



MYROSS BUSH SCHOOL

From strong foundations we grow and stand tall together.

Myross Bush School
288 Mill Road North
RD 2
Invercargill 9872

4 September 2023

Dear Applicant,

Thank you for your interest in our Principal position. This is an exciting time for our school as we seek to find the best person to take us further in our educational journey. The school is in a strong position and you may be the person we are looking for.

This position commences at the start of Term 1 2024.

Please find attached:

- Job Description
- Application Timeline
- Application Form
- Disclosure Statement

A description of Myross Bush School, our Vision and Values, and our “Why” are all found on our website www.myrossbush.school.nz under the heading “About Us” and “Learning at MBS”. It is a requirement that this is read and will be discussed with those shortlisted, as part of this application process.

All indications of interest and subsequently completed applications must be received by **9am Thursday 21 September 2023**.

Myross Bush School is an innovative, highly collaborative and wonderful team teaching environment full of students who love to learn. Your inquiry is a step in the right direction and a positive move towards the next chapter in your professional learning journey.

Yours sincerely,

Ashley Burdon

Presiding Member
Myross Bush School Board



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JOB DESCRIPTION - PRINCIPAL

PURPOSE OF POSITION:

The position exists to ensure the provision of high quality education to the students of Myross Bush School.

ACCOUNTABLE TO:

The Principal will report and be accountable to the School Board, (as the Principal's employer), through the Board Presiding Member. The Principal has the dual role of being a Board Member in his/her own right whilst undertaking the role of the Chief Executive of the school.

FUNCTIONAL RELATIONSHIPS:

The Principal will liaise, when necessary, with educational agencies such as the Ministry of Education, Education Review Office, payroll services, NZSTA, etc.

DELEGATIONS:

The Principal is responsible for the successful management and professional leadership of the school by taking direction from the Board, the Myross Bush School's Charter and the Board's policies and procedures.

KEY FUNCTIONS:

The Principal will:

- assist the Board with the development of the strategic and annual operational plans
- advise the Board on policy, professional, and administrative matters
- implement policies and decisions of the Board
- manage the day-to-day running of the school by:
 - (a) Leading and co-ordinating the Myross Bush Learning Community
 - (b) Maintaining the School Culture
 - (c) Representing the School
 - (d) Managing the School's resources - personnel, finances and property
 - (e) Ensuring professional and personal development opportunities for all staff
 - (f) Ensuring the safety and wellbeing of themselves, others and students at all times

The Principal will be required to achieve the above key functions by meeting objectives and the [Teaching Council of Aotearoa NZ "Our Code, Our Standards"](#) outlined in an annual [Principal Professional Growth Cycle](#) ratified by the Board after consultation with the Principal.

(a) To lead and co-ordinate learning community:

Key Objectives:	Outcomes:
Ensure that learning is the central focus of the school	Research and develop support for the learning process for all pupils. Focus on PD as part of developments.
Set curriculum goals for staff and students through school wide planning expectations and framework	Prepared curriculum delivery plan and goal setting achievement documentation provides consistency across the school while still providing room for individual teacher's style.
Progress and Achievement expectations and collation provide a clear picture of programme success.	Children are meeting appropriate goals and these are monitored against appropriate benchmarks.
Oversee Professional Growth Cycles of Staff and Senior Staff.	Staff are doing the job expected of them. Constructive annual professional growth cycles.

(b) To maintain the School Culture:

Develop a school where students feel safe, relaxed and committed.	Reinforce Zero tolerance process. Focus on development to support pupils and staff
Encourage a school where all individuals are respected, encouraged and challenged.	Children learning well. Teachers who are encouraged to reflect and develop new initiatives.
Maintain a school where praise and positive reinforcement predominate	Children and staff are reinforced in positive ways and encouraged to achieve their best outcomes
Recognise individual differences and provide a variety of teaching and learning modes and groupings	Staff and children will be given opportunities to work in a variety of modes
Encourage teamwork	Children and staff able to work cooperatively
Facilitate effective communications between staff, students, parents, board of trustees & community	A school where everyone knows what is going on.
Promote a positive attitude within individuals and the school as a whole	Children, staff and parents feel valued

