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**Nurturing our Future - Growing Together**  
*Kia atawhai aa mua - Kia tipu ngatahi*

# **Application Package for Before & After School Care Team Leader Position 2021 - Permanent/ Part Time**





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## School Description

Tamahere Model Country School is situated almost equal distance between Hamilton and Cambridge in a semi rural environment, close to State Highway 1 and Hamilton International Airport.

Established in 1884 our school exists within mature grounds and enjoys spacious playing fields.

We are a Decile 10 school with supportive community, and parents who have high expectations for their children's education.

An enrolment scheme has operated since 2005 and, with this, our roll is increasing and this year our peak will be around 460. We cater for Year 0 – 6.

The children are encouraged to achieve high academic standards with Numeracy and Literacy being a daily focus. A wide variety of opportunities are offered across all curriculum areas from the Arts, with choir and productions through to Physical Education and Sports, including Outdoor Education and Weekend Sporting teams.

School and community events are valued for their contribution to our children's development. Agricultural Day and Pumpkin Night help maintain our rural atmosphere and community spirit.

As a Model Country School, School of Education students are a regular and positive feature of our school environment.

We strive for all of our students to reach their potential.

## Community Goals

At Tamahere Model Country School we value our **Children**.

We strive for:

- Children who are enthusiastic learners, academically challenged and physically fit.
- Children who are able to communicate effectively and are equipped with the skills and values necessary to succeed now and in the future.
- Children who show respect for themselves and others.

At Tamahere Model Country School we value our **Environment**.

We strive for:

- An emotionally and physically safe, open and inclusive environment which values diversity and challenges our children.
- Strong community and whanau links preserving our rural identity.
- As an Enviro School we strive for children who respect, protect, appreciate and enhance our local and global environment.

At Tamahere Model Country School we value our **Parents/Caregivers/Whanau**.

We strive for a:

- United approach to learning, with strong home and school links, together fostering a love for learning.

At Tamahere Model Country School we value our **Staff**.

We strive for:

- A skilled teaching staff dedicated to innovative, dynamic and forward thinking.
- Who are focused on creating opportunities for every child to succeed.



## **Beliefs & Values**

Tamahere Model Country School aims to foster learning and achievement in a safe and supported learning community.

To achieve this we believe in the importance of:

- ◆ Having high expectations of children and their achievements.
- ◆ Developing life long learners.
- ◆ Focusing on the needs of individual children and their learning requirements, whilst implementing the New Zealand Curriculum.
- ◆ Literacy & Numeracy are essential skills to develop to achieve success.
- ◆ Encouraging the growth of self-confidence and self worth.
- ◆ Children, staff, and parents respecting and valuing each other.
- ◆ Valuing and respecting diversity.
- ◆ Showing that learning can be fun and children can achieve their dreams.
- ◆ Providing outside experiences to enhance and reinforce classroom learning.
- ◆ Quality teaching and learning environments.
- ◆ A strong partnership between teachers / students / and families.
- ◆ We aim for all our students to reach their potential by providing a physically safe and nurturing environment.
- ◆ A learning environment that recognizes effort, enthusiasm, commitment and achievement of goals.
- ◆ Caring and respecting our environment. To cherish our Enviro-School status. To work towards sustainability as a way of being and acting that nurtures people and nature, now and in the future.
- ◆ We will provide a wide range of learning experiences based on the seven essential learning areas and developing the essential learning skills.
- ◆ We recognize that our children will grow up in a vastly different world and we aim to develop the skills of resilience and adaptability.
- ◆ Dedicated and enthusiastic team of professionals, who work to bring out the best in our children.
- ◆ An open door policy and encouraging community involvement.





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### **Job Description**

#### **Before and After School Care Team Leader**

#### **Responsible to:**

Principal (Waveney Parker)

#### **Summary**

Our Before and After School Care (BSC & ASC) programme provides a nurturing and positive atmosphere for children to enjoy after school. It is an extension of our School, following our School Vision of; Nurturing and Growing - *Kia atawhai aa mua - Kia tipu ngatahi*, Confident Can Do - *Kia Maia*, Honour Be Your Guide - *Kia Manaaki* and Together as One - *Kia Kotahi*. Our emphasis is on a family friendly, caring happy environment, with respectful interactions. Before and After School Care workers are responsible for maintaining a safe and happy, physical and emotional environment for all students and are expected to model appropriate behaviours in line with our Vision.

#### **Essential Duties and Responsibilities:**

#### **Of BSC & ASC Staff Team Leader, as part of our team - Together as One**

Duties and responsibilities include the following:

- Supervising and managing staff.
- Training staff.
- Staff rosters.
- 3-4 hours administration approximately, per month.
- Check, file and be aware of Enrolment Forms and the needs of children.
- Handle sign in and sign out of children.
- Follow up absences.
- Maintain the daily register.
- Take messages and manage bookings from parents.
- Forward weekly attendance to the Finance Administrator, to enable invoicing to be completed.
- Administer first aid when needed, following school procedures for medical alert children.
- Ensure adequate first aid supplies are on hand and re-order when necessary.
- Plan and implement activities for children, both indoors and out.
- Support and guide homework sessions and learning.
- Read books, play games and interact with children.
- Maintain and order resources, as required.
- Ensure all purchases are kept within budgets set and advised by the BOT.
- Purchase food for breakfast & afternoon teas for children.
- Hygienically prepare healthy food for children.
- Develop a respectful relationship with children and parents. Friendly and approachable.
- Communicate with children to clarify behaviour and to explain consequences.

