



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

Application Package for Before & After School Care Team Leader Position 2025 - Permanent/ Part Time





Nurturing Our Future - Growing Together

Kia atawhai aa mua - Kia tipu ngatahi

Position Advertisement	1
School Vision	2
School Description	3
Community Goals	4
Beliefs and Values	5-6
Position Description	7-9
Proposed Timeline	10

TEAM LEADER
Before & After School Care Position 2025
- Permanent / Part Time

We seek an enthusiastic & caring, people person to lead our Before and 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 Team Leader 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

As part of their duties, the Team Leader is responsible for effectively leading the team. For setting up the programme, rosters, food shopping and training of staff.

We are looking for someone to work Monday to Friday afternoons from approximately 1.45 to 5.45pm. Additional hours to achieve administration tasks are flexible. Supervising Before School Care, from 7.00am to 8.00am, may also be required at times. To start as soon as the successful applicant is available.

This position pays between \$25.00 to \$32.00 per hour (negotiable, depending on experience).

Please promote all your strengths in your CV and Cover Letter, ensuring you attach the completed Application Form. The Application Form can be found on our school website, www.tamahere.school.nz/our-school/vacancies. Alternatively you are welcome to email reception@tamahere.school.nz or phone 07 856 9238 to request.

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



Nurturing our Future – Growing Together

Kia atawhai aa mua – Kia tipu ngaatahi



TAMAHERE
MODEL COUNTRY SCHOOL



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.

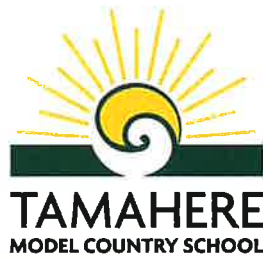
Tamahere Model Country School - a learning community where everyone is honest, respectful and attains their individual best.

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.



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

Linking with our School Ethos

Caring and dedicated professional.

A love for children.

Easily fits within our School Vision -

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

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.

A supportive and effective leader.

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

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

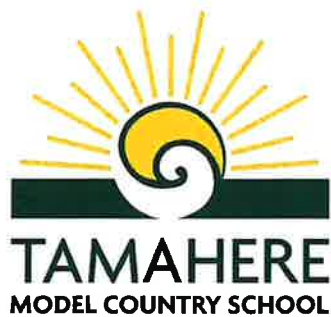
Sense of humour.

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.



Nurturing our Future - Growing Together

Kia atawhai aa mua - Kia tipu ngatahi

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; *Kia atawhai aa mua - Kia tipu ngatahi* - Nurturing our Future and 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 Leader, as part of our team - *Kia Kotahi* - Together as One

Duties and responsibilities may include the following:

- Develop respectful relationships with children, parents and team members. Friendly and approachable.
- Be a role model and significant adult for children under supervision.
- Communicate with children to clarify behaviour and to explain consequences.
- Coordinating and leading an effective happy team.
- Lead team meetings.
- Training and supporting staff. (Before & After School Care Staff)
- Organise staff rosters. (Before & After School Care Staff) and communicate effectively.
- 3-4 hours administration approximately, per month.
- Check, file and be aware of Enrolment Forms and the needs of children and communicate to the team.
- Manage sign in and sign out of children.
- Follow up absences.
- Maintain the daily register.
- Take messages and manage bookings from parents.
- Forward monthly 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 through the school office, 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 Board.
- Purchase food for the breakfast & afternoon teas for children.
- Hygienically prepare healthy food for children.
- 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.
- 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 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, grass, cobbles 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. Lego on the floor.



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

Proposed Timeline

Before & After School Care TEAM LEADER Position - Permanent / Part Time

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
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.