



APPLICATION AND APPOINTMENT PROCEDURE

Resource Assistant to the HOFs

Part-time (5hrs/wk), fixed term to 11 December 2019

Rangiora High School is an equal opportunities employer. Applications will be considered on merit regardless of disability, handicap, marital or parental status, race, religion, gender or sexual orientation.

Rangiora High School is an innovative decile 9 co-ed school of 1700 students, just 30 minutes from Christchurch. We are committed to restorative practices and culturally responsive pedagogy. We are actively seeking innovative practitioners who have student voice and choice firmly at the heart of their practice. We have recently completed a significant ILE building project and redesigned our junior school curriculum as a flexible, connected model. Applicants must be passionate about improving student engagement and achievement, have a clear focus on learning, be able to see the “big picture” across all learning areas, and be willing to commit to co-curricular and extra-curricular activities.

1. **Closing date**
 - Applications for this position close at 12 noon on Monday 20 May 2019.
2. **Method of Application**
 - Application should be made on the school’s application form.
 - Applicants may enclose additional curriculum vitae and other supporting material.
 - A covering letter should addressed to the Acting Principal, Mr Paul Donnelly.
 - Application material will not be returned once the appointment has been made.
3. **Referees**
 - Applicants are asked to provide the names and addresses of two people who may be contacted to act as Referees.
4. **Short-listing & Interview**
 - Short-listing and interviewing of applicants will occur in the week beginning Monday 20 May 2019.
 - Applicants invited to an interview for this position will have their travel costs reimbursed where necessary.
 - Applicants wishing to bring whānau or other support to the interview may do so at their own expense and should contact Mrs Faye Wallcroft, PA to the Principal, at wlf@rangiorahigh.school.nz in advance so that suitable arrangements can be made.
5. **Commencement of duties**
 - The appointee will be expected to commence duties as soon as possible.
6. **Tenure and Hours**

- This is a part-time fixed term position for 2019 working 5 hours per week in a general and administrative capacity to support Heads of Faculty without their own resource assistant. Those six faculties are English, Mathematics, Social Science, Health & PE, Business & Enterprise, and Languages,
- The appointee will be offered an employment agreement with the Board of Trustees. The appointee will be asked if they wish to become a party to the Support Staff in Schools Collective Agreement or to be employed on an Individual Employment Agreement.
- Should the appointee indicate a preference for the Collective Agreement they will be asked to indicate that they have nominated the NZEI as their bargaining agent and are therefore eligible to join this agreement.
- Should the appointee indicate they wish to be employed on an Individual Employment Agreement, the details of the agreement will be negotiated at the time of appointment. The Board has resolved to offer terms and conditions of employment, which reflect as far as possible those of the Collective Agreement.

7. Salary

- The salary offered will be in accordance with the Support Staff in Schools Collective Agreement and as appropriate to the appointee's qualifications, training and experience.

8. Professional Learning and Development

- All staff new to the school will take part in an induction programme and will be provided with advice and guidance through the school's professional support system.

9. General

- The school's Charter is available [here](#) on the school's website: www.rangiorahigh.school.nz

For further information or clarification, applicants are welcome to contact Mr Chris Quigley, Deputy Principal, on 03 3118888 or chris.quigley@rangiorahigh.school.nz

Rangiora High School



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POSITION DESCRIPTION

Title: Resource Assistant to Heads of Faculty

Hours: Part-time, fixed term to 11 December 2019

Remuneration: Commensurate with training and experience

Responsible to: Heads of Faculty
Principal

Tasks	Expected Outcomes
To provide general support to the school's Arts faculty.	<ul style="list-style-type: none">• General administrative work, including photocopying and filing. Some basic computer skills required.• Maintain, replenish and manage faculty consumables.• Be responsible for maintaining faculty storage and resource spaces.• Photocopy resources when required.• Use existing systems to order, receive, document and distribute resources to classrooms in a timely manner, when required.• Catalogue, mend and maintain textbooks and other resources.• Alert the Heads of Faculty to any maintenance issues.
To undertake other tasks as required by the Head of Faculty.	<ul style="list-style-type: none">• Tasks as assigned by the Head of Faculty are completed in a timely and efficient manner.

DECLARATION:

I accept this position description.

Signature: _____ Date: _____

PERSON DESCRIPTION FOR RESOURCE ASSISTANT TO THE HEADS OF FACULTY

PERSONAL QUALITIES

The person appointed to this position will:

- have a positive demeanour
- be approachable, energetic, organised, flexible and efficient.
- be able to work under stress.
- be unflappable and able to retain a keen sense of humour.

KNOWLEDGE AND UNDERSTANDING

The person appointed to this position will:

- be sympathetic to the needs of students from a wide variety of socio-economic backgrounds and educational abilities.
- be able to show an interest in education issues.

SKILLS

The person appointed to this position will:

- relate effectively to young people.
- have excellent oral and written communication skills with students, staff, parents/caregivers and outside agencies.
- relate effectively to parents/caregivers and outside agencies.
- establish priorities, define tasks and see them through to completion.
- have well developed ICT skills.

EQUITY

The person appointed to this position will:

- have an awareness of the intent and spirit of the Treaty of Waitangi.
- be culturally sensitive to students from all cultural backgrounds.
- demonstrate an awareness of the needs of male and female students.
- demonstrate an awareness of the needs of students with physical and intellectual disabilities.
- be able to work confidently and fairly with all staff, students, parents and caregivers.