



Application Package

**Permanent Part-time English Teacher
2019**

Karanga Mai Young Parents' College



Thank you for your interest in the permanent part-time position at Karanga Mai Young Parents' College. Please find enclosed a description of the College, the position job description, application form, referees' form, and a timeline of our appointment process.

Our VISION:

Our vision at Karanga Mai Young Parents' College and Early Learning Centre is to positively empower the lives of our young parents and their children by providing education and support in a structured, caring school environment. Each young parent is individually supported to achieve secondary school qualifications and identify long-term goals and aspirations. Students are further supported through a range of parenting and life skills programmes. A strong emphasis is placed on healthy life choices and positive personal development. Karanga Mai Young Parents' College is committed to encouraging life-long learning that is modelled by teachers to inspire the young parents who will then inspire their own children. It is our vision to support our students and their children to achieve successful, fulfilled, and independent lives.

Our VALUES:

These values underlie all that we do as an organisation working for and on behalf of our students and their children.

- Commitment to bi-culturalism and fulfilment of the partnership inherent in Te Tiriti o Waitangi as a guiding principle of management practices and the learning environment.
- Promotion of high quality, barrier free education
- Maintaining open communication between staff, students and community
- Upholding ethical behaviour and professional standards of; integrity, reliability, honesty, consistency, respect and accountability
- Upholding the principles of equity and social justice
- Celebrating and encouraging excellence
- Challenging students through innovation, inquiry and curiosity by modelling and promoting critical thinking, creativity, and reflectivity
- Valuing diversity in different cultures, languages and heritages
- Encouraging community and participation for the good of all
- Promoting ecological sustainability and healthy life choices

Location and Context

Karanga Mai Young Parents' College was the second school for teenage and young parents to be established in New Zealand. Starting as a study group for students enrolled in Correspondence School courses in 1996, it expanded its programme to 3 days per week, relocating onto the grounds of Kaiapoi High School in 1999 and becoming a full-time school in 2001 with an attached licensed early childhood centre, the first of its kind in NZ.

Today, Karanga Mai is one of 24 Teen Parent Units in New Zealand. Its host school is Kaiapoi High School and the College staff are employed by the Kaiapoi High School Board of Trustees.

The school's maximum roll is 30 students and the early childhood centre is licensed for 29 children. The school has a classroom block, including offices, toilet facilities, and newly renovated shared kitchen and dining spaces, with two additional break-out rooms. Karanga Mai Early Learning Centre is attached and fully accessible to the young parents.

An innovative school, Karanga Mai has pioneered new educational developments in NZ and won the Prime Minister's Excellence in Education Focus Award in 2016. The academic and social support programmes have been developed to meet the complex needs of the young parent student body. Karanga Mai offers teenage parents the opportunity to continue their secondary schooling in a supportive environment with intensive teaching assistance. There is a ratio of 1 teacher to 10 students, 3 FTEs in total; the Director role is one of the 3 FTEs, all other staff are part-time.

Karanga Mai also provides quality early childhood education to the children of the young parents, who may otherwise not access such early educational opportunities and enrichment. Some students are dual-enrolled students of Te Kura, The Correspondence School, whilst several are also enrolled in STAR-funded and other tertiary courses through education providers including The Open Polytechnic, Weltec, Plunket, and Travel and Tourism. Some students can access University courses through STAR funding. Courses in Levels 1, 2 and 3 English, Maths and Science are offered through the College in addition to a wide range of courses through Te Kura. Students also have the opportunity to access classes through Kaiapoi High School. Students are encouraged to gain their driver's licences and this is partially funded through Star Funding.

Each student has an Individual Education Plan and belongs to a tutor (whānau) group. Goal-setting and review are a regular component of the student's study programme. The timetable is revolving and the class is split into 3 groups; level 1, level 2 and level 3+. All students have access to netbooks and the college utilises google classroom as an on-line learning platform.

Strengths and Initiatives

Karanga Mai offers a full programme of education to its students. It was the first teen parent school in NZ to have an attached licensed early childhood centre and to employ a social worker on-site. It brings in a wide range of support services for its young families including Plunket, Work and Income, youth coaches, a health nurse, budgeting advice and a range of counsellors, as required.

Many students enter Karanga Mai with few, if any, academic achievements. Some have had little secondary schooling or were persistent truants and many were 'disengaged' students. Karanga Mai is characterised by a culture of aspiration, educational achievement and positive personal empowerment. We have developed a disciplined working environment and offer a wide range of courses at all secondary levels. Academic success is significant for all of our students. Students gain National Certificates including NCEA Levels 1, 2 and 3, National Certificates in Maths L 1 and 2, and even tertiary qualifications. Non-academic achievements in the areas of confidence and self-esteem, personal relationships, skills development, parenting skills, goal-setting, knowledge of community resources and services are sometimes harder to quantify but are observable in almost all of our students.

Other Strengths include:

Whole staff support and involvement with students and their families (including drivers, early childhood teachers, administrator, support workers and teachers).

Outstanding early childhood education including involvement of the young parents in a weekly singing programme with their children and termly outings. The college supports a healthy eating policy for parents and children.

We maintain and develop a diverse life skills programme through the “Tane-nui-a-rangi” award, administered by the social worker, which includes guest speakers on a range of subjects, personal skills development, physical activities and parenting education.

Please don't hesitate to contact us if have further queries about the College, or the teaching role.

