



PAPAMOA
COLLEGE

Associate Principal Position

Application Process



Associate Principal Position (12U)

Dear Applicant

Thank you for your interest in the Associate Principal (12U) position that is currently advertised.

We are pleased to be able to offer two senior leadership positions at Papamoa College for the start of 2021. The Associate Principal position is due to rapid school growth and the Deputy Principal position is due to retirement. *(Please Note: If you wish to also be considered for the advertised Deputy Principal Job, please also complete the Deputy Principal application process.)*

The following information is for the Associate Principal application process and provides you with information about the position and what is required to make an application.

This includes:

Associate Principal Job Description

Person Specification

Information for Applicants

Papamoa College Profile

The closing date for applications is Friday 23 October 2020 for both the completed Application and Referee Reports.

Thank you again for your interest in this position and we look forward to receiving your application.

Yours sincerely

Papamoa College Board Appointments Committee

Associate Principal - Job Description

Responsible to:

- Principal
- Board of Trustees

Functional Relationships:

- Principal, Senior Leadership Team, staff, community and students

The primary roles of the Associate Principal:

- Promote and develop the principles, values and ideals of the school
- Actively support the Principal in the leadership of the school and achieving strategic objectives
- Focus on improving student learning and achievement
- Provide professional leadership in furthering the school wide development priorities
- Lead the daily operation of the school
- Provide leadership and organisational expertise with assigned special activities and school projects
- Be an active, participating and contributing member of the Senior Leadership Team
- Commit to a process of continual improvement
- Commit to innovative thinking, being future focused and actively seeking ways to improve the school
- Be involved with the appointment, management and development of staff

Areas of Leadership	Expected Outcomes
Professional Leadership	
<p>Provide professional educational leadership that always promotes and furthers the vision, values, objectives and priorities of the school</p> <p>Active involvement in determining and achieving the strategic objectives and future direction and of the school</p>	<ul style="list-style-type: none"> ● Promotion of high professional expectations, standards and an attitude of excellence ● Understands and applies current practices for effective leadership and management ● Demonstrates the ideals and behaviours that exemplify the vision and principles of the school and what is expected of the teaching professional ● Active as a key support for the Principal in the leadership and management of the school ● Deputise for the Principal in periods of absence ● Provides leadership within the Senior Leadership Team in a manner which supports effective school organisation and improved learning outcomes for students ● Provides professional leadership within the delegated areas of responsibility ● Lead school wide professional learning and development as required ● Active involvement in managing, monitoring and achieving the school strategic objectives ● Being fully involved in determining the future strategic direction and the process to progress forward ● Reflects on own performance evaluation and demonstrates a commitment to own on-going learning in order to improve performance ● Other relevant leadership responsibilities, duties and projects as determined by the Principal

Curriculum Leadership	
<p>Student learning and achievement is at the heart of effective curriculum development</p> <p>The school curriculum is well designed and effectively delivers quality student learning and high standard of achievement</p>	<ul style="list-style-type: none"> ● Demonstrates a thorough understanding of current approaches to effective teaching and learning ● Operates as a teacher with delivery of NZC for a group/s of students each year <i>(The number of learning groups will be determined by the Principal)</i> ● Champions the improvement of student learning and achievement ● Applies effective data collection, analysis, interpretation and reporting for student achievement data ● Remains up to date with achievement evaluation and assessment techniques ● There is clear alignment of curriculum, pedagogy, assessment and reporting across parts of the school ● Leadership of the academic development function within the school - <i>Curriculum Leadership Group</i> ● Leadership of the annual curriculum design, management and review process
Policy and Programme management	
<p>Management of operational policy and procedures to ensure the organisation is operated effectively</p> <p>organisation</p>	<ul style="list-style-type: none"> ● Initiates, plans and manages in association with the Principal and other staff, policies and programmes which meet national requirements that are consistent with the school's charter and strategic planning ● 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 individual responsibility ● Manages the process for ensuring the operational policy and procedures are accurate, meet regulations, are fit for purpose and regularly reviewed
Human Resources and management	
<p>Human resources are productive and contribute directly to furthering the objectives, values and vision of the school</p> <p>Staff development and the promotion of wellbeing is a deliberate focus</p>	<ul style="list-style-type: none"> ● Assist the Principal and Business Manager in the delivery of an effective staffing model across teaching and non-teaching aspects of operations ● Leadership of the appointment and induction process for teachers and support staff ● An effective staff induction process operates for new employees ● Management of PC@Work and other relevant human resource documents and processes ● An effective staff development and wellbeing programme exists that supports staff to be excellent employees ● Maintaining a staff culture that is values based, fosters positive relationships, encourages autonomy and trust, and resulting in high levels of productivity ● Staff are encouraged to develop a healthy work/life balance with appropriate support provided to those staff at risk ● Motivates and encourages staff to improve the quality of teaching and learning ● Supports staff to develop new skills and take on new responsibilities including leadership opportunities ● Support staff to implement new ideas where appropriate ● Actively participates in the school's performance management systems and makes recommendations to the Principal on appropriate professional development opportunities for staff

