



Northland Kindergarten Association
Te Kura Kōhungahunga Tōpū o Te Taitokerau

INFORMATION FOR APPLICANTS

=====

Please read this information carefully. It will help you complete your application and ensure you provide us with all the information we need to process your application.

=====

- Your application and referee reports must be completed in full and reach the Northland Kindergarten Association by **2.00pm** on the advertised closing date. Applications and referee reports can be emailed to the NKA Appointments Secretary or dropped off to the NKA office or posted. Late applications and referee reports will not be accepted. All material will be treated as confidential.
- Please forward your completed application and referee reports by the closing date to:
Appointments Secretary, Northland Kindergarten Association,
PO Box 4005, Whangarei 0141 or emailed to: appointments@nka.org.nz
- A separate application can be sent in for each position applied for and/or your application can be kept on file for 3 months for other vacancies that may arise during the three-month period. You will need to submit a letter advising that you wish your application to be put forward to the new vacancy as advertised. Applications will only be accepted when submitted on the standard Northland Kindergarten Association application form.
- Please provide supporting material (eg: Curriculum Vitae) in a format that can be easily photocopied eg: **no folders/plastic covers**. Supporting material should be relevant to the position applied for. **Please, no staples.**
- A maximum of two referee reports per position application are **highly recommended** to be submitted and should be completed by people who can comment on your qualities as a teacher.
- Written reports are not required from your verbal referees. If you are a new graduate and unable to supply written referee reports please forward a copy of your final report from the training provider, and from another workplace.
- All applicants for teaching positions must have:
 - a) **A certified copy** of Diploma of Teaching ECE or Bachelor of Teaching or a recognised equivalent qualification.
 - b) A current first aid certificate (or verification that you are enrolled on an upcoming course with a certified training provider).
 - c) A current practising certificate issued by the NZ Education Council – either provisional, subject to confirmation or full registration.
- Please note that the Northland Kindergarten Association has a Non-Smoking Policy that covers all Kindergarten grounds and buildings.

On receipt of your application:

- An emailed letter confirming receipt of your application will be forwarded shortly after the closing date of the vacancy.
- Short listing of candidates will follow, and you will be advised if you are required to attend an interview. If you are asked to attend an interview you may bring a support person(s) with you.
- All interviews are conducted at the **Northland Kindergarten Association Office 2 Colenso Street, Kamo**, Whangarei.
- If you are required to attend an interview at least one of your verbal referees will be contacted.
- If you are unsuccessful in your application, your Curriculum Vitae and all other application material will be held on file for 12 months and then destroyed. If you do not wish your application to be kept by us, please advise.

If you have any queries about this vacancy or your application please contact the Appointments Secretary, phone (09) 4359 099 Ext 8 or email: appointments@nka.org.nz

**NORTHLAND KINDERGARTEN ASSOCIATION
JOB DESCRIPTION - KINDERGARTEN HEAD TEACHER**

Responsible to: Professional Practice Manager, Operations Manager and Chief executive.

Working Relationships: Children, Parents, Whanau, Colleagues, Professional Practice Manager, Operations Manager, Services Manager, Chief Executive, Kindergarten Association Staff, Government Agencies and other organisations.

Nature and Scope of the position: The Head Teacher is the senior member of the teaching team and as such is responsible for providing professional leadership and management of the teaching team and kindergarten to ensure the provision of quality education and care of children is provided.

Professional Leadership

1. To model ethical behaviour.
2. To encourage and motivate leadership, vision and innovation.
3. To communicate effectively with a wide range of adults and children.
4. To ensure practices, policies and decision making reflect the dual heritage of Aotearoa / New Zealand.
5. To recognise and manage change.
6. To develop a team culture that affirms and improves team effectiveness.
7. To demonstrate a commitment to ongoing learning / teaching and setting expectations for others to participate in Professional Development

Relationship Management

1. To communicate and consult effectively with parents, guardians and whanau in a way that acknowledges and respects their value, needs and aspirations.
2. To manage conflict in an effective manner.
3. To seek information and guidance from Specialist Services, to work effectively with children and their families.
4. To involve parents in their child's learning and aspects of the kindergarten programme.
5. To respond and participate in the Association business.
6. To maintain and promote respectful and positive relationships with the community.

