



MAIDSTONE

INTERMEDIATE

Dear Applicant

Thank you for expressing an interest in the permanent position of Syndicate Leader at Maidstone Intermediate commencing Term 1, 2022.

The successful applicant will lead a Homeroom Class Syndicate.
The position offers 2 permanent units (MU).

The following documents are included in this application pack:

- Criteria for appointment
- Job description
- Application for appointment

Information about our school can be obtained from the school website www.maidstone.school.nz.

Please ensure that your CV clearly addresses the criteria for appointment.

Application is to be returned with your CV and covering letter to:

Vacancy Scale A
Maidstone Intermediate School
Redwood Street
UPPER HUTT 5018

Or email to admin@maidstone.school.nz

Applications close **8:00am on Thursday 28 October 2021**

If you have any further questions please contact the Principal, Wikus Swanepoel, (04) 528 3094
principal@maidstone.school.nz

Yours sincerely

Wikus Swanepoel
Principal



Maidstone Intermediate

Criteria for Appointment

Maidstone Intermediate has a strong focus on accelerating student achievement across all curriculum areas. Our challenge is to ensure students leave Maidstone working within NZC Level 4. This means developing rich and innovative learning programmes, collecting and responding to assessment data, incorporating digital technologies as a tool for learning, and working collaboratively within and across syndicates.

The Syndicate Leader we appoint will be:

1. A collaborative leader able to support, inspire and motivate a team
2. A leader who has a strong belief in student-led learning programmes, and experience in developing agency in the learners they teach
3. Able to gather and use syndicate-wide data to improve teaching practice and student outcomes across the syndicate
4. Able to lead a syndicate team in the planning and delivery of an integrated programme including Inquiry Learning.
5. Experienced in the use of digital technologies to promote learning, and enhance communication with family/whanau
6. Able to model and support effective behaviour management of Intermediate students with a focus on student well-being
7. Willing to contribute and commit to school-wide initiatives as part of the Leadership Team
8. Committed to developing themselves as a professional through professional learning and development opportunities
9. Passionate about the early-adolescent age group
10. Highly collegial, hard working, willing to 'give things a go', and able to laugh – often!

Please respond to each of these criteria in your application.

Please state your additional strengths and interests which would further enhance the corporate life of our school, and any areas in which you could provide leadership.



MAIDSTONE

INTERMEDIATE

Our Vision:

At Maidstone Intermediate we aim
to inspire positive self-belief
in learners
to think critically
and
contribute meaningfully
in an increasingly changing world.

Job Description:

Position – Syndicate Leader of Learning

Responsible to – learners, team members and Senior Leadership

Leadership Statement:

Leaders at Maidstone will provide on-going support and guidance to syndicate staff to help ensure that classroom programmes are of high quality, and effectively targeting the interests and needs of all students. It is expected that the Syndicate Leader will provide a model of best practice, and will encourage the on-going professional development of syndicate staff through sharing practice, observations, feedback, learning conversations, and Syndicate meetings.

Key Leadership Qualities:

- Manaakitanga – leading with moral purpose (inclusive of our school values)
- Pono – having self-belief
- Ako – being a learner
- Awhinatanga – guiding and supporting

There are five distinct leadership components to this role:

1. Educational Leadership:

- Improve outcomes for all students, with a particular focus on Māori and Pasifika students.
- Create conditions for effective teaching, learning and curriculum delivery.
- Explore and promote the use of ICT and e-learning to open up new ways of connecting, sharing and learning.
- Develop syndicates as learning communities to contribute and achieve the school vision.

2. Relationships:

- Provide a supportive teaching and learning environment.
- Be open, honest and transparent in appraising staff.
- Carry out classroom observations and having others observe their practice.
- Actively participate in and influence professional development.
- Encourage innovations that improve student learning.
- Show interest in the careers and aspirations of those they lead, encouraging them to take on new roles, and providing professional development opportunities.

3. Areas of Practice:

CULTURE:

- Ensure a safe and well organised environment that allows teachers to focus on their teaching and students on their learning.
- Ensure that educational practices are inclusive.
- Ensure that the language, identity and culture of students and their families are acknowledged and valued.
- Actively engage in the development and implementation of shared goals and vision.
- Support the development of practices that set an expectation that all students will succeed in learning.
- Model practices in which teamwork is expected and valued.
- Lead and create opportunities to celebrate progress/success of students and staff.

