

# Thurston Place College

Cognition Education Ltd

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## APPOINTMENT OF FOUNDATION PRINCIPAL APPLICATION PACK

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# Thurston Place College

PO Box 38 197  
Howick  
Auckland 2145

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Dear Applicant

Thank you for your inquiry regarding the position of foundation principal for Thurston Place College. This is an exciting and challenging role. Thurston Place College is a special school catering for students under the care of Child, Youth and Family. These students have individual education and therapeutic needs better met in a specialist environment.

The Establishment Board of Trustees welcomes applicants who have successful educational leadership experience and expertise. The foundation principal will have a strong commitment to providing better outcomes for these students and will contribute to the developing vision of the school. This person will provide high quality leadership and ensure the efficient and effective operation of the school.

The attached pack provides information about the school, outlines the Establishment Board of Trustees' developing purpose statement for the school and details the application process.

Should you decide to submit an application your interest would be very welcome. Please make use of the check list appended and direct any initial inquiries to;

Jan Hill- The Education Group  
Phone, 09 445 6214,  
Mobile 021 507 684,  
Email [janhill@educationgroup.co.nz](mailto:janhill@educationgroup.co.nz)

We look forward to your response to this unique and exceptional educational leadership opportunity.

Yours sincerely

Peter Gall  
Establishment Board of Trustees Chairperson  
Thurston Place College

## INFORMATION FOR PROSPECTIVE FOUNDATION PRINCIPAL

### School Information

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<b>School name</b>	Thurston Place College
<b>Ministry of Education institution number</b>	640
<b>School type</b>	Special School (Y7 – 13)
<b>School Authority</b>	State
<b>Gender</b>	Co-educational
<b>School territorial local authority</b>	Auckland Council
<b>School postal address</b>	PO Box 38 197 Howick, Auckland 2145
<b>School address</b>	Thurston Place, Bucklands Beach, Manukau 2012
<b>School roll</b>	Up to 100
<b>School decile</b>	To be confirmed
<b>Principal grade</b>	U6

### School Profile

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The new school, temporarily called Thurston Place College, is situated in the East Auckland suburb of Bucklands Beach. The U6 special school will open in February 2012.

The predominately Years 9 -13 students will attend the school between 8.30am and 3.30pm, Monday to Friday. All students are under the care of Child, Youth and Family and are assessed to be more likely to have their individual education needs met in a specialist environment.

Thurston Place College is to be located on the previous Waimokoia School site. The residential and surrounding park features will be integrated into the concept and design of the newly built school. The Ministry of Education has contracted Jasmax Architects and Arrow International to undertake the design and build of the school. The latest low-impact design and sustainable building practices will be used.

The school is being structured to provide high quality, integrated care and education to enable each student to lead a successful life.

The Ministry of Education intends this to be a new model of provision that will support effective management, teaching and learning, pastoral care and cultural leadership.

The Establishment Board of Trustees has commenced the process of developing a vision, philosophy, and design for the school. It is expected that the foundation principal will contribute to the ongoing development of this work and play a leading role in establishing this unique special school, helping to shape the futures of these students.

## Purpose statement:

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Thurston Place College is a learning institution that explicitly strives for educational success for its students. Paramount to this is the focus on the student as an integral member of their family/whanau.

It is a place where:

- The identity of each student is valued and respected
- Each student can engage in a safe social and emotional environment
- Individual ethnic and cultural diversity forms an integral part of the approach to each student's learning and therapy
- Individual cultural treasures are celebrated
- Educational goals and aspirations, facilitated by either the school or external agencies, drive the learning pathways for each student

The students have the right to:

- A safe social and emotional learning environment
- A personalized teaching and learning programme that provides challenging content within a meaningful context
- Services and expertise that support their individual education and health needs
- Ongoing and supportive family/whanau engagement
- Meaningful transitioning processes that support positive and sustainable change

Te Tiriti o Waitangi underpins the development and delivery of Thurston Place College's education programmes and health services for its students.

