



Job Title	Deputy Principal : Head (Leader) of Middle School	
Position	Full time	Permanent

- Applications are invited from innovative and outstanding teachers to fill this important position. Applicants must demonstrate a willingness and ability to uphold the Special Christian Character of the school as a condition of appointment and are expected to be involved in our extensive co-curricular programme. (See website for more information)
- Middleton Grange School is a composite Area School. All teachers are employed under the terms and conditions of the Area School Teachers' Collective Agreement.
- To apply please submit a completed Application Form, cover letter and your CV
- **Applications Close 4pm Friday, 21 October 2022**
- Following the creation of a short list of applicants, interviews may be held.

Applicant Personal Information

Full Name					
Title	<input type="radio"/> Mr	<input type="radio"/> Mrs	<input type="radio"/> Miss	<input type="radio"/> Ms	<input type="radio"/> Other preferred title – enter here:
Current Residential Address					
Email					
Preferred Contact Phone Number					

Immigration information

Nationality		Country of Birth	
Are you a New Zealand or Australian Citizen			<input type="radio"/> Yes <input type="radio"/> No
If not, do you have Resident status, or			<input type="radio"/> Yes <input type="radio"/> No
A current Work Permit			<input type="radio"/> Yes <input type="radio"/> No

New Zealand (NZ) Teacher Registration / Payroll

Teacher Registration Number (TRN) (If none, N/A)		Expiry Date	
Teacher Registration Status (Circle One)	<input type="radio"/> Full	<input type="radio"/> Provisional	<input type="radio"/> Subject to Confirmation
Are you already registered on the NZ Ministry of Education Payroll?	<input type="radio"/> Yes	<input type="radio"/> No	If Yes, Payroll Number (6 Digits)
I authorise the Board of Trustees to undertake a Police Vetting. Privacy Protocols will be followed			<input type="radio"/> Yes <input type="radio"/> No

Official Information (If you answer 'Yes' to any of the following please provide details on a separate sheet)

Have you ever been convicted for any criminal act / received a Police diversion / been discharged without conviction / are awaiting sentencing or have any charges pending?	<input type="radio"/> Yes	<input type="radio"/> No
Have you ever been the subject of any concerns involving child safety?	<input type="radio"/> Yes	<input type="radio"/> No
Have you ever taught or worked under a different name?	<input type="radio"/> Yes	<input type="radio"/> No
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome which the tasks of this position may aggravate or contribute to?	<input type="radio"/> Yes	<input type="radio"/> No
Are there any other personal or other family circumstances that may materially affect your ability to meet the requirements of the position if you were appointed?	<input type="radio"/> Yes	<input type="radio"/> No

Vulnerable Children's Act 2014

Prior to starting at Middleton Grange School you are required to provide 'Proof of Identity'. Forms of Proof of Identity include Passport or NZ Birth Certificate (issued in 1998 or later) and Driving Licence or IRD number and any relevant change of name documentation.

Confirmation of Personal Information

Please tick
(✓) each statement
and sign below

I testify that all the information submitted is accurate, complete and truthful.
Failure to disclose information or inaccurate information may result in your employment
being withdrawn

I have signed this declaration in
my own hand

SIGNATURE

Date

Referees

Please provide names, addresses and telephone numbers of **THREE** referees who would be able to attest to your character and your ability as a teacher and a leader. The applicant authorises the Principal of Middleton Grange School (or delegate) to contact the following referees.

1. General – Personal and Professional Teaching Qualities

Name

Position / Title

School

Email

Preferred contact number

Address

2. General – Personal and Professional Teaching Qualities

Name

Occupation / Employer

Your relationship with this person

Email

Preferred contact number

Address

3. Special Character – Christian life and service

Name

Position in Church

Your relationship with this person

Church

Email

Preferred contact number

Address

4. Additional Referees

The applicant authorises the Principal of Middleton Grange School (or delegate) to contact the following referees (indicated with a 'Yes' response below) regarding the applicant's application for a position of employment at Middleton Grange School.