School Organisation and Planning	
<p>The school operates efficiently and effectively throughout the year</p> <p>School events, activities and programmes contribute to creating an active, vibrant, positive and inviting culture</p> <p>Student behaviour is managed effectively and appropriately to create a safe and positive environment on campus</p>	<ul style="list-style-type: none"> ● Leadership of the daily operations and activities on campus ● The year calendar, programming and scheduling of key events and activities is managed and communicated effectively ● Relevant daily operations, responsibilities and tasks are delegated where appropriate ● Events are well organised, communicated, executed, with relevant risk analysis and suitable debrief ● A wide range of opportunities for student participation and contribution exist that extend across academic, sporting, cultural, arts and service areas ● Active involvement in campus activities and events, including major school events ● School student management procedures and processes are applied appropriately ● Strong pastoral care standards exist across the school that support student wellbeing and conduct
Communication and connections	
<p>Drives high expectations for all forms of communication throughout the organisation</p> <p>The maintenance and promotion of effective relationships and connections with all stakeholders</p>	<ul style="list-style-type: none"> ● Develops and maintains positive and productive relationships with staff, students and their whanau ● 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 individual responsibility in order to assist with effective day to day management and strategic planning in the school ● Establishes and maintains good communication processes with staff, and between staff and members of the Senior Leadership Team ● Schoolwide communication systems and processes are effective to support employees to perform their job and further the school objectives ● Communication outcomes for other relevant stakeholders provide accurate, timely information, in a professional manner ● 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 ● Staff have the opportunity to share ideas, provide feedback and comment on aspects of school operation
Resource and Asset management	
	<ul style="list-style-type: none"> ● Effective and efficient use of available financial resources and assets, within delegated areas of authority, to support improved student learning and achievement, and furthering school objectives

A range of other individual professional responsibilities will be assigned based on the Associate Principal personal strengths, skills and through a process of discussion and negotiation.

Person Specification

Personal Attributes

- Lives life with integrity, strength of character and a strong set of personal values
- Holds high expectations and practices fairness
- Has an enthusiastic attitude and encouraging manner
- Accepts challenges and acts with flexibility
- Has a positive outlook and solutions focused
- Is self aware, reflective and an intuitive understanding of others
- Has a sense of humour and perspective
- Willingness to persevere and work hard
- Has the ability to be calm under pressure and is resilient
- Is passionate to learn and grow
- Values strong connections and interactions with people

Professional Attributes

- Has a passion for working with young people and working in a school environment
- An experienced Senior Leader who has demonstrated excellent leadership skills within a school context
- An experienced teacher who is competent in the use of data to improve student learning outcomes
- Is an excellent communicator with a wide range of people
- Awareness of and positive attitude towards bicultural, multicultural and disability issues
- Understands what it means to be an educational professional
- Has demonstrated strong and strategic leadership skills and has proven experience
- A future focused and strategic thinker who is prepared to take risks and accept challenges
- Thrives on collaboration and working in a team
- Has a sound understanding of the NZ Curriculum, modern learning pedagogies and evaluation of student achievement
- Empowers others to flourish and effectively manages the delicate balance between supporting and challenging others
- Experience in dealing with challenging situations and having difficult conversations
- Advanced organisational skills and the ability to manage high workload
- Uses technology effectively and purposefully
- Is committed to on-going personal and professional development

