

Working at Kristin

HEAD OF DIGITAL LEARNING
AND INNOVATION 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.



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

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.

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 Years 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 Years 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, one each for 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.

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 Years 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 Digital Learning and Innovation

JOB PURPOSE

The Head of Digital Learning and Innovation is responsible for the leadership, guidance and direction of digital technologies and solutions across Kristin School to support the delivery of student learning programmes and the school's Strategic Plan. Responsible for implementing school-wide systems and practices that ensure students receive a consistent, high-quality digital education experience.

Kristin School is an independent co-educational school for students from Kindergarten to Year 13, which aims to provide students with a superior all-round education to prepare them to be responsible global citizens, to think creatively, reason critically, communicate effectively and learn enthusiastically throughout life.

Key to the achievement of this vision is the school's strategy of attracting and retaining the best people.

LINE MANAGEMENT

- Reports directly to the Senior School Principal for management purposes. The role has responsibilities to the whole school.

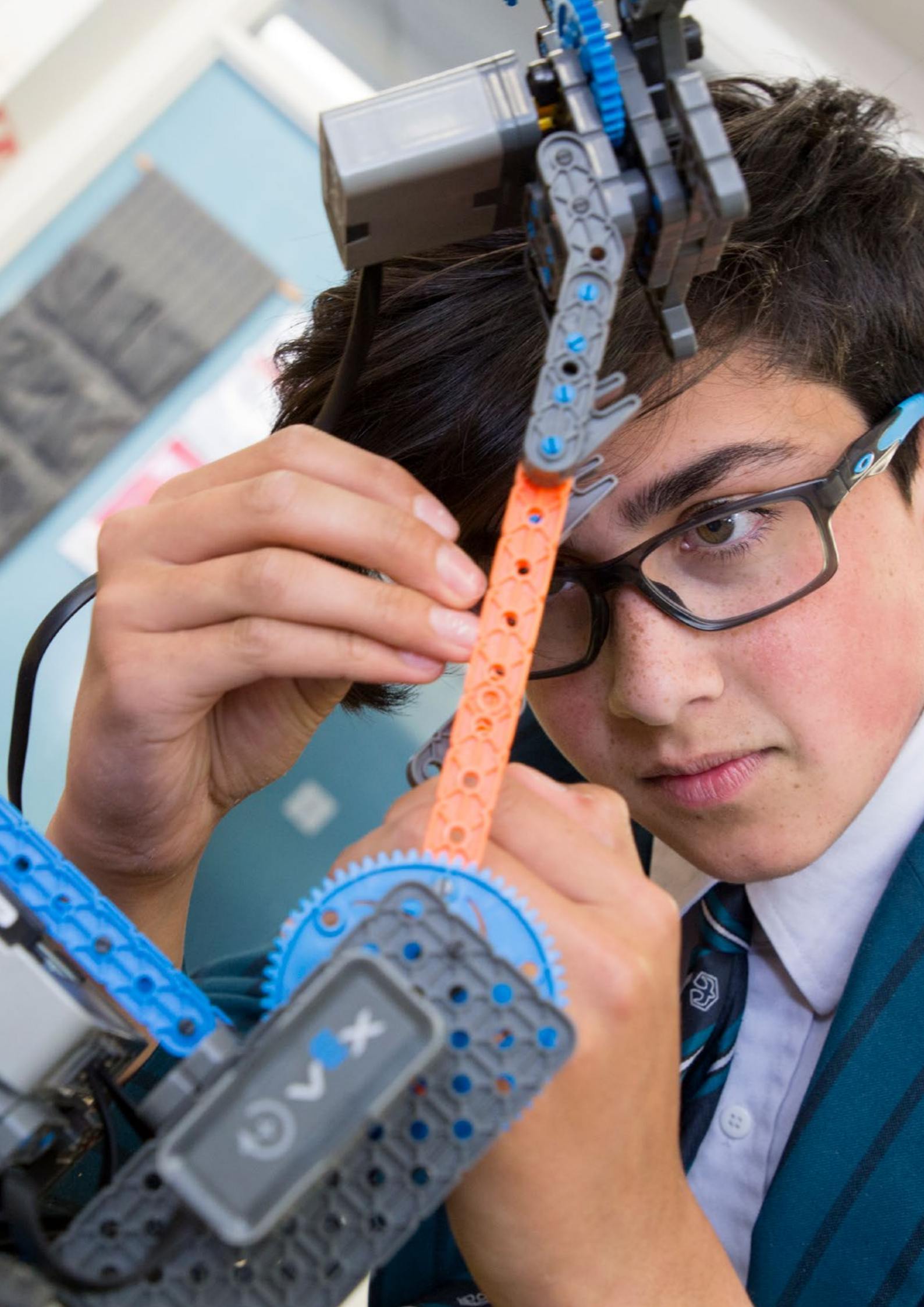
KEY RELATIONSHIPS

- School Principals and Executive Leadership Team
- Junior School Digital Learning Lead
- Head of Library Services
- ICTS team
- Teachers
- Support staff
- Students
- Digital groups.

