



Nurturing Our Future - Growing Together
Kia atawhai aa mua - Kia tipu ngatahi

Application Package for After School Care Team Member Position 2025 Part Time, Fixed Term





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TEAM MEMBER
After School Care Position 2025
- Part Time, Fixed Term

We seek an enthusiastic & caring, people person to join our After School Care Team, to maintain a safe and happy environment for our students before and after school, during Term time.

We are looking for a confident and caring supervisor to join our Programme, who is comfortable and competent at working with children aged between 5 - 13 years. This person will have such skills as:

- Keeping children safe and happy
- Supporting children with homework
- Engaging them with a variety of activities
- Have a commonsense approach
- Able to administer first aid

We are looking for ASC staff, who are available to work in the 1.45pm to 5.45pm timeslot. Times vary depending on staffing rosters. Before School Care supervision between the hours of 7.00am and 8.00am, may also be available. Depending on the applicants availability and skill level the scope of this position could widen to include Teacher Aide duties, which would increase the hours. Start date will be as soon as the successful applicant is available.

This position pays between \$23.50 to \$25.00 per hour. (negotiable, depending on experience)

Please complete the Application Form, found on our website, sending it to reception@tamahere.school.nz along with your CV and covering letter.

Applications close 10.00am, Thursday 24th April 2025.

OUR VISION - TAONGA



Kia Manaaki Honour Be Your Guide

- I am culturally respectful
- I value others and the environment
- I make good choices



Kia Maia Confident Can-Do

- I am enthusiastic, curious and ask questions
- I try my best even when things are hard
- I am a responsible risk-taker



Kia Kotahi Together As One

- I am kind and inclusive
- I am reliable and trustworthy
- I listen, share and contribute



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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.

Our school has a very supportive community, and parents who have high expectations for their children's education.

An enrolment scheme has operated since 2005, our peak roll is around 430 students. 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, teacher trainee students are a regular and positive influence on our school environment.

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

We are a PB4L school, with a belief that through nurturing relationships, we show respect and support one another, to foster a positive learning environment, reflecting our vision.



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/Whaanau**.

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, innovative, dynamic and forward thinking. Wpo work together to create opportunities for every child to succeed.

Tamahere Model Country School - a learning community where everyone is honest, respectful and attains their individual best.

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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Linking with our School Ethos

Caring and dedicated professional.

A love for children.

Easily fits within our School Vision -

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Good interpersonal skills.

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

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

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

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

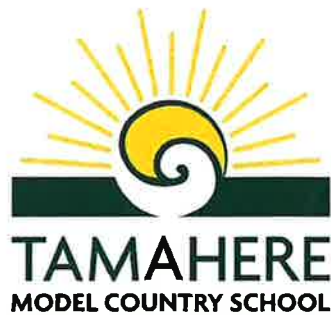
Sense of humour.

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

A supportive and effective leader.

Previous experience relating to working and caring for children.

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



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Job Description

Before and After School Care TEAM MEMBER

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; *Kia atawhai aa mua - Kia tipu ngatahi* - Nurturing our Future - Growing Together, - *Kia Maia*- Confident Can Do, *Kia Manaaki* - Honour Be Your Guide and *Kia Kotahi* - Together as One. 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 Member, as part of our team - *Kia Kotahi* - Together as One

Duties and responsibilities may include the following:

- Develop respectful relationships with children, team members and parents. Friendly and approachable.
- Be a role model and significant adult for children under supervision.
- Communicate with children to clarify behaviour and to explain consequences.
- Assist with the sign in and sign out of children.
- Follow up on absences.
- Update the daily register, if requested.
- Take messages and manage bookings from parents, where appropriate.
- Administer first aid when needed, following school procedures for medical alert children.
- 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.
- Hygienically prepare healthy food for children.
- Attend team meetings
- Help with the purchase of food for breakfast and afternoon teas for children.
- Daily cleaning of tables, benches and kitchen area.
- Put equipment away securely.
- Ensure that the rooms are clean and tidy at the end of the session.

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 / 6th 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.
- 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, in a Primary school setting:

- While performing the duties of this job, the employee will at times be exposed to outside weather conditions, from heat to cold and wet. A school hat, jacket, sunscreen and umbrella are provided. The employee will also be in a classroom environment for part of their work day.
- Uneven pathways and ground conditions from decking to grass to concrete, etc.
- Excited, fast moving and at times noisy children.
- Low chairs and tables.
- Kitchen environment.
- Cluttered busy play area e.g. leggo on the floor.



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Proposed Timeline

After School Care TEAM MEMBER - Part Time, Fixed Term

Date	Process
Thursday 10th April 2025	Advertising: <ul style="list-style-type: none">● Seek● TMCS Website
10.00am, Thursday 24th April 2025	Closing date for applicants
From application and throughout process	Referee Checks and Short Listing
Friday 2nd May 2025	Interviews - please keep yourself available for this day.
Tuesday 6th May 2025	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.