



**KAIAPOI**  
High School

## **Application Package**

**Head of Faculty Technology**



**KAIAPOI**  
High School

## Application Package

### **Introduction from the Board of Trustees**

On behalf of the Kaiapoi High School community, I thank you for your expression of interest in the position of Head of Faculty for Technology at our school.

Kaiapoi, North Canterbury river town, is a rapidly growing town of 12,000 located 18 kms north of central Christchurch. Originally the town's economic basis was food production and gathering for Ngai Tahu and this was followed by developing trade as the river port and railway came into use. With new commercial and residential developments the community is seen as an attractive location to live. There is a strong community identity, characterised by loyalty and pride. A number of students attend Kaiapoi High School by bus from other parts of our community such as Ouruhia, Brooklands, Clarkville, Pines Beach, Woodend and Waikuku.

Kaiapoi High School is a Year 9-13, Decile 7, co-educational secondary school. The School is situated on a well maintained 8 hectares of grounds. Over the last five years the school roll has increased from 550 to almost 900 with a rebuild beginning in 2017 to service 1100 students. The School has excellent facilities that are used not only during school time but extensively by our community. Our learning programmes are inclusive and based on student needs. There are courses addressing both academic and vocational needs and the school has been innovative in not only providing excellent academic programmes but also clear pathways based on vocational needs. We have well-qualified and experienced staff who hold the belief in restorative practices.

Phil Kerrigan, Board Chair



### **Our Year 12 Building students building the School's Cultural Learning Centre**

**At Kaiapoi High School we strive to motivate and inspire all students to achieve their best and to become adults who contribute to their community.**

**Our Core Values are:  
Respect Integrity Community Excellence**



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## **JOB DESCRIPTION**

**Position:** **Head of Technology Faculty**, permanent full-time position  
With 3 permanent MUs and 2 permanent MMA

**Responsible to:** The Principal, for Leading Teaching and Learning in the faculty, for undertaking/managing a number of Key Tasks, and for undertaking/leading a school-wide management or leadership activity.

### **Preface / The Focus:**

1. It is understood that 'management' involves the completion of a number of clearly defined tasks, designed to ensure the smooth, effective and efficient running of the organisation whereas 'leadership' is likely to involve more creative and innovative activities, sometimes designed to change the organisation and usually designed to achieve excellence generally, and to improve outcomes specifically.
2. It is expected that the Head of Faculty will delegate to unit holders and other staff in the faculty, at least some of the management activities or tasks identified in this Job Description. This is viewed as appropriate professional development for all staff within the faculty.
3. The Head of Faculty is encouraged and expected to place some considerable emphasis on the activities listed under leading Teaching and Learning. The management of the various defined tasks should not assume a position of predominance for the Head of Faculty.
4. All staff should be encouraged to be creative and innovative. The climate within the faculty should allow open discussion, action or change with respect to Teaching and Learning.
5. While a key role is promoting and developing subjects and student learning/achievement within their own Faculty, a positive wider perspective and support of the entire school must also be demonstrated.

### **Leading Teaching and Learning**

1. Modelling teaching at the highest possible level.
2. Professional dialogue and reading, including dialogue with other curriculum leaders, both within and external to the school.
3. Observation of classroom teaching and professional practices and feedback on these to teachers.
4. Identifying models of good practise and providing opportunities for all teachers to observe and to learn from this good practise.
5. The HOF will identify particular skills that he/she will share with other HOFs.
6. The use of and analysis of achievement data towards improvement in curriculum delivery and student achievement outcomes.
7. To place an emphasis on those students who are not achieving to expectation and to determine ways through which their achievement levels may be improved.
8. To place an emphasis on the achievement levels of Maori students, and to put in place actions designed to ensure the achievement levels of Maori students at least match or are equivalent to the achievement levels of the year group as a whole.
9. To advise teachers on behaviour management strategies through individual advice and support. To assist teachers in implementing the school's behaviour management system.