I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position including but not limited to:		<input type="radio"/> Yes	<input type="radio"/> No
1.	Current Employer (or senior staff person in that employment)	<input type="radio"/> Yes	<input type="radio"/> No
2.	Previous Employer (or senior staff person in that employment)	<input type="radio"/> Yes	<input type="radio"/> No
3.	Minister (or Leader of your church)	<input type="radio"/> Yes	<input type="radio"/> No
I authorise the Board, or nominated delegate, permission to access any information held by the Teaching Council of Aotearoa New Zealand or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.		<input type="radio"/> Yes	<input type="radio"/> No
SIGNATURE		Date	

Selection Criteria

Please limit your response to no more than 1/2 page per criterion. See Person Specification on page 7

Middle School & Curriculum Leadership

The successful applicant will be highly organised and IT literate to ensure the successful oversight and management of the Middle School Curriculum including teaching and learning, budgeting / finances, strategic planning and growth, programme development and implementation.

Staff Leadership

The successful applicant will have exceptional inter-personal skills to provide inspirational and confident leadership that reflects the School's Christian character. He / she will manage staff workloads and wellbeing, develop / implement effective processes including conflict resolution, staff development / training and recruitment.

Programme Implementation and Christian Education Philosophy

The successful applicant will develop and manage a vibrant and effective curriculum and will have the vision and innovation to ensure that the Middle School teaching and learning programme is up-to-date and in line with current developments in education. He / she will have some understanding of the philosophy of Christian Education and possess the ability to translate it into practice in the classroom and appropriate Curriculum Areas.

A Commitment to Academic Excellence and Christian Character

The successful applicant will demonstrate, through his / her own personal experience in teaching and learning that he / she has a capacity to produce results of a high quality.

Middle School Philosophy

The successful applicant will be able to clearly understand and articulate the rationale for 'Middle Schooling' and how this relates to and applies to a Year 1 – 13 Christian School context.

Supporting Statement – Special Character

Please read the information 'About MGS' on the school website and the Statement of Belief below, which lay out very clearly the Special Character of the school which is foundational to the philosophy of the school and impacts significantly on the day-to-day life of the school. All staff are expected to uphold and enhance the Special Character of the school.

Are you an active member of a local church?	<input type="radio"/> Yes	<input type="radio"/> No		
If so, which church do you attend?				
Name of Minister / Pastor				
Telephone number of Minister / Pastor				
How frequently do you attend church?	<input type="radio"/> Always	<input type="radio"/> Mostly	<input type="radio"/> Seldom	<input type="radio"/> Never

Give details of any church activities you have been involved with and led

Comment on how you became a Christian and give your views on what it means to be a Christian

Comment on your view of the inspiration and authority of the Bible

Describe how your Christian Worldview would influence your critique of Curriculum content and approach to Curriculum delivery

Describe how your Christian worldview would influence your relationships with staff and pupils

Statement of Belief / Middleton Grange School

The School's Charter (refer to website) and Statement of Belief clearly explain the Special Character of the School which is foundational to the philosophy of the school and impacts significantly on the day to day life of the school. All staff are expected to uphold and enhance the Special Character of the School.

To signify your personal belief, please tick (✓) each statement and sign below

- The unity of the Father, the Son and the Holy Spirit in the Godhead.
- The Sovereignty of God in creation, revelation, redemption and final judgement.
- The divine inspiration and trustworthiness of Holy Scripture, as originally given and its supreme authority in all matters of faith and conduct.
- The universal sinfulness and guilt of human nature since, the fall, rendering humankind subject to God's wrath and condemnation.
- Redemption from the guilt, penalty, pollution and power of sin only through the sacrificial death (as our representative and substitute) of Jesus Christ, the incarnate Son of God.
- The bodily resurrection of Jesus Christ from the dead, His ascension, His mediatorial work and His personal return in power and glory.
- The necessity of the work of the Holy Spirit to make the death of Christ effective to the individual sinner, granting repentance toward God and faith in Jesus Christ.
- The indwelling and sanctifying work of the Holy Spirit in the believer.
- The only holy, universal church, which is the Body of Christ, to which all true believers belong and in which they are united through the Spirit.
- The resurrection of the body and life everlasting.

Name	Signature	Date
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Certification I certify that (Please tick (✓) each statement and sign below)

The School's Charter (refer to website) and Statement of Belief clearly explain the Special Character of the School which is foundational to the philosophy of the school and impacts significantly on the day to day life of the school. All staff are expected to uphold and enhance the Special Character of the School.

