
Position Description: Head of Preschool

Location: Karori, Wellington

Samuel Marsden Collegiate School is widely regarded as one of New Zealand's leading independent schools from Preschool to Year 13, with a proud history dating back to 1878. Marsden seeks to lay the foundation for lives of meaning, accomplishment and genuine happiness and is New Zealand's first Visible Wellbeing™ School.

Position purpose

The Head of Preschool will provide academic and professional leadership and will facilitate the planning, implementation and evaluation of all Preschool programmes.

Attributes

The Head of Preschool must:

- a) have sound leadership qualities;
 - b) have excellent team skills;
 - c) have effective and clear communication and organisational skills;
 - d) have demonstrated recent successful teaching and have had a leadership role in Early Childhood; and
 - e) be able to use a variety of developmentally appropriate methods.
- e) organise and run parent evenings as required;
 - f) facilitate regular policy review;
 - g) implement regular internal evaluation with the teaching team to promote positive learning outcomes for children;
 - h) have a sound knowledge of the Te Whāriki curriculum and be able to work with it to meet the objectives and requirements of Marsden's culture;
 - i) provide copy for regular School newsletters;
 - j) undertake appropriate professional development to enhance individual expertise in areas of management, administration and education;

Specific requirements:

The Head of Preschool will:

- a) be expected to undertake responsibility for taking a leadership role in implementing the curriculum and will be involved in some extra curricular activities within the school;
 - b) report to and meet regularly with the Director of Marsden Primary to ensure ongoing implementation of the Preschool programme;
 - c) work cooperatively with the Director of Marsden Primary and other members of the school staff;
 - d) organise and run planning and assessment meetings with Preschool staff on a weekly basis;
- k) identify and act on opportunities for improving teaching and learning;
 - l) ensure that procedures for making decisions in the area of responsibility are consistent with national guidelines and with the school's policies;
 - m) promote children's health and safety and regularly review compliance with legal requirements;
 - n) ensure that changing social and cultural factors affecting the school's community are reflected in the policies and programmes of the delegated area(s) of responsibility; and
 - o) lead the integration of Visible Wellbeing™ practices in the Preschool.

Continued over



Teaching responsibilities

The Head of Preschool will be responsible to the Director of Marsden Primary for all activities within the School and shall:

- a) be able to work positively and cooperatively within the Primary School Team;
- b) be an active, cooperative and positive leader in Preschool planning;
- c) take a positive role in curriculum and extra-curricular activities;
- d) fulfil all professional requirements as requested by the Principal or Director of Marsden Primary;
- e) plan weekly and long term, individually and in a team;
- f) demonstrate a willingness to participate in the life of the school;
- g) monitor regularly each individual's progress and record carefully the results;
- h) be able to use the results diagnostically;
- i) create a happy environment to foster a love of learning for all children;
- j) be able to relate to all parents on a highly professional level;
- k) provide effective advice and guidance to other members of the staff;
- l) monitor teacher/student relationships and provide advice and support when required;
- m) be committed to both personal and professional development; and
- n) demonstrate loyalty to the School at all times and be prepared to contribute to the special character of Marsden.

Registered teacher criteria

All teachers are also required to fulfil and provide evidence of the following to be endorsed for their Teacher Registration.

The *Registered Teacher Criteria* recognise that teaching is a highly complex activity, drawing on repertoires of knowledge, practices, professional attributes and values to facilitate academic, social and cultural learning for ākongā in diverse education settings. The criteria and indicators should be viewed as interdependent and overlapping