- Be a role model and significant adult for children under supervision.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **First Aid**

- Current (will be paid for by our School).

### **Language / Academic Skills**

- Level 2 / 6<sup>th</sup> Form High School abilities in Literacy & Numeracy is recommended.
- Ability to read and comprehend the enrolment procedure and attendance registers.
- Ability to effectively present information to children and parents.
- Ability to help students with their homework.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

### **Other Skills and Abilities**

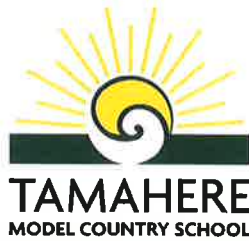
- A love of Children.
- Good interpersonal skills. A strong, cooperative team player is essential.
- Ability to confidently manage and lead a small team.
- Enthusiastic, Flexible and Positive person.
- A sense of Humour is very helpful.
- Ability to listen to children in a friendly, supportive and accepting manner.
- Ability to supervise large groups of children effectively and with suitable control.
- Ability to recognise potential threats to the safety and well-being of children, and keep them safe.
- Ability to interact positively with staff, children and others in an open, friendly and efficient manner.
- Willingness to implement Tamahere Model Country School's vision, procedures and policies.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to stand, walk, use hands, stoop, kneel, crouch. These activities will be performed regularly e.g. while implementing physical activities such as sports games with the children.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will at times be exposed to outside weather conditions. The employee will also be in a classroom environment for part of their work day.



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### **Linking with our School Ethos**

Caring and dedicated professional.

A love for children.

Easily fits within our School Vision - **Nurturing and Growing - *Kia atawhai aa mua - Kia tipu ngatahi.***

Good interpersonal skills.

Level 2 / 6<sup>th</sup> Form, High School ability with Literacy and Numeracy is desirable.

A friendly and approachable manner when dealing with staff, parents and children.

**Honour Be your Guide - *Kia Manaaki*** – Respect for others, self, property and the environment.

Enthusiastic and flexible – positive – **Can Do Attitude - *Kia Maia.***

Sense of humour.




A team player who works cooperatively with others – **Together as One - *Kia Kotahi.***

Previous experience relating to working and caring for children.

\*A First Aid Certificate is desirable – but training will be available.



## Our Vision - Taonga

Nurturing our Future - Growing Together / Kia atawhai aa mua - Kia tipu ngatahi		
<p><b>Kia Manaaki</b>  <b>'Honour Be Your Guide'</b>  <i>We have respect for ourselves, others, property and the environment.</i></p> 	<p><b>Kia Kotahi</b>  <b>'Together as One'</b>  <i>We learn and work together, supporting and caring for each other.</i></p> 	<p><b>Kia Maia</b>  <b>'Confident Can Do Kids'</b>  <i>We strive to do our best with a positive 'can do' attitude.</i></p> 
<p><b>Citizen</b></p> <ul style="list-style-type: none"> <li>★ I am culturally respectful.</li> <li>★ I value others and the environment.</li> <li>★ I make good choices.</li> </ul>	<p><b>Team Player</b></p> <ul style="list-style-type: none"> <li>★ I am kind and inclusive.</li> <li>★ I am reliable and trustworthy.</li> <li>★ I listen, share and contribute.</li> </ul>	<p><b>Explorer</b></p> <ul style="list-style-type: none"> <li>★ I am enthusiastic, curious and ask questions.</li> <li>★ I try my best even when things are hard.</li> <li>★ I am a responsible risk-taker.</li> </ul>
<p><b>Kaitiaki</b></p> <p>Someone who cares for others.</p> <p><i>Ehara taku toa i te toa takitahi, engari he toa takimano,</i></p> <p>My strength is not that of the individual, but that of the collective.</p>	<p><b>Mahi Tahī</b></p> <p>"Working together as one."</p> <p><i>He waka eke noa,</i></p> <p>We're all in this together.</p>	<p><b>Karawhiua</b></p> <p>Which means "go for it!" or "give it heaps!"</p> <p><i>Mauri mahi, mauri ora,</i></p> <p>Through work, we prosper.</p>

# NURTURING OUR FUTURE | GROWING TOGETHER

Kia atawhai aa mua - kia tipu ngatahi

## Confident Can Do Kids!

*We strive to do our best with a positive 'can do' attitude*

## Honour Be Your Guide

*We have respect for ourselves, others, property and the environment*

## Together As One!

*We learn and work together, supporting and caring for each other*

Kia maia

Kia manaaki

Kia kotahi





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## Proposed Timeline

### Before & After School Care Team Leader Position 2021 - Permanent / Part Time

Date	Process
27th September 2021	Advertising: <ul style="list-style-type: none"> <li>● Trade Me</li> <li>● Seek</li> </ul>
3.00pm Monday 11th October 2021	Closing date for applicants
From application and throughout process	Referee Checks and Short Listing
From 13th to 28th October 2021.	Interviews
From 26th October 2021 onwards.	Offer made to successful applicant for the position.  Appointment subject to independent police check and validity of information provided.  If the successful applicant declines, the next successful applicant will be offered the position.

**Thank you for your interest in our position.**

**We look forward to receiving your application.**