## Establishment Board of Trustees

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The Establishment Board of Trustees of Thurston Place College comprises:

- Peter Gall (Chairperson, Principal, Papatoetoe High School)
- Ben Taufua (Chief Pasifika Advisor, Massey University)
- Madeleine East (ex-Principal Farm Cove Intermediate School)
- Dr Steven Little (Associate Professor, Massey University)
- Wayne Blissett (Health Sector Consultant, Nga Puhi Descent)
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## Gazette Advertisement

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The enclosed advertisement was in the 23<sup>rd</sup> May edition of the New Zealand Education Gazette and was advertised in the Sunday Star Times on 29<sup>th</sup> May. The position is also online at:

<http://www.edgazette.govt.nz>

# Foundation Principal for Thurston Place College

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## **Cognition Education Ltd**

Thurston Place College is a special school to cater for students under the care of Child, Youth and Family who have been assessed to have their individual education and therapeutic needs better met in a specialist environment.

This U6 School will be situated in Auckland's Bucklands Beach area and will cater predominately for Years 9 -13 students.

This is a great opportunity to play a leading role in establishing this unique special school and to help shape the future of these students.

The Establishment Board of Trustees invites applications from visionary and passionate educational leaders whose backgrounds include:

- Strong ethical leadership with experience in New Zealand Schools
- Proven ability to work with diverse students with behavioural and emotional needs.
- A sound knowledge of current education theory and practice to empower students to achieve personal success
- The ability to think laterally and wisely in leading innovative education initiatives
- Exceptional people skills with the ability to inspire and motivate staff and students

The application pack can be accessed from [dburgess@cognition.co.nz](mailto:dburgess@cognition.co.nz) or at [www.cognition.co.nz](http://www.cognition.co.nz).

For telephone inquiries please phone Jan Hill, The Education Group (021) 507 684 or (09) 920 2173

Application closing date: 4.00pm on Friday 10 June 2011

Applications are to be posted to:

Cognition Education Limited  
Level 1, Pfizer House  
14 Normanby Road, Mt Eden, Auckland 1024  
Attention: Dayle Burgess

## Some Relevant Websites

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Bucklands Beach

[http://en.wikipedia.org/wiki/Bucklands\\_Beach](http://en.wikipedia.org/wiki/Bucklands_Beach)

Half Moon Bay Marina

<http://www.hmbmarina.co.nz/>

Auckland Council / Super city

<http://www.aucklandcouncil.govt.nz>

Maxx Ferry Contact Information

<http://www.maxx.co.nz/how-to-travel/cruise-the-ferry/ferry-operators.html>

## FOUNDATION PRINCIPAL – THURSTON PLACE COLLEGE

### Personal attributes

- Is culturally responsive and embraces diversity
- Is approachable, honest, open, and fair in all their dealings
- Is open to new ideas, reflective, and able to manage change and lead continuous improvement
- Is passionate, energetic and committed to excellence with a clear focus on student learning and success
- Is committed to their own personal growth and development
- Is resilient

### Professional expertise

- Ability to honour Te Tiriti o Waitangi and make it relevant to students
- Strong ethical leadership with experience in New Zealand Schools
- Experience working with diverse students with severe behavioural and emotional needs
- A sound knowledge of current evidence-based education theory and practice
- Proven ability to develop and implement effective strategies and plans which will empower students to achieve personal success
- The ability to think laterally and wisely in leading innovative education initiatives
- Exceptional people skills with the ability to inspire and motivate staff and students
- The ability to build relevant learning pathways for students by coordinating and linking with specialists within the school and key external agencies and organisations
- The ability to build effective relationships with students, families/whanau and caregivers, local schools and the wider community
- Proven ability to establish and implement sound day to day management systems
- Highly skilled communicator, facilitator and advocate for the school

# Job Description

Cognition Education Ltd

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## FOUNDATION PRINCIPAL

LOCATION:	Thurston Place College, Bucklands Beach
DATE:	13 May 2011
RESPONSIBLE TO:	Board of Trustees
DIRECT REPORTS:	Senior Leadership Team All school staff, through the clear reporting lines established by the Principal
FUNCTIONAL RELATIONSHIPS INTERNAL:	Board of Trustees All school staff
FUNCTIONAL RELATIONSHIPS EXTERNAL:	A broad range, including parents/whanau and carers, and the wider community, school support services, the Ministry of Education, relevant government agencies, ERO, NZQA, NZSTA, feeder schools, other local secondary schools, the tertiary education sector, and the business community

## Job Description

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This job description, incorporating the Professional Standards, will cover the first year of employment and as the school is being established. It will form the basis for the job description that follows this initial period.

