



Information for Deputy Principal at

Mount Hutt College Methven



Mission Statement

"To develop confident, enterprising learners"

Striving for Excellence

About this Position

The following form the basis of this role:

Leadership Structures

- This sets out the formal requirements of this role.
- The key competencies that are required to be successful in this role
- The experience and attributes that are needed or will assist the position holder to perform well

Professional Standards and Registered Teacher Criteria

- These are the required minimum national professional expectations of effective performance.

The Application Process

Application Form

As well as the set application form we also require a Curriculum Vitae that is tailored to this position which highlights the skills that you would bring to the position.

Details of referees are required and two of these referees need to complete a referee's form. The referee's forms are due **at the same time** as the application.

Timeframe

The following timeframe will apply to this position:

Applications close and Referees' statements due	4:00pm, Friday 27 April
Shortlisting completed	Wednesday 2 May
Interviews	Saturday 12 May
Successful applicant offered position	Monday 14 – Wednesday 16 May
Outcome advised to applicants	Wednesday 16 May
Successful applicant – Start	16 July (Beginning of Term 3 2012)

Interviews

These will be organised with the shortlisted applicants and further information about the interview process will be provided at that time.

The interview panel will include the Board Chairperson and two Trustees, the Principal and the other Deputy Principal.

About Mount Hutt College

Context

Mount Hutt College

Mount Hutt College is a state, rural, coeducational Year 7-13 school of about 500 students. It is set in attractive grounds in Methven, not far from Mt Hutt ski field, and serves a predominantly rural community.

A District Bus Scheme provides transport for about half of the school's population, and the school has grown rapidly in recent years. In 2007 an Enrolment Scheme was implemented at the direction of the Ministry of Education.

A full range of curricular and extra-curricular activities occur in the school, which has a tradition of performing well in all areas of its operation – academic, cultural, sporting and social – strong community links support all school activities, and an Outdoor Pursuits Course for Year 12/13 students from around the country has become a feature of its culture.

The Board of Trustees is a combined board. It is the Board of Lauriston Primary School and Mount Hutt College.

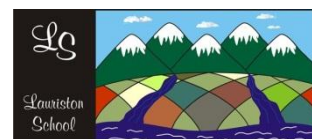
Contributing schools range from all around Mid-Canterbury

Location	Methven
Decile Rating	8
Teaching Staff	34.8
Roll generated Number of teachers	40
Number of foreign fee paying students	5
Ethnic composition	Pakeha 79% Maori 8% Pacific 0.5% Asian 4% Other 8.5%
Gender Composition	Girls 254 Boys 258
Special Features	Outdoor Pursuits Course off-site.

Charter



Lauriston Primary School and Mount Hutt College Methven



Mission

To develop confident, enterprising learners

Mottos

Lauriston	-	"Ready for Success"
Mount Hutt College	-	"Striving for Excellence"

Strategic goals 2012 - 2015

1. To provide a dynamic learning environment focused on individual needs,
2. Self- management, thinking skills and participation is actively encouraged.
3. To promote positive, active engagement in communities and competitiveness in the global environment
4. All learners will be able to effectively access the New Zealand Curriculum through the delivery of quality teaching and learning programmes

College Goals and Targets

These Strategic Goals are new for 2012. All the targets that the College sets this year need to fit under at least one of these Goals. The intention is that at each level through to the teachers they have input into how they will reach the agreed targets for 2012.

Leadership Structures

Senior Leadership Team

In 2012 the Senior Leadership Team (SLT) will comprise of the two Deputy Principals, on the same units, and the Principal, this is a recent change from a Deputy Principals and Assistant Principal.

The team takes responsibility for the operations and outcomes of the College and its people – students and staff. There is a strong collegial culture and professional ethic within the SLT and College.

There is also a clear development focus within the SLT, with a view to growing the professional skills and capabilities of SLT members.

The College is continuing to develop a distributed leadership approach, which operates within high level strategic and operational governance provided by our Board of Trustees. It is expected that the whole SLT will have input into the strategic direction of the College.

As well as the above responsibilities each Deputy Principal also teaches. Currently this is 8 hours per week.

Senior Leadership Team Proposed Strategic and Operational Responsibilities 2012

Whom	Strategic Responsibility	<i>Includes Operational Responsibilities of</i>
John Schreurs Principal	Chief Executive to the Board of Trustees	<ul style="list-style-type: none">• Delegated Authorities• Support to the Board• Finance• Property
	Organisational Development and Operations	<ul style="list-style-type: none">• College Leadership• College Development• Personnel• Community• Inter-Agency
Kris Canham Deputy Principal	Student achievement	<ul style="list-style-type: none">• Principal's Nominee NZQA• International Students• Pastoral Care• Special Programmes• College Events
To Be Appointed Deputy Principal	Professional Practices	<ul style="list-style-type: none">• Day-to-Day running of the College• Staff Development• Appraisal• Pastoral Care• Teacher Relief

SLT Responsibilities

The current SLT has a set of portfolios and delegated responsibilities that each individual holds. However, these will be revisited by the three members of the new SLT so that individual skills are best utilised and the best professional growth can occur. It is expected that all in the SLT will have strategic input, curriculum responsibilities, pastoral responsibilities and day-to-day responsibilities. A key aspect of this restructure is to enhance communication throughout the College.

These portfolios will change over time, with a view to ensuring that each member of the SLT develops a full portfolio of school leadership skills and knowledge.

Initially the successful applicant will have portfolio responsibility similar to the Deputy Principal's job description as attached.