SPECIFIC ACCOUNTABILITIES – HEAD OF DIGITAL LEARNING AND INNOVATION

Accountabilities	Responsibilities and Expectations	Performance Indicators
1. Leadership	<ul style="list-style-type: none"> Provide leadership for the school's digital technologies strategy and innovations supporting the Kristin strategic plan. Provide reliable advice for the development of future technological initiatives. Make decisions in accordance with the school's delegations of authority. Lead and model behaviours in a way that articulates, supports and furthers the school's values and strategic vision. Appreciate, respect and affirm others and work effectively with all stakeholders to create a positive and collaborative school culture. Represent the school and participate as a member of internal and external committees and organisations. Actively participate in key Kristin digital groups. 	<ul style="list-style-type: none"> Changes and innovations that will improve teaching, learning and operational areas are recommended and advanced. All decisions made were in line with the school's delegated authorities. Evidence of demonstrating appreciation, respect and affirmation for others and of working effectively with all stakeholders to create a positive and collaborative school culture. Represented the school professionally in relevant organisations and committees.
2. Digital Learning	<ul style="list-style-type: none"> Work with teaching staff to develop recommendations regarding the use of electronic tools (software and hardware) that will enhance teaching in the classroom or wherever Kristin is delivering student learning opportunities. Develop and maintain guidelines and policy regarding the electronic tools that need to be used consistently to improve the student experience and reduce unnecessary variation for students. Continuously review how other schools and educational organisations use electronic tools to enhance student learning. Keep informed of rapidly changing technology tools as a basis for considering how they might be applied at the school to enhance student learning. Help teaching staff optimise their use of digital tools to enhance their students' learning. Research leading practice in applying digital tools and technology. Recommend tools for use by Kristin teaching staff and leadership. 	<ul style="list-style-type: none"> Evidence of recommendations provided to teaching staff. Guidelines or policies are developed and explained to staff using techniques designed to optimise learning outcomes. Reports prepared on using digital tools and technology across the whole school, including recommendations for improvements. Reports and recommendations provided to the Senior Leadership Team regarding leading practice for applying the digital world in the classroom. Proactive approaches to teaching staff, including offering support in classes.

Accountabilities	Responsibilities and Expectations	Performance Indicators
3. Change Management	<ul style="list-style-type: none"> To be a role model for excellent change management practice, especially concerning changes proposed for the digital operating environment at Kristin. To foster a philosophy that recognises the importance of innovation and change at the same time as recognising that IT tools are only one dimension of innovative teaching practice. This role is intended to support innovative teaching practice and teaching development. 	<ul style="list-style-type: none"> Changes are implemented smoothly in a way that is most likely to lead to the adoption of new practice.
4. Health and Safety	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Evidence of compliance with the school's policies, procedures and workplace health and safety legislative requirements. Evidence all practicable steps are taken to ensure safe work practices, including hazard identification, accident, incident and near-miss reporting for all events and EOTC trip/RAMS forms.
5. Other	<ul style="list-style-type: none"> Attend relevant meetings as required. Attend all staff meetings. To positively support the character and values of Kristin School. Be actively involved in the life of the school, including community events, functions and promotional activities as required. Learns new skills and tools relevant to advancing the role and the services available to students and staff. Other duties as requested by the Senior School Principal. 	<ul style="list-style-type: none"> Attendance and participation at meetings as required. Evidence of attendance at all staff meetings.



Selection Criteria

QUALIFICATIONS, TRAINING AND EXPERIENCE

- Demonstrated knowledge and success of digital innovations within the education industry.
- Tertiary degree in Education or equivalent.
- Recent National Police Vetting Check (with results considered satisfactory by the School).
- Teaching experience or experience working with teachers would be helpful.

ATTRIBUTES AND SKILLS

- Ability to establish credibility and develop and maintain effective relationships with stakeholders from diverse backgrounds.
- Adeptness at enthusing, inspiring and guiding staff.
- A constructive leader and team member.
- Excellent interpersonal skills, including the ability to listen and liaise effectively across all areas of a school community to achieve successful outcomes.
- Superior organisational ability with demonstrated self-motivation and initiative in goal-setting, prioritising work and managing multiple tasks.

- Well-developed problem-solving skills and proven experience in creating solutions.
- Ability to translate strategic plans and thinking into operational plans and priorities.
- Previous success in people management, coaching and/or supervision would be an advantage.
- Outstanding verbal and written communication skills.
- A high degree of professional judgement and confidentiality.
- Ability to develop, promote and implement new and creative initiatives.
- A genuine interest and willingness to engage in professional development and learning opportunities and to identify suitable opportunities for others.
- Flexible, approachable and consistent in manner.
- A high level of energy and vitality.

Conditions of Employment

- A salary will be paid according to qualifications and experience.
- 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.
- Five weeks annual leave.
- Four weeks long-service leave after 10 years' continuous employment.

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.

Applications close on Friday 22 November 2024.

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.

“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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