PEDAGOGY:

- Model best practices that are effective for all students.
- Engage in and lead professional development and keep up to date with teaching and learning theory.
- Lead curriculum planning, development and review.

SYSTEMS:

- Assist with the general strategic school administration, such as planning, resourcing, staff appointments, budgeting, timetabling and running school events.
- Track academic progress of students across the syndicate through assessment, evidence collecting, and data analysis.
- Acquire a sound working knowledge of the school policies and procedures.
- Undertake the pastoral care of students and staff.

PARTNERSHIPS AND NETWORK:

- Demonstrate commitment to on-going learning.
- Network across schools to share ideas and challenge practices.
- Encourage teachers to work with parents, whanau, and caregivers to establish shared expectations for students.
- Develop networks with parents and the wider community to ensure that the school achievements are well presented.

4. **Leading Change:**

As agents of change middle leaders need:

- Information about, and involvement in, the implementation of the school vision and its strategic intent.
- Current, evidence-based information about effective approaches to teaching, learning and assessment.
- A sound understanding of how change processes work and how people respond to change.
- Insight, knowledge and understanding of teachers' current beliefs and practices.
- Relationships based on trust, so that staff feel supported and understood.
- Strategies for handling resistance to change.

5. **Problem Solving:**

- Provide opportunities to solve problems collaboratively, and mentor new teachers about problem solving strategies.
- Manage risk by anticipating problems and agreeing on strategies.
- When problems relate to student progress, collaborate with family, whanau and caregivers to agree on, and implement, solutions.
- Negotiate with teachers who are reluctant to change.
- Develop strategies for handling confrontations, invite feedback and/or reflect on effectiveness.

Desirable Characteristics:

- Positive influence
- Aspirational – personally and for learners
- Heart for learning/generosity of spirit
- Active Listener
- Strategic Thinker
- Decisive
- Respectful
- Encouraging of others



Maidstone Intermediate

Application for Syndicate Leader Role

POSITION APPLIED FOR: Syndicate Leader

PERSONAL DETAILS

Name: Miss / Mrs / Ms / Mr _____

Address: _____ Home Phone: _____

Email: _____ Work Phone: _____

I may be contacted at work Yes / No Mobile: _____

Are you a NZ registered teacher? Yes / No

Registration No: _____ Expiry Date: _____

Citizenship: _____ Ethnicity: _____

PRESENT EMPLOYER

Name: _____ Work Phone: _____

Address: _____ Other Phone: _____

_____ Mobile: _____

Position Held: _____ Date Commenced: _____

REFEREES

Name: _____ Work Phone: _____

Address: _____ Home Phone: _____

_____ Mobile: _____

Email: _____ Relationship: _____

Name: _____ Work Phone: _____

Address: _____ Home Phone: _____

_____ Mobile: _____

Email: _____ Relationship: _____

TERTIARY EDUCATION QUALIFICATIONS

Institution Attended	Year	Qualification Attained	Date Awarded

TEACHING SERVICE

Position	School	Date From	Date To

OTHER INFORMATION

Have you had any injury or medical condition which the tasks of this job may aggravate or contribute to, or know of any reason why you might have difficulty carrying out the role description attached?

Yes No

If yes, please give details below:

Do you have any matters relating to yourself currently or previously before the Teachers Council?

Yes No

Do you have a current full New Zealand driver's licence?

Yes No

Do you give permission for your police record to be checked?

Yes No

Have you changed your name by deed poll/statutory declaration?

Yes No

Other names known by: _____

The successful applicant will be required to provide two forms of photo identification.

PRIVACY ACT 1993 (TO BE SIGNED BY APPLICANT)

This Application is submitted with the understanding that any further information given is for the use of the employer and their authorised representatives who may at any time have access to this information.

Furthermore consent is given for members of the Maidstone Intermediate Appointments Committee or its advisor to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position of teacher at this school.

APPLICANT'S SIGNATURE: _____ DATE: _____

DECLARATION

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from minor traffic offences); received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment?

Yes No

If YES, please provide date and details of offence(s) on a separate sheet. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.

I certify that I am registered (or provisionally registered) as a New Zealand teacher. I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my CV is correct.

APPLICANT'S SIGNATURE: _____ DATE: _____