



Working at Kristin

HEAD OF EOTC
(EDUCATION OUTSIDE THE CLASSROOM)
2024



Kristin
EARLY LEARNING - SENIOR SCHOOL
FUTURE READY



An environment
to open minds
that open doors.

Letter from the Executive Principal

Kia ora Applicant,

On behalf of the Kristin community, a very warm and friendly welcome to you. Thank you for your interest in Kristin, one of New Zealand's leading educational institutions.

Our school has a wonderful tradition of progressive and innovative practice, with a strong focus on the holistic development of the whole child, based upon our founding Christian values. Our school is non-denominational and open to all students and staff regardless of their faith, and we celebrate the vibrancy and diversity of our humanity.

We recognise it is a privilege to be a member of the Kristin community, which means that for students, alumni and staff of this community comes the responsibility to take up our opportunities and develop ourselves in order that we may give back to our wider community and world, and make it a better place. This effectively is the essence of what it means to be "Future Ready". To ensure our students graduate with the qualifications, knowledge, skills and dispositions for their personal future pathways.

The appointment of quality staff is the most important decision for a school, because it is the quality of the people and relationships in a school that makes it so successful. Research confirms that it is the teacher who has the greatest influence on a child's learning and achievement in school.

Therefore, we seek to attract and appoint the best staff, both in terms of their experiences, skills, synergy with our school, and passion to make a real and positive difference in the learning and development of our students.

It is an absolute pleasure to be part of this special community, where we are committed to creating a successful learning environment for our students and staff, and enjoy such a great place to work, live and grow together. I welcome your interest in becoming part of this outstanding school community, and look forward to your application.

Ngā mihi

 **Mark Wilson**
Executive Principal



Progress with vision, integrity and love.



“Learning is never limited to the doorway of a classroom.”

Introduction

Kristin is an independent, co-educational, IB World School with more than 1,800 students from Early Learning to Year 13. Based in Albany, on Auckland’s North Shore, Kristin enjoys over 50 acres of park-like grounds.

The Junior, Middle and Senior Schools are all situated on the Albany campus, each following the philosophy of Kristin while creating their own distinctive character, relative to the age group of its students. Kristin is non-denominational and was founded by parents who wanted the school to live abiding by traditional Christian values, demonstrated through honesty, trust, respect, kindness, selflessness, spirituality, and hope.

Little Doves Early Learning – 6 months to 4 years / **Kindergarten** – 4 to 5 years

Junior School – Year 0 to Year 6 / **Middle School** – Year 7 to Year 10 /

Senior School – Year 11 to Year 13

FOUNDATION STORY

The closure of St. Anne’s School in Takapuna in 1972 left a vacuum for parents who believed that an independent education would best guarantee that every child’s individual talents would be recognised and nurtured. So a small group of families came together with a shared vision for independent education on the North Shore.

Within three months, the fledgling Kristin School was open for classes with a roll of 42 in Campbells Bay in 1973. Within five years this number had grown to 235 and the school moved to the current Albany campus. This rapid growth has continued over the years, with classes expanding to cover Early Learning through to Year 13, within expansive facilities and beautifully established park-like grounds.

VISION STATEMENT

To provide our students with an exceptional all-round education that prepares them to be responsible global citizens who think creatively, reason critically, communicate effectively and learn enthusiastically throughout life.

SCHOOL VALUES

Our four core values are taken from our motto and illustrate our founding Christian values:

PROGRESS

Continually growing and developing as well-balanced lifelong learners.

VISION

Having a sense of direction and purpose, building on our innovative founding families’ aspirations for personal and collective excellence.

INTEGRITY

Being honest and of strong moral principles to make a supportive difference in our world.

LOVE

From a strong self, able to affirm and compassionately serve others and our environment.

DUAL ACADEMIC PATHWAYS

Kristin offers dual pathways with both the National Certificate of Educational Achievement (NCEA) and International Baccalaureate (IB), a well-reputed international programme. Year 12 students are offered the choice of either NCEA Level 2, or to begin the two year IB Diploma Programme. Both pathways offer a broad range of subjects to suit students' interests and future tertiary goals.