10. On an annual basis, establish faculty priorities or goals, ensuring these are related to school priorities or goals.
11. To critically evaluate programmes of assessment to ensure assessment activities remain relevant and appropriate for the learning which has occurred and to ensure the amount of assessment undertaken is sufficient, but not excessive, for the purpose with which the assessment is designed.
12. To develop ways through which staff strengths and talents are promoted.
13. To provide an environment where risk taking, with respect to creative and innovative activities, is encouraged amongst teachers.
14. Have a particular focus on promoting and supporting the use of e-learning, especially the school's Learning Management System (LMS).
15. To promote review and evaluation of faculty programmes, including student evaluation of these programmes.
16. A senior manager will be linked to each faculty, in a supportive and mentoring way.  
The Head of Faculty will report to the Senior Manager on Leading Teaching and Learning actions.

### **Faculty Management / Leadership Responsibilities**

1. To ensure the development and updating of schemes of work for the delivery of all courses within the faculty and to ensure these reflect national curriculum statements, and are regularly updated as the need for this arises.
2. To develop assessment techniques and methods of reporting student progress which are consistent with national requirements and with school-wide assessment and reporting policies.
3. To manage professional development activities within the faculty. All professional development requests within the faculty are to be approved by the HOF, ensuring a close link exists between the professional development activities and the faculty and school priorities or goals.
4. To undertake an analysis of a wide range of student achievement information.
5. To be an efficient manager of resources, including finances staffing and rooming allocations. With respect to staffing, it is expected that teachers will be allocated classes which reflect a range of year levels and student abilities, and also take account of the specific skills and interests of individual teachers.
6. To prepare an Annual Assessment Report for the Board of Trustees.  
This report will focus on the priorities established by the Board of Trustees.
7. To be an active participant in the school's Professional Growth Cycle and professional development programme.
8. Membership of an appropriate subject association is expected.
9. Additional activities will include convening faculty meetings, ensuring work for relief teachers is provided if necessary, and facilitating the preparation of written materials for the school's newsletters and annual magazine.
10. The HOF will promote communication between the faculty and parents/caregivers. This includes co-ordinating newsletter articles and for the school magazine to promote the faculty and student achievements.

### **Schoolwide Management / Leadership Responsibilities**

It is expected that the Head of Faculty will:

1. Develop a general understanding of school-wide issues and be involved in discussion and consultation on these issues. This will commonly occur at the Head of Faculty / Curriculum Committee meetings.
2. Advise the appropriate Senior Manager (and Principal) on all significant matters relating to the faculty and to make recommendations as appropriate.
3. Actively support the school's vibrant co-curricular programme.

The Head of Faculty will be provided with an opportunity to undertake a school-wide responsibility.

**Bruce Kearney**  
Principal



**HEAD OF FACULTY TECHNOLOGY**  
**3 MUS AND 2 MMAs**

**1. Personal Details**

Mr/Mrs/Ms/Miss .....  
first name(s) surname  
contact address: .....  
.....  
.....  
contact phone number(s): .....  
Teacher registration number: ..... expiry date: .....

**2. Please indicate teaching areas you are prepared to work**

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**3. Offences against the law**

Have you ever been convicted of any offence against the law (apart from traffic convictions) or other-wise know of any reason why you should not be employed to work in the school?  YES  NO

If YES, please provide details of the offence or other reasons, together with any comments you wish to make:  
.....  
.....  
.....

**4. Authorisation**

Because the Board of Trustees needs to be assured that all persons employed at the School are suitable to work in a position of trust with children and young persons, you are asked to authorise the Privacy Commissioner to release details of any convictions you have to the Board of Trustees. Further to this you are asked to authorise contact with previous employers regarding this application.

**If you authorise this release please sign the statement below:**

I give authority for the Privacy Commissioner to release details of my Police Record to the Board of Trustees.  
(signed) ..... Date: .....

**5. Declaration**

I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application is true and correct.