Areas of practice	Expectations
<p><b>CULTURE</b> Provide professional leadership that focuses the school culture on enhancing learning and teaching.</p>	<ul style="list-style-type: none"> <li>● With the Board, and in collaboration with staff and other key stakeholders, develop and then implement a school vision with shared goals and values focused on enhanced engagement and enabling all students to achieve personal success</li> <li>● Honour Te Tiriti o Waitangi, ensure that it is evident in the school's culture and made relevant to all students</li> <li>● Promote a safe, learning-focused environment</li> <li>● Promote a culture whereby staff members assume appropriate leadership roles and work collaboratively to improve teaching and learning</li> <li>● Promote an inclusive environment in which the diversity of the students - their cultures, backgrounds, experiences and needs - are acknowledged and respected</li> <li>● Demonstrate leadership in professional practice by thinking both laterally and critically and using a problem-solving approach</li> <li>● Manage conflict and other challenging situations with confidence and resilience; work actively to achieve solutions that are in students' best interests</li> </ul>
<p><b>PEDAGOGY</b> Create a learning environment in which there is an expectation that all students will experience success in learning.</p>	<ul style="list-style-type: none"> <li>● Demonstrate leadership through engaging with staff and sharing knowledge about effective teaching and learning, in the context of the New Zealand curriculum documents and the unique context of the school and its students</li> <li>● Ensure the design of the school's programmes is informed by evidence-based theory and practice and reflects the backgrounds, experiences and needs of the students</li> </ul>

	<ul style="list-style-type: none"> <li>● Ensure the use of best practices in setting up and implementing systems, procedures and strategies for assessment and reporting</li> <li>● Analyse and act upon evidence on student learning to maximise learning and ensure personal success for all students</li> <li>● Build relevant learning pathways for each student by coordinating and linking with specialists within the school and key external agencies and organisations</li> <li>● Promote and support the gaining of worthwhile qualifications and successful transitions to the next school, tertiary education or employment, for all students</li> <li>● Promote, participate in and support ongoing professional learning to address the particular learning, behaviour and emotional needs of the Thurston students</li> <li>● Promote, participate in and support ongoing professional learning to ensure effective teacher/learner relationships are established and sustained with all students</li> <li>● Establish a strong professional learning community within which staff members are encouraged to be reflective practitioners, engaging with research, and feedback on their professional practice</li> </ul>
<p><b>SYSTEMS</b> Develop and use management systems to support and enhance student learning.</p>	<ul style="list-style-type: none"> <li>● Exhibit leadership that results in the effective day to day operation of the school</li> <li>● Establish effective school-wide systems and procedures within board policy, in accordance with legislative requirements and reflecting the special nature of the school and its students</li> <li>● Provide the Board with timely and accurate information and advice on the school's operation and on students' progress and achievement</li> <li>● Set up and maintain systems for the effective management of the school's finances</li> <li>● Work effectively with the MOE and contracted personnel to ensure the school's property developments progress as smoothly as possible</li> <li>● Set up and maintain systems and procedures to ensure a healthy and safe environment for staff and students</li> <li>● Attract and retain staff to ensure the special learning, behaviour and emotional needs of the students are effectively met</li> <li>● Set up and maintain personnel systems and procedures to maximise the effectiveness of all staff members</li> </ul>