Operations and Management

1. To comply with legislation requirements.
2. To lead & manage all aspects of the health and safety requirements.
3. To effectively and efficiently use available financial resources and assets, within delegated areas of authority, to support kindergarten operations.
4. To follow the policies and procedures for the Northland Kindergarten Association.
5. To use Information & Communication Technology appropriately in the management of the kindergarten operations.
6. To model & implement effective time management strategies.
7. To ensure the highest level of funding is received through the management of full kindergarten rolls at all times.

Strategic Management

1. To understand & respond to Aotearoa/New Zealand's changing demographic and Economic climate.
2. To lead & engage in the process of review that enables continual improvement.
3. To develop & implement a programme that meets the needs & aspirations of the community.

Learning and Teaching

1. To use assessment & evaluation practices that are holistic.
2. To provide a learning environment that is inclusive and committed to the development of the child's social well being.
3. To demonstrate a high level of knowledge and practice of Te Whaariki and the current learning, teaching theories.
4. To use ICT appropriately to enhance children's learning.

I agree to the terms as set out in this Job description for Head Teacher within the Northland Kindergarten.

Signed..... Head Teacher Signed Association Representative
Dated.....



HEAD TEACHER APPLICATION FORM

Thank you for applying for a position with the Northland Kindergarten Association. Before completing this form please read it through carefully.

INSTRUCTIONS FOR COMPLETION OF THIS APPLICATION

- Applicants must complete this form and may use additional pages where necessary, typed applications please.
- All supporting material accompanying this application must be on A4 paper. Do not send original documents and do not enclose material in clear-file folders or similar.
- Please attach/enclose your curriculum vitae. Please no staples.

Please return the completed form by 2.00pm on the closing date to:

Appointments Secretary
PO Box 4005 Kamo, Whangarei 0141
Email: appointments@nka.org.nz

All information that you provide will remain confidential to Northland Kindergartens. We may contact you personally if we need to clarify any information.

APPLICANT DETAILS	
Applicants Name: Former Name:	
Address: Phone: Mobile: Email:	
Position applying for: Kindergarten:	Head Teacher
Teacher Registration No: Category: Practising Certificate Expiry Date:	
Current First Aid Certificate:	Yes No
Date issued: (Please attach copy)	
Early Childhood Education Qualification: (Diploma, Degree or equivalent)	

Where training undertaken: Date ECE qualification awarded: <i>N.B. If granted equivalency by the N.Z. Qualifications Authority, a copy of equivalency certificate must be enclosed.</i>	
Other relevant qualifications:	
Current study undertaken: Service provider study undertaken with:	

EMPLOYMENT			
<u>Current employment:</u>			
Position:	Kindergarten/Centre	Association/Employer	From – To
<u>Past paid teaching positions:</u>			
Position:	Kindergarten/Centre	Association/Employer	From – To
<u>Other relevant positions held:</u>			
Position:	Employer:	From – To	

PROFESSIONAL KNOWLEDGE AND PRACTICE

1. How do you demonstrate understanding and application of curriculum and current learning theory?

2. How do you demonstrate knowledge of Te Tiriti o Waitangi, Te Reo and Tikanga Maori? How confident are you in using Te Reo?

3. How do you manage children's behaviour?

4. How do you manage or use the learning environment and resources to support teaching practices and the programme?

WORKING WITH FAMILIES AND THE COMMUNITY

5. How do you develop positive relationships with families/whanau and involve them in decisions/discussions about their child's progress, interests, abilities and development?

6. How do you establish and foster relationships within and between the kindergarten and the wider community?

7. How do you show respect for families – in terms of their different backgrounds and in maintaining confidentiality?

PROFESSIONAL RELATIONSHIPS AND TEAMWORK

8. What interpersonal skills do you use to relate to colleagues and work effectively in a team? How do you implement sound change management practices?

9. How would you provide professional leadership to the kindergarten team by encouraging vision and innovation?

10. How would you motivate and support the teaching team to improve the quality of teaching and learning?

11. How do you manage conflict or tension within the team? What strategies do you use to resolve differences among team members?