As New Zealand's leading IB school, Kristin has a proven record of success with this internationally recognised curriculum framework. As the first school to introduce the IB Diploma Programme to New Zealand in 1989, Kristin now offers three IB programmes spanning the years from Kindergarten through to Year 13. This inquiry based model of teaching and learning encourages students to make their own connections across many fields of study, from traditional academic disciplines to new ideas and innovative concepts.

To be truly successful, students need to build a well-balanced foundation; they need to develop resilience, maintain positive relationships and nurture an understating of the world around them.

In the Middle School our innovative positive education and mindfulness programmes equip students with essential skills to assist their learning and development. Positive teacher-student relationships support and encourage a culture of mutual respect and learning, values that are reflected in the wider school community.

Our results speak for themselves:

2023 NCEA RESULTS

- 95% Overall Pass Rate across Levels 2 and 3 with 63% of students achieving Merit or Excellence endorsements.



2023 INTERNATIONAL BACCALAUREATE DIPLOMA RESULTS

- 97% Pass Rate. Nine students gained a score of 43 or more points out of a potential 45 points.
- 36% of our IB candidates gained scores of 40 points or more, qualifying them as New Zealand IB Top Scholars. This compares favourably with 9% of students worldwide who obtained a score of more than 40 points.



“The best way to predict your future is to create it.”

ABRAHAM LINCOLN



OUR HOLISTIC EDUCATION OFFERING

EDUCATION OUTSIDE THE CLASSROOM (EOTC)

Taking students outside of the comfort of their classroom is a key feature of Kristin. It encourages students to embrace situations and challenges to promote personal growth and development, team building, leadership and a greater sense of community.

EOTC activities include all year levels having camp experiences, which is a highlight for students in Year 3 to 13 who embark on these camping adventures across New Zealand. In addition, we offer the Duke of Edinburgh Programme and Middle School "Journey" Programme.

We offer Outdoor Education as a subject choice, taught by specialist teachers within our Health and Physical Wellbeing faculty for students in Years 9, 12 and 13.

SPORT

Sport at Kristin is much more than a pastime and healthy activity; it is a context in which our students can experience success and failure, realise their dreams and aspirations, and are able to strengthen their teamwork skills and camaraderie in pursuit of their goals.

Kristin offers over 20 sporting codes and supports clubs so that students have the chance to gain experience in a range of disciplines. We recognise that elite-performance pathways are vital for students to compete at highest levels. Our Sports Academy provides opportunities for athletes in Year 6-10 to access customised development programmes, offered in partnership with the AUT Millennium and the Athlete Development Academy (ADA).

PERFORMING ARTS

Our award-winning productions enable students to gain practical experience within a fully functional, educational theatre environment. Excellent music, drama and dance programmes are offered across the three schools with co-curricular performance events, speech, drama and music tuition that enable students to discover and pursue their passions alongside their academic goals. Kristin produces three productions a year for each of the Junior, Middle and Senior Schools.

INTERNATIONAL EDUCATION

Every student at Kristin is part of a rich and diverse international community. The IB philosophy encourages students to consider their place in the world and to engage with other cultures and languages. Mandarin Chinese and te reo are taught throughout the Kindergarten and Junior School, and our language Faculty offers Chinese, Spanish, and French to Middle and Senior School students.

As a member of the Global Alliance for Innovative Learning (GAIL), Kristin encourages students and teachers to collaborate and learn from each other. Opportunities exist for students and teachers to take part in exchanges within the international network, along with attending conferences.

INCLUSIVE LEARNING

Kristin offers the best of pedagogical support for teachers and students, with a highly qualified Inclusive Learning team dedicated to providing support for special education needs, including our gifted and talented students. Equipped with specialist diagnostic tools and experience, this team can provide an accurate diagnosis of each student and create an individualised education plan to support the student and teacher to succeed.