It is likely that the successful applicant will meet much of the Person Specification and have:

- The ability to communicate effectively with a range of people and across a number of settings;
- The ability to lead teams, including inspiring confidence in others and supporting them to grow and develop;
- Recent successful experience of leading change or developments in or across schools;
- A strong professional ethos, high integrity and moral courage, including the ability to ask the difficult question and to challenge the status quo;
- A commitment to education and a desire to progress further;
- The desire to learn and further develop;
- A "good fit" within the current Senior Leadership Team, bringing new skills, experiences and perspectives to the table.

The Deputy Principal at our College will become part of an, inclusive and professional Senior Leadership Team (SLT). Growing its capabilities as well as their own. They will be responsible for defined areas of the College and be involved throughout the College and represent Mount Hutt College to outside agencies, within the wider community and the education sector.

Heads of Faculties (HOF)

There are seven HOFs who are each responsible for a learning area. Within their Faculties there are usually unit holders responsible for Subject areas and also teams of Teachers that the HOF is responsible for.

The HOFs meet regularly as a group, with the SLT, to further the College's curriculum and student academic outcomes.

College Deans

There are Four Deans who meet regularly as a group with other staff with pastoral responsibilities. Each Dean is responsible for the pastoral well-being of students within defined year level areas. Currently we have a Year 7 & 8 Dean, Year 9 & 10 Dean, Year 11 & 12 Dean and a Year 13 Dean. Each Dean leads their form teachers and works closely with the College Counsellor and SLT, to further students' well-being and engagement.

Other Leadership Groups and Teams

Within the College we have a number of specific focus teams and groups who provide direction and day-to-day oversight of specific areas and aspects of the College's operation. Many of these will be similar to other comparable secondary schools. Each year the staff choose to join a Professional Learn Group (PLG) which focus on improving learning. These groups are led by a staff member and report back to the whole staff.

Professional Development and Appraisal

All members of teaching staff at Mount Hutt College are involved in professional development and appraisal.

We recognise that the development of our leaders is an important part of ensuring the College's success and, as such, our Deputy Principals are expected to both be active in College-wide professional development and also their own growth and development.

Our College Community

Mount Hutt College first opened in February 1925 as Methven District High School and now is a secondary co-educational school catering for Years 7-13 students.

The school serves the educational needs of families who live in both the Methven area and the wider Mid Canterbury district. It offers students an extensive range of learning opportunities within a wide and varied curriculum.

A rural, co-educational school has the advantage of a friendly atmosphere where students are soon able to get to know each other. Students quickly become part of the Mount Hutt College family enabling more personal teaching and close tracking of student progress. Students can learn in a safe and secure environment.

Communication is an important priority for our college. The relationships between students and staff are expected to be positive and constructive. We have effective communication systems to keep parents informed and we value the partnership between home and school which is so important for student success.

Our College's Strengths

Mount Hutt College has a number of strengths and advantages, largely based around our people, our practices and our potential.

We have a strong and positive staff culture, which has both professional and social strands. We have a positive learning support programme run from "*the house*" which develops programme for students with learning needs. Our GATEWAY programme works hard to meet the needs of many students and Careers education continues have a high profile in the College.

We have a community which is very proud and supportive of its school. We are a small school and for some families this helps attract student from Ashburton area. Currently there are 70 students that come to Mount Hutt College from Ashburton.

We endeavour to offer a wide range of subjects and use the Virtual Learning Network (VLN), CANTANET and Correspondence School to meet the needs of some students.

We have a capable and motivated Board of Trustees who focused on continuing to improve its educational capabilities of the College. The NCEA results are good.

We have a strong sense of purpose and a desire to further improve and develop. This includes our capabilities, practices and facilities.

The College has facilities which have been modernised over the last few years and is currently developing its next 10 year property plan and the next 5YP. The College has been had a SNUP (School Network Upgrade Plan) and is connected to fibre using the Ashburton Loop provided by Electricity Ashburton. We are currently investigating the next steps in technical infrastructure to enhance learning, in particular wireless and bring your own devices (BYOD).

We have large grounds that are well maintained which add to the character of the College.

The College runs a number of enterprises including a newspaper, "Snowfed", the Outdoor Pursuits Course (OPC), and the Bus Group which runs the bussing for the local schools; Lauriston Primary, Methven Primary, Our Lady of the Snow Primary and ourselves.

Current Challenges for Our College

We lose a few students to Boarding school in Year 9 and Year 11 and are still to convince the whole community that Mount Hutt College is better value for money. Each year a small number of students leave as they are unable to obtain the subject mix they desire.

Resource management is currently effective. The Board and the previous Principal worked very hard to improve the financial position of the College. The use of resources needs to be continually monitored so the College maintains its financial position and offer programmes that meet the needs of all students.

The Board and the College is committed to providing our students with the best possible teaching opportunities and learning outcomes. The College is looking at ways to improve its NCEA results and monitor and improve outcomes in the Junior School.

We are seeking ways to improve the outcomes of boys and our Māori students and we already have a range of responses and initiatives in place but this remains a area for improvement in our College.

Summary

Mount Hutt College is a positive community school which continues to develop its educational capacity. The Community, Board of Trustees, staff and students are keen to be lead and challenged by a strong Senior Leadership Team.

Questions about the Appointment Process or the Deputy Principal's Position

If you have any further questions about the process or the position please contact either of:

<i>Questions About</i>	<i>Person to Contact In The First Instance</i>	<i>Contact Details</i>
Process	Evonne Lumsden Principal's secretary	(03) 302 8437 college@mthutt.school.nz
The Deputy Principal Position	John Schreurs Principal	(03) 302 8437, college@mthutt.school.nz