PROFESSIONAL MANAGEMENT

12. How do you demonstrate sound administrative skills including effective use of financial resources?

13. How do you demonstrate knowledge of the ECE regulations and other related requirements such as Health and Safety?

14. What experience have you had with strategic planning at centre management level?

PREVIOUS CONVICTIONS / COMPLAINTS

Have you ever been convicted of any offence against the law (apart from minor traffic convictions)? ☐ Yes ☐ No

If yes, please provide brief details:

Has the Teachers Council received complaints / concerns about your practice during the past 5 years? If yes, please provide details.

HEALTH

Is there any reason why you may not be able to perform the essential functions of a teaching position?

☐ Yes ☐ No

If yes, please provide brief details:

REFEREE REPORTS

You may arrange for the provision of up to two referees reports from persons able to provide comment on your professional work. Report forms should be forwarded to the referees with a stamped envelope addressed to the Appointments Secretary, PO Box 4005, Whangarei, 0141. You are required to complete part of the report form. It is your responsibility to ensure that referee reports are sent by your referees. We will not be informing you if we do not receive any reports.

Referees reports to be used with this application:

1. Referee Name:

2. Referee Name:

PERSONAL INFORMATION DISCLOSURE AUTHORITY

I, hereby authorise the collection of personal information from any current or previous employer, training establishment, other agency or individual, for the purpose of determining my suitability for the kindergarten position for which I am applying, without further reference to me.

Please specify below any agency or individual to whom you do not wish an approach to be made in relation to this application:

N.B. Your authority is required in accordance with the provisions of the Privacy Act 1993.

PERSONAL CONFIRMATION

Where did you hear about this job?

☐ Education Gazette ☐ Website ☐ Word of mouth

Other:

I hereby confirm that all information contained in this application is true and correct.

Signed:

Date:

HEAD TEACHER REFEREES REPORT

Please return the completed form by the closing date to:

Appointments Secretary
Northland Kindergarten Association
PO Box 4005, Kamo, Whangarei 0141 or email to appointments@nka.org.nz

All information that you provide will remain confidential to Northland Kindergartens and will not be disclosed to the Applicant. Please mark the envelope as **CONFIDENTIAL** and return your report by the closing date. We may contact you personally if we need to clarify any information in your reference or to help us in our selection process. Thank you for your assistance.

APPLICANT TO COMPLETE THIS SECTION	
Applicants Name:	
Position applied for:	

REFEREE TO COMPLETE THIS SECTION	
Referees Name:	
Contact Details:	Address: Telephone: Email:
In what capacity have you known the applicant?	
For how long have you known the applicant?	
DECLARATION: The comments in this report are my actual opinion of the Applicant and I have not omitted any information or comments that may affect the Applicant or Northland Kindergartens.	Signature: _____ Date: _____

We appreciate your responses to the following questions – please use examples whenever possible to clarify your response.

PROFESSIONAL KNOWLEDGE AND PRACTICE
1. How does the applicant demonstrate understanding and application of curriculum and current learning theory?
2. How does the applicant demonstrate knowledge of Te Tiriti o Waitangi, Te Reo and Tikanga Maori? How confident are they in using Te Reo?
3. How does the applicant manage children's behaviour?
4. How does the applicant manage or use the learning environment and resources to support teaching practices and the programme?

WORKING WITH FAMILIES AND THE COMMUNITY

5. How does the applicant develop positive relationships with families/whanau and involve them in decisions/discussions about their child's progress, interests, abilities and development?

6. How does the applicant establish and foster relationships within and between the kindergarten and the wider community?

PROFESSIONAL RELATIONSHIPS AND TEAMWORK

7. What interpersonal skills does the applicant use to relate to colleagues and work effectively in a team? How does the applicant respond to changes in the team?

8. How does the applicant manage conflict or tension within the team? What strategies does she/he use to resolve differences among team members?

PROFESSIONAL MANAGEMENT

9. How does the applicant demonstrate sound administrative skills including effective use of financial resources?

10. How does the applicant demonstrate knowledge of the ECE regulations and other related requirements such as Health and Safety?

GENERAL QUESTIONS

11. If you were conducting a Performance Appraisal with this applicant, what areas of their practice would you suggest they needed to develop further?

12. If you were an employer – would you employ this applicant for a management position? If not – why not?

Thank you for taking the time to complete this referees report and providing us with valuable information.