LITTLE DOVES

Kristin is excited to offer early childhood education to our community. This state-of-the-art facility provides a pathway into our successfully established Kindergarten, with the ability to care for 75 babies and toddlers. This facility allows for our new parents to return to work with the convenience and knowledge their little one is in safe hands.

ENVIRONMENT

Feedback from staff, students and visitors affirm that our school campus is exceptionally beautiful, and in pristine condition. A highly energetic team keeps our grounds and facilities maintained to the highest standard.

SCHOOL OPERATIONS

Kristin Junior to Senior School has 37 term weeks, with a 3-week term break in April and July and 2 weeks in October.

Junior School's day is 8.30am – 3.10pm

Middle and Senior Schools' day is 8.30am – 3.20pm

There is a 7-day timetable, with 6 periods per day. 42 periods per cycle for a full-time teacher would give them 34 contact periods and 8 non-contacts. Periods 3 and 4 are a double period. Teachers are expected to teach across Middle and Senior School.

EXPECTATIONS OF STAFF

Our community is a hive of activity, providing the best faculties and opportunities available to make the students' experience unforgettable. To enable this, it is expected that all available staff attend Camp Week. This happens in Week 4 for the Senior and Middle Schools and various other times throughout the year for Year 3 to 6 in the Junior School. Along with Camp Week there are many co-curricular cultural and sporting activities on offer, so a minimum staff contribution of 40 hours is expected throughout the year to realise all these activities.

Professional learning is prioritised over 10 days throughout the year. Five days start the year in Week 0, the week before the children start, along with three days in the first term break and two days dedicated to faculty or individual learning plans.

Position Description – Head of EOTC

JOB PURPOSE

The Head of EOTC is responsible for safely delivering high-quality practice across our EOTC trips and activities from Early Learning to Year 13 at Kristin.

This role requires an experienced, highly organised and systematic person responsible for ensuring the safe and effective delivery of an extensive range of EOTC trips and activities across Kristin from Early Education Centres to Year 13 (i.e. Little Doves through to Senior School). This requires ensuring Kristin's EOTC Policy is current and up to date and all related procedures and systems are robust and fit for purpose.

The key responsibilities of this role include maintaining and updating our EOTC Safety Management System and resources for staff, supporting staff with organising and delivering approved EOTC trips and activities and ensuring quality professional learning for staff to understand and know their roles and responsibilities.

This role also will provide the leadership and management to deliver the Middle School 'Journey' programmes, and the Duke of Edinburgh programme. It is recognised that the responsibilities within this role may mean that workload fluctuates during the year, and a flexible approach may be needed around work hours.

The Data Process and Project Leader will provide administrative support (i.e. share their existing knowledge and practice) for EOTC for one year to ensure the consolidation of the school-wide policy and procedures/systems.

REPORTS DIRECTLY TO: EXECUTIVE PRINCIPAL

KEY RELATIONSHIPS

- Junior, Middle and Senior School Principals
- EOTC Coordinators
- Data Process and Project Leader
- EOTC Trip Leaders and staff
- Head of Health and Safety
- Head of Wellbeing and Wellness Team
- Directors (Business, Sport, HR)
- Teachers and support staff (e.g. Property and Grounds staff)
- Students and their families
- Outside agencies and contractors.

SPECIFIC DUTIES – HEAD OF EDUCATION OUTSIDE THE CLASSROOM

In particular, the Head of Education Outside the Classroom is responsible for:

