



TE KURA O TE TAUAWA HALSWELL SCHOOL

Learning To Thrive

Years 3&4 Team Leader Application Pack

This is a fantastic opportunity to join our positive and innovative learning community. Te Kura o te Tauawa Halswell School offers:

- A caring, fun and welcoming staff that ensures anyone, at any time, receives the help and encouragement they need to thrive
- A supportive leadership team and School Board
- Highly effective team-oriented collaborative teachers
- A child-centred Vision for Teaching and Learning
- A community that respects and values its children's teachers
- Opportunities for professional leadership development and growth

Applicants need:

- Total commitment to our Vision and Values
- Proven ability to develop strong relationships, based on trust, respect and care, with colleagues and children
- A deep understanding of current collaborative pedagogy
- Strong organisational skills and the ability to lead and coordinate a large team
- Ability to work effectively with the Leadership Team to drive our school forward
- A positive and reflective disposition and a willingness to learn from and with colleagues
- An interest in positive education and wellbeing
- A strength in behaviour management, including the ability to view behaviour through a positive and empathetic lens
- A commitment to inclusive practice and catering for the diverse needs of all learners, including neurodiverse students
- A sense of fun and commitment to being a team player

Interested and want to know more? Please contact us or come and see our school in action.

3 September 2026

Years 3 & 4 Team Leader



**TE KURA O TE TAUAWA
HALSWELL SCHOOL**
Learning To Thrive

Tēnā koe

Thank you for your interest in an information pack for the vacant Ōrongomai (Years 3 & 4) Team Leader position at Te Kura o te Tauawa Halswell School. Please note that this position includes three permanent units and generous leadership release.

Please find an application form for this position below. Your application form should be accompanied by a curriculum vitae and a cover letter that clearly references the person specification and job description.

Please note that we will only accept electronic applications sent to principal@halswell.school.nz

Proposed Timeline for Appointment

Applications close	Monday 21 September (9am)
Shortlisting completed by	Tuesday 22 September
Interviews	Wednesday 23 or Thursday 24 September
Position commences	Term 1, 2027

If you require further information about the appointment process or would like to arrange a visit, please contact me directly on 027578667 or by email.

I look forward to receiving your application to join the team at Halswell School.

Ngā mihi nui

Stuart Cameron
Principal



**TE KURA O TE TAUAWA
HALSWELL SCHOOL**
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Years 3&4 Team Leader Application Form

Personal details:

Name

Address

Contact number(s)

Present position

School

Position

Tenure

Fixed-term/permanent

Time in current position

Referees

Name

Name

Address

Address

Contact numbers

Home:

Work:

Mobile:

Contact numbers

Home:

Work:

Mobile:

Capacity in which you have known the person

Capacity in which you have known the person

Convictions against the law declaration

Have you ever been convicted of any offence against the law (apart from minor traffic violations)?

Yes/No

Complaints about professional practice declaration

Have you ever been part of a complaints procedure under previous employment?

Yes/No

If yes please provide details

Confirmation

I certify that I am registered as a New Zealand Teacher and that the information given in this application and C.V. is correct and verifiable. I authorise the convenor of the Appointments Committee at Te Kura o te Halswell School to obtain information from nominated referees and previous professional acquaintances, who may verify or add to the information in my application for this position.

Applicant's signature

Date



**TE KURA O TE TAUAWA
HALSWELL SCHOOL**
Learning To Thrive

Years 3&4 Team Leader
Key Information

Person Specification

The successful candidate will demonstrate:

- A commitment to our Vision & Values
- A belief in going the extra mile for our learners - because they are worth it.
- A belief that the wellbeing of the child is at the centre of all successful learning.
- A desire to grow professional capacity and to inquire deeply into practice.
- A positive outlook, growth mindset and a sense of humour.
- A strength in building relationships and using positive behaviour strategies.
- A strength in relating positively with parents, staff and whānau.
- An in-depth knowledge of current curriculum theory and a passion for seeing children succeed in all areas of the curriculum.