Information for Associate Principal Applicants

Position

Full time, permanent position

Associate Principal

Member of the Senior Leadership Team

Remuneration

12x Units

Employment Conditions

As per the Secondary Teachers Collective Agreement (STCA) 2019-2022

Associate Principal Appointment Timeline

	Associate Principal	<i>Deputy Principal</i>
Education Gazette Advertisement	Friday 25 September 2020	<i>Friday 25 September 2020</i>
Visits to campus (Optional)	Wednesday 14 October - Wednesday 21 October	<i>Wednesday 21 October - Wednesday 28 October</i>
Closing Date for Applications	Friday 23 October 2020	<i>Friday 30 October 2020</i>
Closing Date for Referee reports	Friday 23 October 2020	<i>Friday 30 October 2020</i>
Shortlisting completed	Friday 30 October 2020	<i>Monday 9 November 2020</i>
Interviews	Saturday 7 November 2020	<i>Saturday 14 November 2020</i>
Appointment Begins	Monday 25 January 2021 Start Term 1 2021	<i>Monday 25 January 2021 Start Term 1 2021</i>

Note: The Deputy Principal appointment dates are included for reference purposes for those Associate Principal applicants who may also wish to be considered for the Deputy Principal role.

Visits to Papamoa College (Optional)

Associate Principal applicants are able to arrange a visit to the Papamoa College campus during the period Wednesday 14 October - Wednesday 21 October 2020. Please contact Principal's PA Kerri Turanga kturanga@papamoacollege.school.nz to arrange a time.

Questions

Questions and queries can be emailed to the Principal - Steve Lindsey principal@papamoacollege.school.nz

Job Description

[Associate Principal](#)

Application Process

The following documents are required to be completed and submitted as part of the online application process:

Curriculum Vitae

[Application Form](#)

[Referees Report](#) x3 Friday 23 October 2020 (Applicant to send the referees report link to each referee to complete)

Email Principal's PA: Kerri Turanga for information regarding the application process:

kturanga@papamoacollege.school.nz

Applicants must currently hold a teaching practising certificate.

Interviews

Applicants who are interviewed will be required to make a brief presentation at the interview. The presentation topic will be communicated to those applicants when notified of the interview.

Associate Principal applicants will be interviewed at the Papamoa College on Saturday 7 November 2020.

Papamoa College Contacts

Address: 151 Doncaster Drive
PO Box 11 150
Papamoa 3151

Phone 07 542 0676

Fax 07 542 9069

Email enquiries@papamoacollege.school.nz

Website <http://www.papamoacollege.school.nz/>

PC Facebook

PC Sport Facebook

Papamoa College Profile

Current student roll: 1540

Coeducational Secondary School

State School Y7-13

Middle School Years 7&8 Lower Middle School

Years 9&10 Upper Middle School

Senior School Years 11-13 Senior School

Predicted growth to 2000 students by the year 2025

Currently in early stages of Campus Development Plan

The Papamoa College vision is to develop successful people, who value relationships and community, and are lifelong learners.

- Being successful means achieving at the best possible level in any pursuit and includes academic success, sporting success, arts and cultural success.
- Relationships with people matter and being connected to others is important. Participating and contributing in a community of other people is important for the Papamoa community and is therefore reflected in what we do at Papamoa College.
- Life is a continuous process of growth and development. Learning at school is therefore a continuation of learning at home and in the community. Effective learning is relevant to a student's life and does not stop once a student leaves school.

Student learning includes programmes that integrate curriculum learning areas to provide rich and contextual experiences where possible. Learning through a process of inquiry also provides an environment to develop active, engaged, confident and competent learners. An important part of the student learning experience is being part of a learning community whose members work together for the common purpose of learning and achieving. The physical innovative learning environments throughout the school, provide flexible spaces for students and teachers to use as they journey through their learning and teaching.

A key aspect of student life is the school wide Citizenship Programme and Whanau Programme which promote and reinforce the focus values:

Whai Kaha Participation

Whanaungatanga Relationships

Whai Whakaaro Respect

Whai Mana Excellence

Developing as a participating and contributing member of society for a growing young person is an important aspect of Papamoa College.