1. Leading the delivery of high-quality EOTC practice across Kristin

- Proactively keep Kristin at the “leading edge” with innovative EOTC offerings and a student outcome focus from Early Learning to Year 13.
- Ensure EOTC is aligned with the school's values and curriculum and is integrated into the school programmes.
- Ensure Kristin's policies related to EOTC meet best practice and current legislation.
- Ensure procedures are in place to support the school's EOTC and Health and Safety Policies.
- Complete the annual Letter of Assurance process.
- Ensure staff understand the EOTC Safety Management Plan, processes, and requirements appropriately, and are promptly informed of any changes.
- Ensure all staff follow the EOTC policies and procedures for their trip planning and implementation. (for example, activity planning, risk identification, and incident reporting).
- Ensure all incidents and/or near misses related to EOTC are accurately recorded, reported, and properly investigated, working alongside the Head of Health and Safety.
- Ensure Emergency Response systems and plans are in place and practiced regularly so everyone is prepared to respond to potential emergencies.
- Ensure the performance of the EOTC Safety Management Plan is reviewed, evaluated, and reported to the Executive Principal.
- Standard Operating Procedures and Emergency Response Guidelines are reviewed annually against current good practice and any changes are communicated to the staff.
- EOTC trip reviews are completed by staff after each activity and are analysed annually to identify trends or patterns that need addressing and rectifying.
- Initiate and lead an external review process with an outside agency to help review our EOTC Policy, procedures and systems at least every three years.
- Understand and apply the Ministry of Education EOTC Guidelines.
- Competence (skills, knowledge, experience, required qualifications) and suitability to work with young people of everyone involved with EOTC events is checked and meets good practice.
- Only staff who demonstrate competency are approved to lead EOTC events.
- Roles and responsibilities of all persons involved in EOTC are clear and understood.
- The Child Protection and Privacy policies are enacted, including any required safety checking and/or police vetting.
- Support plans are in place (where relevant) and are followed to ensure the successful inclusion of all students.
- An EOTC professional learning and development plan is in place for staff to ensure high-quality EOTC offerings are always offered.
- New staff receive EOTC induction when starting at Kristin and/or before they become involved in any EOTC events.
- There is a clear process for dealing with the media (working with the Executive Principal).
- Communication devices are available, and a communications plan is in place for EOTC events.
- Where safety equipment and/or clothing is required, it is provided, and systems are in place for correct use, safe storage and maintenance.
- Ensure that camp equipment is stored and maintained to an acceptable level to enable camps to proceed.
- Where there is deviation from the EOTC policy or procedures in the planning

and/or approval process, there is clear documentation of the reasons for it, and how it is being managed and reported to the Executive Principal.

- Ensure all external providers used meet good practice criteria and Kristin's EOTC requirements. If they provide an ‘adventure activity,’ they are a registered adventure activity provider.
- Maintain a registry of EOTC approved External Providers. Manage the approval process in conjunction with the Head of Health and Safety.
- Work with trip leaders to ensure venues are suitable for EOTC activities (some venues may require site visits).
- Maintain a summary register of all overseas and domestic multi-day trips with their progress status to support key stakeholders and the senior leadership team in managing their understanding and approval process for these trips.
- Maintain a working register of all EOTC activities to enable EOTC Coordinators and Principals to manage the approval process.
- Ensures all newly proposed trips are reviewed and that post-trip reviews/evaluations are completed by relevant staff as soon as possible.
- Be a leader through research and networking to keep informed and updated with new developments and best practices to plan and implement new initiatives and changes in Kristin's EOTC offerings.
- Work with the Data Process and Project Leader to ensure the EOTC Safety Management plan and procedures are up to date and accessible for all staff via our online system.
- Assumes all the responsibilities and duties of the “EOTC Manager” described in Kristin's EOTC Policy.
- Work closely and advise the School EOTC Coordinators to support them with processing trip applications and approvals.

- Work with the school Principals and Executive Leadership Team to support the application and approval process for overseas and high-risk trips.
- Support Deans and Trip leaders with the logistics of Camps and EOTC activities.
- Actively participate in EOTC trips and activities, e.g. school camps, and assisting where needed in domestic and international trips.

2. Creates high-quality professional standards for EOTC trips and activities at Kristin

- Is committed to and maintains standards of excellence in student outcomes.
- Consistently role models positive and professional behaviours and articulates support of Kristin's strategic vision and values.
- Lead where relevant professional learning opportunities for staff, working alongside HR to maintain staff records of qualifications and/or attestations.
- Appreciate, respect and affirm others and work effectively with all stakeholders to create a positive and collaborative school culture.
- Ensure that well-informed and positive decisions are in accordance with the school's EOTC policy (e.g. high-risk and overnight trips).