Please tick (✓) each statement and sign below

- The information I have supplied in this application is true and correct
- I have authorised the Board to contact referees
- 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

Name	Signature	Date
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Please return this form and CV to

Applications to be returned by the closing date to:

- **e-mail** office@middleton.school.nz
- **note** Scanned or hard copy must be signed in your own hand before emailing

Upload

- Cover letter
- Application Form
- CV (next see page)

- **Qualifications.**
Degrees, diplomas and certificates you have attained, in addition to the year they were attained and the institutions they were conferred, and what were your fields of study for these qualifications?
- **Further Studies**
Please provide details about any further studies you are currently pursuing
- **Teaching Skills**
PRIMARY Please list the Year Levels you are qualified to teach
SECONDARY Please list the Subjects you are qualified to teach, and to what level
- **Teaching Experience**
Please list all schools in which you have taught, the time you were engaged at the school and your position / year level/s taught. (This information may require verification should you be required to attend an interview)
- **Positions of Responsibility**
Please list any positions of responsibility you have held, and for what length of time
- **Co-Curricular Activities**
Please provide details of Co-Curricular activities in which you have been involved and which you would be prepared to assist in
- **Professional Associations**
Please list any professional associations to which you belong
- **Additional Information**
Please provide details of any personal attributes you feel contribute to your success in this position



Person Specification | Deputy Principal: Head of Middle School |

CHARACTER EXCELLENCE SERVICE FOR THE GLORY OF GOD

Middleton Grange School |

As the Board we believe the Deputy Principal: Head of Middle School should be able to meet the needs of our school community through the following.

Personal attributes
<ul style="list-style-type: none"> • Excellent relationship skills with students, parents & staff • Good PR skills and able to talk to larger groups of people • Collaborative and a good team player • Adaptable, flexible, and approachable • Excellent oral and written communication skills • Willing to put in the time and mahi as required • Has a high standard of professional behaviour and integrity, with good professional boundaries • Able to seek and respond to feedback from others • Calm under pressure and uses time efficiently

Christian faith
<ul style="list-style-type: none"> • Strong Christian faith and daily relationship with the Lord, including regular attendance and involvement in a local Christian Church • Creating an environment where the biblical truths of Jesus Christ are taught and lived • An excellent role-model • Able to uphold and promote the school's vision and mission • Understanding of Te Tiriti o Waitangi and committed to bi-cultural and culturally responsive practices
Prior experience
<ul style="list-style-type: none"> • Experience as an HOD, AP, DP, or other equivalent leadership roles • A proven 'track record' as an effective classroom teacher in a variety of contexts
Leadership
<ul style="list-style-type: none"> • Able to lead teaching and learning • Able to create a stimulating learning environment within the Middle School that provides for a very diverse group of learners • Be able to promote the school and articulate its vision • Strong educational philosophy that is evidence-based • Able to contribute to and lead PLD • Member of relevant professional associations • Able to provide oversight of the behaviour programme/strategy and to deal with serious misbehaviour when it occurs. Able to provide pastoral support for staff in dealing with behaviour issues.
Curriculum
<ul style="list-style-type: none"> • Be widely read and informed about curriculum and professional practice • Have some areas of curriculum strength • Be able to successfully lead change in a team environment
Staffing
<ul style="list-style-type: none"> • Be able to bring out the best in others, to encourage and develop staff • Be able to deal with teacher performance and discipline • Able to have 'hard/difficult conversations' when required • Proficient in employment matters and appointment procedures
Senior Leadership Team (SLT)
<ul style="list-style-type: none"> • Be willing and able to step into other roles if required • Be an advocate for the Middle School Staff within the School Leadership Team • Be able to challenge other leaders and teachers when required • Contribute to school leadership and management • Problem solve and provide creative solutions to problems • Able to think strategically and support the school's Strategic Goals. • Support the Principal and other senior staff

Organisational

- Be an efficient and capable organiser
- Have effective time management skills
- Able to set up efficient management systems and structures
- Willing to delegate and develop other staff
- Able to manage office staff well
- Able to follow clear and practical steps in dealing with complaints and problems that arise within the school environment