(c) To represent the School:

Be the identifiable leader of the School Community	Members of the wider community will equate the Principal with the school in a positive manner
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(d) To manage the School's resources - personnel, finances and property:

To encourage staff in their own professional and personal development	To maintain happy, challenged staff - who will be able to teach to the best of their ability. Provide opportunities for PD and new development alignment.
Provide a procedure for resolving misunderstandings and / or disputes	Distractions to learning will be kept to a minimum and disputes rapidly resolved.
Prepare the school budget annually for discussion and approval with the Board of Trustees	Operate the school within an approved budget that is focussed on students and their learning.
Ensure the buildings and grounds are enhanced and maintained in good order	A pleasant working and learning environment which meets modern learning needs.

(e) To ensure professional and personal development:

Take part in principal and leadership development activities	Incorporate new ideas into the Management of the school
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GENERAL:

It is expected that the achievement of the key functions by the Principal will result in the Principal managing and leading a school so that it has a positive and exciting environment for students and staff which will result in a high standard of quality education.

Application Timeline:

1. **Job initially advertised:** 4 September 2023
2. **Closing date:** 9am Thursday 21 September 2023
3. **Shortlisting:** 22-23 September 2023
4. **Interviewing:** 6-7 October 2023

Please note - To complete this application you must:

- A. Complete your responses to the set questions/statements on the following pages:
 - Application Form
 - Disclosure Statement
- B. Read, sign and attach the Application Confirmation
- C. Email your CV, application form and disclosure statement to:
recruitment@myrossbush.school.nz

Application Form:

Name:	
Address:	
Email:	
Cell phone:	
Qualifications:	
Teacher Registration Number:	
Teacher Registration Expiry date:	
Practicing Certificate: <i>(circle)</i>	Provisional - Subject to Confirmation - Full
Social Network ID: Linkedin, Twitter handle <i>(if applicable), etc</i>	

Teaching service to date: *(If you run out of room, further service is to be outlined in your CV)*

Position	School	Level	Commenced	Ceased

Include specific Referee information below. (Note: the requirements for particular referee's)

Name of your current Leader or Presiding Member:	
Email address:	
Phone - Cell	

Name of a colleague:	
Email address:	
Phone - Cell	

Name of a character referee:	
Email address:	
Phone - Cell	

Disclosure

(Please read carefully and sign)

- A. I certify that the information given in my initial registration of interest, in this application and my curriculum vitae is, to the best of my knowledge, correct. I understand that this may be verified.
- B. In accordance with the Privacy Act, I authorise the Myross Bush School Board to obtain further information from the referees listed in this application and consent to the referees disclosing such information.
- C. I also authorise the School Board to make other inquiries as they see fit in relation to my application and consent to the disclosure of information to the School Board by such persons of whom inquiry is made on matters pertinent to the job description, position and role.
- D. Have you ever been *charged* with an offence against the law (including being “Discharged without Conviction,” but excluding minor traffic violations)? **YES/NO – If yes please supply details.**
- E. Have you ever been the subject of a written complaint about student or staff wellbeing/safety? **YES/NO – If yes please supply details.**
- F. I confirm that I have no pre-existing medical conditions which could impact on my ability to carry out the role and responsibilities associated with this position. **TRUE / NOT SO – If ‘not so’ please supply details.**
- G. I confirm that I hold a current Teacher Registration in New Zealand and have at no time had my registration reviewed or revoked by the NZ Education Council due to disciplinary or competency matters. **TRUE / NOT SO – If ‘not so’ please supply details.**
- H. I understand that falsification of any details associated with employment at Myross Bush School will lead to the termination of my employment.

I declare that to the best of my knowledge the information provided in this application form and the information provided in the Curriculum Vitae and any accompanying documentation is correct. I understand that if any false or misleading information is given, or any material information suppressed, I will not be employed, or if I am employed, my employment will be terminated:

Applicant's Full Name:

Applicant's Signature:

Date: