tap here to enter text. |
| **For teaching/principal positions:**  Do you hold a current practising certificate from the Teaching Council Yes  No  of Aotearoa New Zealand?  Please enter your registration number: Click or tap here to enter text. |

***Educational Qualifications***

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|  | **Name** | **Location** | **Number of years completed** | **Highest Qualification Gained** |
| **Secondary School** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **University** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Other** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Other** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

***Employment History***

Please list your work experience for the last five years beginning with your most recent position. Please include months as well as years worked and explain any gaps in employment. If you were self-employed, give details.

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| **Period worked**  **(please specify the start and end dates)**  **Start date End date** | | | **Employer’s name**  **(or reason for gap in employment)** | **Position held** | **Reason for leaving** |
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***Referees***

Please provide the names of three people who we can contact as referees for you. One of these should be your current or most recent employer. Please indicate which referee is your current/previous employer in the table below.

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| **Name** | **Organisation** | **Position/**  **Relationship** | **Phone (preferred)** | **Email** |
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***Key Criteria***

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These key criteria and person specifications we are seeking are stated in the position description. Please outline below how you meet each of these attributes and abilities. Even if you are attaching a CV, please fill this out in full. The contact person cited in the advertisement can assist with any questions.

| **Criteria**  (*knowledge, skills, attributes, personal characteristics*) | **Past roles in which you have demonstrated the criteria** | **What did you do which demonstrated this** | **Key achievements** |
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| I certify that:   * The information I have supplied in this application is true and correct. * I confirm, in the terms of the Privacy Act 2020, that I have authorised access to referees so any enquiries deemed appropriate for determining my suitability for employment can be made. * 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 Click or tap here to enter date.