(signed) ..... Date: .....  
Applicant

*The information in this application form and attached material will be made available only to those directly involved in the selection process and will be used in accordance with the provisions of the Privacy Act.*



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## **APPLICATION FOR APPOINTMENT TO KAIAPOI HIGH SCHOOL**

### **TIMELINE**

**PLEASE SEND THIS APPLICATION TO:**

The Principal's PA  
Kaiapoi High School  
Ohoka Road  
Kaiapoi  
North Canterbury 7630  
or  
Email to [m.angow@kaiapoi.school.nz](mailto:m.angow@kaiapoi.school.nz)

**POSITION APPLIED FOR:**      **Head of Faculty Technology**

**ADVERTISED IN:**                **Ed Gazette**

**APPLICATIONS CLOSE**        **6 December 2021**

**SHORTLIST CREATED:**        Shortlisted applicants will be contacted by phone and informed as soon as possible thereafter.

Applicants who have not been shortlisted will be notified the following week.

**INTERVIEWS TO BE HELD:**    Week commencing 6 December 2021

**DECISION MADE:**                Week commencing 12 December 2021

**START DATE:**                      28 January 2022



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## **CHECKLIST**

**Please ensure you include the following documents with your application:**

- A letter of application
- Completed Application Form
- Curriculum Vitae
- Any other documentation you believe relevant
- Referees' Reports – it is the applicant's responsibility to ensure closing dates are known by the referee.

**Applications should be addressed to:**

The Principal's PA  
Kaiapoi High School  
Ohoka Road  
Kaiapoi  
North Canterbury 7630

Email to : [m.anngow@kaiapoi.school.nz](mailto:m.anngow@kaiapoi.school.nz)



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## **Confidential Referee's Assessment**

In my application for the Head of Faculty Technology position at Kaiapoi High School 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 6 December 2021.

The report should be sent in an envelope marked 'Confidential' to:

Michelle Anngow  
Principal's PA  
Kaiapoi High School  
Ohoka Road  
Kaiapoi 7630

Or if sending electronically, send to [m.anngow@kaiapoi.school.nz](mailto:m.anngow@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 comments that may help the interview panel.

<b>Personal Characteristics and Relationships</b>	<b>Excellent</b>	<b>Sound</b>	<b>Average</b>	<b>Needs development</b>
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 people's needs				
Is calm and composed at all times, even when under pressure				
Relates to parents and the wider community				
Works constructively to resolve conflict when this occurs				

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

<b>Professional Leadership</b>	<b>Excellent</b>	<b>Sound</b>	<b>Average</b>	<b>Needs development</b>
Articulates and promotes a vision clearly				
Shows an understanding of the big picture				
Is prepared to consult widely				
Can make hard decisions that may not always be popular				
Deals with issues fairly				
Delegates effectively				
Collaborates with others internally and externally				

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

<b>Professional Strengths and Experiences</b>	<b>Excellent</b>	<b>Sound</b>	<b>Average</b>	<b>Needs development</b>
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 National Standards				
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				
Understands and manages finances				
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 Kaiapoi High School?

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.**



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## Confidential Self-Assessment

**Applicant's Name:** .....

**Please tick the box that you believe best describes each of the qualities or characteristics in each area listed.**

<b>Personal Characteristics and Relationships</b>	<b>Excellent</b>	<b>Sound</b>	<b>Average</b>	<b>Needs development</b>
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 people's needs				
Is calm and composed at all times, even when under pressure				
Relates to parents and the wider community				
Works constructively to resolve conflict when this occurs				

Comment here on any aspects of the above that you wish to explain to the interview panel:

<b>Professional Leadership</b>	<b>Excellent</b>	<b>Sound</b>	<b>Average</b>	<b>Needs development</b>
Articulates and promotes a vision clearly				
Shows an understanding of the big picture				
Is prepared to consult widely				
Can make hard decisions that may not always be popular				
Deals with issues fairly				
Delegates effectively				
Collaborates with others internally and externally				

Comment here on any aspects of the above you wish to explain to the interview panel:

<b>Professional Strengths and Experiences</b>	<b>Excellent</b>	<b>Sound</b>	<b>Average</b>	<b>Needs development</b>
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 National Standards				
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				
Understands and manages finances				
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:**

What is it about this position that appeals to you?

Signed .....

Date .....