Ngā mihi,

Rachel Hawthorne

Director,

Karanga Mai



Robert Coup Road, Kaiapoi 7630
Phone: 327 8386, Fax: 328 8366, Email: ypc@kaiapoi.school.nz

JOB DESCRIPTION

POSITION: PERMANENT PART-TIME ENGLISH TEACHER

RESPONSIBLE TO: College Director

Key Tasks:

1. To be qualified and competent in all areas appropriate to classroom teaching
2. To impart subject matter effectively
3. To cater for the individual learning needs of the students in the class
4. To maintain a purposeful working atmosphere and endeavour to stimulate student interest and positive participation in class work
5. To evaluate students' work in accordance with school policy
6. To endeavour to establish good relationships with students
7. To establish and maintain effective working relationships with other staff
8. To contribute to the effective functioning of the school
9. To support YPC policies and procedures; participate in weekly staff meetings; engage in professional learning and inquiry
10. To respect students' individual rights with regard to gender, culture, parenting needs and responsibilities
11. To maintain good record-keeping of student goals, reviews, assessments and results
12. To take responsibility for oversight of a whānau group if required; to help set and review study goals, and facilitate activities that build group cohesion

Requirements:

The successful applicant will be:

- a trained teacher, with full or provisional teacher registration
- recently experienced with teaching NCEA at all levels and bring possible cross-curricular experience
- expected to be responsive to individual student needs
- able to quickly establish a rapport with the students and secure their co-operation
- warm, enthusiastic, positive and non-judgemental
- respectful of student confidentiality
- punctual, reliable and well-organised
- collegial in practice

Personal Attributes and skills:

- Ability to establish rapport with the young parents in a non-judgmental way
- Ability to empathise with young people whose situations may be stressful
- Ability to challenge inappropriate behaviours in a non-confrontational way
- Ability to adapt and be flexible and responsive to student needs
- Ability to act independently and as part of a team
- Excellent communication skills, both oral and written
- Good facilitation skills
- Good organizational skills
- A sense of humour!

Additional Activities in support of Curriculum:

These will be agreed at the time of appointment and may include such things as assistance with co-curricular activities, complimentary subject expertise, etc.

Ability and experience in teaching complimentary subjects would definitely be advantageous.

WORKING CONDITIONS:

- This is a part-time position up to .5 – hours to be confirmed
- Wage rate based on PPTA Collective Agreement

Postal Address: Karanga Mai Young Parents' College
Robert Coup Road
Kaiapoi 7630

Email: ypc@kaiapoi.school.nz

Phone: 03 327 8386



APPLICATION FOR APPOINTMENT TO KARANGA MAI

TIMELINE

PLEASE SEND YOUR APPLICATION TO:

Karanga Mai Young Parents' College Director

Robert Coup Rd

Kaiapoi 7630

Or email to: ypc@kaiapoi.school.nz

POSITION: Permanent Part-time English Teacher

APPLICATIONS CLOSE: November 30th 4pm

SHORT-LISTING: Short-listed applicants will be contacted by phone and interviews arranged as soon as possible thereafter. Applicants who have not been shortlisted will be notified the following week.

INTERVIEWS: Week commencing December 3rd

DECISION: We will endeavour to have the process completed by December 14th

START DATE: January 28th 2018

CHECKLIST

Please ensure you include the following documents with your application:

- A letter of application
- Completed application form
- Curriculum Vitae, including current contact details at least 2 referees
- Any other documentation you believe to be relevant

Please send to the address supplied above.

If you have any further queries, don't hesitate to contact us on:

03 327 8366

Or ypc@kaiapoi.school.nz.

Confidential Referee's Assessment

In my application for the English teacher position at Karanga Mai Young Parents' College I have named you to be a confidential referee in relation to my application. I would be very grateful if you could please complete the following document either electronically or on paper.

When completed, please return the Referee's Report no later than 29 November 2018.

The report should be sent electronically, to ypc@kaiapoi.school.nz

All reports will remain confidential and shall be destroyed after an appointment is made.

Applicant's Name:

Referee's Name:

Position/Occupation:

Contact Phone Numbers:

Please describe how long you have known the applicant for and in what capacity:

Please tick the box that you believe best describes each of the qualities or characteristics in each area listed. If you feel unable to comment on any aspect, please write NA in any one of the columns. Please also feel free to make any comment that may help the interview panel.

Personal Characteristics and relationships	Excellent	Sound	Average	Needs development
Has honesty and integrity				
Is a positive role model at all times				
Communicates effectively				
Has a sense of humour				
Is approachable				
Relates to students of all ages positively				
Shows understanding for individual student needs				
Is calm and composed at all times, even when under pressure				
Relates to parents and the wider community				
Is culturally aware and responsive				
Works constructively to resolve conflict when this occurs				
Is collaborative				

Comment here on any aspects of the above that would assist the interview panel in the short-listing/interview process:

Professional Strengths and Experiences	Excellent	Sound	Average	Needs development
Actively promotes opportunities for improvements in teaching				
Shows a thorough knowledge of the NZ Curriculum and ongoing developments such as MLE				
Has a clear understanding of NCEA				
Analyses data to use in development of teaching and learning				
Demonstrates a commitment to the needs of priority learners				
Is competent in ICT/e-learning				
Participates in own and school Professional Development				

Comment here on any aspects of the above that would assist the interview panel in the short-listing/interview process:

Further Information:

Are there any areas in which the applicant needs further development?

Do you have any other comments for the interview panel?

Summary

Would you appoint the application to the position applied for at Karanga Mai Young Parents' College?

No

Probably Not

Possibly

Yes with some reservations

Yes without reservation

Signed Date

**Thank you for taking the time to complete this report.
Your time, effort and honesty is appreciated by Kaiapoi High School**