	<ul style="list-style-type: none"> <li>● Use evidence to inform all planning, monitor progress and lead ongoing change</li> <li>● Align resource allocation with the school's strategic objectives and the needs of the students</li> </ul>
<p><b>PARTNERSHIPS and NETWORKS</b> Strengthen communication and relationships to enhance student learning.</p>	<ul style="list-style-type: none"> <li>● Work effectively with the Board to facilitate strategic decision making</li> <li>● Be very visible and strong presence in and around the school; know the students well, acknowledge and understand their progress and achievement</li> <li>● Actively foster professional and collaborative relationships with and between teachers and specialist staff as well as with key external agencies and organisations</li> <li>● Actively foster collaborative interactions with parents, whanau and carers</li> <li>● Actively foster positive relationships with other schools and the local community</li> <li>● Participate in appropriate school and community networks</li> <li>● Be a strong advocate for the school in all forums</li> </ul>

# Application for Appointment of Foundation Principal

Cognition Education Ltd

## THURSTON PLACE COLLEGE

**Send your application to:**

Dayle Burgess  
Private Bag 92617  
Symonds Street  
Auckland 1150  
New Zealand

Envelopes should be marked as “Confidential Application”.

### PERSONAL DETAILS

PERSONAL DETAILS	
Name:	Home Phone: ( )
Address:	Work Phone: ( )
	Mobile Phone: ( )
	Fax: ( )
Citizenship:	Email: ( )
NZTC Registration No:	Expiry Date: / /
Category of Registration:	
Name of Present Employer:	
Address:	Work Phone: ( )
	Other Phone: ( )
Position Held:	Date Commenced: / /

## REFEREE DETAILS

1	
Name: _____	Home Phone: _____
Address: _____	Work Phone: _____
_____	Mobile Phone: _____
_____	Fax: _____
Relationship to _____	Email: _____
2	2
Name: _____	Home Phone: _____
Address: _____	Work Phone: _____
_____	Mobile Phone: _____
_____	Fax: _____
Relationship to _____	Email: _____
3	3
Name: _____	Home Phone: _____
Address: _____	Work Phone: _____
_____	Mobile Phone: _____
_____	Fax: _____
Relationship to _____	Email: _____

## TERTIARY QUALIFICATION

Institution Attended:	Year:
Qualification Attained:	Date Awarded:
Institution Attended:	Year:
Qualification Attained:	Date Awarded:
Institution Attended:	Year:
Qualification Attained:	Date Awarded:

## RELEVANT EMPLOYMENT HISTORY

RELEVANT EMPLOYMENT HISTORY			
School/Organisation:	Position held:	Date from:	Date to:
Please give details below:			
Have you had any injury or medical condition which may impair your ability to do this job?			Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ]
If yes, please give further details:			
Do you have a current New Zealand driver's licence?			Yes [ <input type="checkbox"/> ]    No [ <input type="checkbox"/> ]
<p>This Application is submitted with the understanding that any further information given is for the use of the employer and their authorised representatives who may at any time have access to this information. Furthermore consent is given for members of the Establishment Board of Thurston Place College to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position of Principal at this school.</p> <p style="text-align: right;">Yes [ <input type="checkbox"/> ]    No [ <input type="checkbox"/> ]</p>			
Applicant's Signature:		Date:	
HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (Excluding minor traffic offences)			Yes [ <input type="checkbox"/> ]    No [ <input type="checkbox"/> ]
<small>If YES, please provide date and details of offence(s) on a separate sheet. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.</small>			
I certify that I am registered (or provisionally registered) as a New Zealand Teacher. I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my C.V. is correct.			
Applicant's Signature:		Date:	

## Key Dates

Cognition Education Ltd

### THURSTON PLACE COLLEGE PRINCIPAL APPOINTMENT 2011

		DATE
1.	Applications close	June 10, 4 p.m.
2.	Short-listed applicants noticed	June 27
3.	Interviews	Saturday 9 July
4.	Principal takes up appointment	asap after July 15

## Checklist

REQUIRED ITEMS	COMPLETED
One-page cover letter	
Completed application form	
Curriculum Vitae attached	
Referee report template forwarded to three referees	
A self addressed, stamped envelope for return of CV NB: Your CV will <b>not be</b> returned if you do not include a self addressed, stamped envelope.	
Required items received by 4pm, Friday 10 June, 2011  Cognition Education Limited Level 1, Pfizer House 14 Normanby Road, Mt Eden, Auckland 1024 Attention: Dayle Burgess Envelopes should be marked "Confidential Application"	