Job Description

Position Title	Years 3&4 Team Leader
Terms of Employment	As per the Primary Teachers' Collective Agreement
Responsible to	School Board, Principal & Associate Principals
Position statement	The key purpose of this position is to provide high-quality leadership that aligns with our Vision for Teaching & Learning. All of our staff to model our core values (whanaungatanga, kotahitanga, manaakitanga, kaitiakitanga and manawanuitanga) in all their actions as and in relation to the <u>Living Our Values</u> staff matrix.

Our staff are also required to work collaboratively in a modern learning environment.

You must be able to satisfy the criteria of the relevant Professional Standards, as detailed in the current Primary Teachers Collective Agreement and the NZ Teaching Council Standards for the Teaching Profession.

Professional Support & Guidance

- Support and promote the strategic direction and Vision of the school
- Model Manakitanga, Kaitiakitanga, Manawanuitanga, Kotahitanga, Whanaungatanga
- Be a positive and supportive member of the Leadership Team
- Provide professional support for team members
- Support whole-school professional development goals
- Complete Professional Growth Cycles for all team colleagues in line with our guidelines
- Facilitate regular team meetings with an agenda and ensure minutes are kept and available for perusal by other staff
- Oversee team newsletters and notices.
- Coordinate visits to School / out of School ensuring that all EOTC documents are completed in advance
- Ensure that people are aware of who is coming and going – invites, welcomes & thank-yous
- In conjunction with colleagues, schedule and plan team events
- Lead team planning
- Model a positive and professional learning environment
- Be responsible for an effective team budget which focuses on purchasing resources that will support teaching and learning
- Maintain a working knowledge of teaching practice across all learning spaces
- Oversee team colleagues' planning and assessment
- Take a leadership role in staff meetings (distributed leadership model)
- Ensure studios are set up to maximise collaborative practice

Behaviour Management

- Champion Positive Behaviour for Learning (PB4L) in the Ōrongomai Team
- Be available to meet with parents of children in the team to discuss any concerns they may have
- Support and guide teachers within the team who have students exhibiting challenging behaviour
- Share any parental or student concerns at Leadership Team meetings
- Make contact with parents of children when appropriate
- Ensure that the correct procedures are followed for referring children with behaviour concerns ie parents must speak to T group teacher first, then Team Leader followed by Associate/Principal

Learning Support

- Be aware of the students within the team who have specific learning needs and are on either the GATE or Enrichment Registers

- Assist the GATE and Enrichment coordinators in selecting students to take part in programmes and decide on the focus of each group

Student Achievement

- Complete team student focus groups identifying students at risk measured against the SE
- Lead the implementation of innovative initiatives to accelerate student achievement within the team
- Regularly monitor and discuss student focus groups in team meetings
- Respond professionally to any significant parental concerns in the team
- Ensure all team assessments have been completed in-line with the *Assessment Schedule*
- Be aware of and support initiatives associated with MoE targets and Halswell School Expectations

Relationship Building

- Maintain a professional relationship with all staff and School Board members.
- Plan and teach collaboratively in a shared space with the other Learning Centre team members.
- Encourage student empowerment and ownership of learning through interactions and regular feedback.
- Establish positive relationships with parents and encourage their involvement in student learning.
- Enhance children's self-esteem and achievement through the establishment of a positive and supportive environment.
- Adhere to learning team agreements.
- Communicate fully and openly with whānau about student progress and with the community in general about school activities and policies.

Professional Learning

- Demonstrate a commitment to ongoing professional learning through identifying own learning needs and goals, participating in the school's professional growth cycle.
- Keep up to date with changes and developments in education through study and staff development programmes, and incorporate these into teaching programmes.
- Share curriculum expertise with colleagues.
- Take an active part in collaborative planning and decision-making in matters relating to school organisation and curriculum.

Community Contribution

- Be involved in the corporate life of the school, collaborating with colleagues, sharing administrative responsibilities, and participating fully in team and school-wide activities, programmes, community evenings and initiatives.
- Carry out Active Supervision and other duties and delegations as required.
- Build and maintain positive relations with the school's Board and PTA by actively participating in community initiatives.

General

- Maintain professional hours of work.
- Be available to parents and children in Learning Centres from 8:30-9:00 a.m. and immediately after school.
- Correctly follow and adhere to the policies and procedures contained on the Te Kura o te Tauawa Halswell SchoolDocs site.