3. Successful delivery of EOTC Special Programmes

Delivery of the Duke of Edinburgh Award programme:

- Communicating and promoting to students and parents.
- Arranging all experiences and EOTC activities per our EOTC Safety Management System.
- Arranging competent staff to support Duke of Edinburgh EOTC activities when required.
- Maintenance of the student records of Award attainment.
- Meeting and supporting students with their progress through the programme.

- Registering students, booking and communicating programme activities and dates.
- Communicate directly with parents to celebrate successes and advise them of any concerns.

Kristin 'Journey' programme:

- Develop and implement a bespoke and innovative journey programme with the school Principals for students which provides an optional outdoor education experience that challenges and extends young people.
- Maintain and establish working relationships with external providers to ensure successful and safe delivery.
- Communicate and promote to students and parents and manage the selection process of students (in consultation with the relevant Deans).
- Arranging all Journey experiences as per our EOTC Safety Management System.
- Obtaining feedback for our annual review process.

4. Health and Safety

- Facilitate a safe and supportive work environment by ensuring compliance with the school's policies, procedures and legislative requirements.
- Ensure all practicable steps are taken to keep staff and students safe while on the school grounds or participating in school activities.
- Work with the school's Head of Health and Safety to help ensure all appropriate systems and practices are in place.

Conditions of Employment

- A salary will be paid according to qualifications and experience.
- The seniority of the position of Head of EOTC necessitates that the incumbent may be required to be present on campus before and beyond the regular timetabled day. This position also has an after-hours component on and off campus.
- In recognition of long service, a period of four week's long service leave will be provided after 10 years of service.
- Employees of Kristin School will respect and comply with the Staff Code of Conduct.
- Fee concessions are available to assist staff in having their children educated at the school.
- Role comes with a school laptop and mobile phone.

Selection Criteria

QUALIFICATIONS, TRAINING AND EXPERIENCE

- High level of experience and expertise within the Outdoor Education sector.
- Record of strong experience with management and organisational skills – a systematic person.
- Ability to independently take initiative, manage time, prioritise workload, and complete work projects on schedule.
- Previous success in people leadership/management, coaching and/or supervision would be an advantage.
- Current First Aid Certificate essential.

ATTRIBUTES AND SKILLS

- A high degree of professional judgement and confidentiality.
- Technical proficiency and ability to manage systems and processes – in a timely and effective manner.
- Superior organisational ability with demonstrated self-motivation and initiative in goal-setting, prioritising work and managing multiple tasks.
- Ability to analyse information, well-developed problem-solving skills and proven experience in creating solutions.
- The proven ability to work as an effective and constructive team member, with a willingness to participate fully in school activities.
- Excellent interpersonal skills, including the ability to listen and liaise effectively across all areas of a school community to achieve successful outcomes.

- The ability to contribute to the school's outdoor education/co-curricular programme.
- Proven ability to develop and maintain effective relationships with students, staff and parents from diverse backgrounds.
- Demonstrated personal resilience, including the ability to work in a demanding role, often outside of normal hours.
- Proven ability to enthuse, inspire and guide students and staff.
- A genuine interest and willingness to engage in professional development and learning opportunities and to identify suitable opportunities for others.
- Thorough understanding of contemporary student welfare and wellbeing practices.

Application Process

All applications are to include your curriculum vitae and cover letter. These are to be submitted online together with your completed Application form available at www.kristincareers.nz.

If you have any questions with regards to working at Kristin School, please contact:

Rebecca Isted – Director of Human Resources

Phone: +00 64 9 415 5097

Email: risted@kristin.school.nz

All applications will be acknowledged by email.

SELECTION TIMELINE

Advertising: 19 August - 6 September 2024

Shortlisting from: 9 November 2024

First interviews from: 16 September 2024

Second interviews from: 23 September 2024

Reference checking from: 30 September 2024

“At Kristin we provide a holistic nurturing environment, to enable every student to Progress with Vision, Integrity and Love.”



Contact

If you have any questions regarding working at Kristin School, please contact

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