

Garin College

Principal: John Maguire MEdEI, Dip Tech, NZ Nat Dip Specialist Subjects
Champion Road Richmond Nelson 7020, New Zealand
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Arts Coordinator Application Process

September 2018

Garin College

Garin College is a co-educational, integrated Catholic college, Y9–13 with approximately 500 students. Seeking an energetic and motivated administrator for the role of Arts Coordinator to work 15 hours per week during school terms only. This is a fixed term role for the 2019 school year. The Arts Coordinator will provide co-ordination and administrative support for the arts curriculum and school wide performing arts events and competitions. This role is employed as per Support Staff in Schools Collective Agreement.

Applications close 5pm Sunday 23 September 2018. An information pack is available from the Principal's PA; shonaerasmuson@cloud.garincollege.ac.nz or on our website www.garincollege.co.nz and any queries by ph (03) 5439488.

Please find attached to this email the following documentation for the position:

- Working at Garin College - Catholic School Context
- Arts Coordinator Job Description
- Application for Arts Coordinator Form
- Appointment Timeline

Additional college information can be found on our website www.garincollege.ac.nz. Please use these documents as a foundation for your application and if you require further information or would like to discuss the position in confidence we welcome you to do so.

Guidelines for Applicants:

1. Applications may be sent in an envelope marked '**Confidential**' to The Principal, Garin College 35 Champion Rd, Richmond 7020, or Email: hr@cloud.garincollege.ac.nz
2. Your application for the Assistant Principal must include;
 - **Letter of Application**
 - **Curriculum Vitae**
 - A completed and signed **Application Form** including the names of **two referees**.
3. Applications close at 5.00pm Sunday 23 September 2018.
4. All material submitted with the application will be treated in strict confidence.

John Maguire
Principal

Application for Arts Coordinator

Garin College



TO: The Principal, Garin College, 35 Champion Road, Richmond, Nelson, New Zealand

I wish to apply for the Position of Arts Coordinator at Garin College. 15 hours/week, term time only.

Full Name: Mr/Mrs/Miss/Ms

Date of Birth: ____ / ____ / ____ Email _____

Postal Address:

Phone Home: _____ Cell Ph _____

QUALIFICATIONS

Qualifications	Institution	Date of Award

QUESTIONS RELATING TO YOUR EMPLOYMENT

(Please note that failure to provide correct and true details of any conviction or reason for possible unsuitability will make you liable to dismissal from “employment by” the Garin Board of Trustees, should you be the successful applicant.)

Have you ever had a criminal conviction, received police diversion, or do you have a prosecution pending or are awaiting sentencing, or otherwise know of any reason why you might be considered an unsuitable person for employment in a school environment?	Yes/No
Are you willing to support as outlined in the “Working at Garin College” with particular emphasis on the “working in Catholic School Context” section that pertains to the special character of the school?	Yes/No
Do you authorise the board, or nominated representative, to approach persons other than the referees whose names you have supplied to gather information related to your suitability for appointment to this position?	Yes/No
Do you authorise the board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organisation, including information regarding matters under investigation, to gather information related to your suitability for appointment to the position?	Yes/No
The Staff at Garin College show strong commitment to extra curricula activities, attending and supporting school, community and parish events. Are you willing to share this commitment to additional tasks required to provide the wider education of our students?	Yes/No
Do you have, or have ever had, any medical condition or injury caused by gradual process, disease or infection, (such as occupational overuse syndrome, stress or repetitive strain injury), which the tasks of this position may aggravate or contribute to?	Yes/No

Have you ever had time off work for a back injury?	Yes/No
Do you have any other known condition that may affect your ability to carry out the duties and responsibilities outlined in the job description?	Yes/No

WORK EXPERIENCE

Please list, from current to earliest, your previous work experience. On each line, give details of the position you held (eg Event manager / Head of Faculty), the name of the school / industry / organisation, when you were there, role responsibilities and why you left.

Dates	Employer's name	Position held	Role Responsibilities	Reason for leaving

OTHER EXPERIENCE

Please add other experience or personal history relevant to the position that has not been covered in your Curriculum Vitae.

REFEREES

Referee's name	Their position and organisation	Telephone	Relationship to you
		Work: Cell:	
		Work: Cell:	

DECLARATION

In keeping with the provision of the Privacy Act, I authorise the Board of Garin College to make further inquiries relating to my suitability for the position.

I believe the information given in this application and accompanying documentation is true and correct. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

Signature of applicant _____ Date ____ / ____ / 2018



Job Description Arts Co-ordinator 2019

Key relationships with: Teachers; HoF Arts, Arts Faculty (<i>Art Teachers; Drama Teacher; Music Teacher</i>); TIC of Events; Arts Leaders; School Business Manager; EOTC Co-ordinator; Principal	Responsible to: Principal	Status: Contract - 1 Year Fixed Term Employment Details: GRADE: & Step: dependant on skills and experience Support Staff in Schools' Collective Agreement 16/06/2017-15/07/2019 Number of HOURS: 15 hours (per week) Number of WEEKS: 40 weeks (per year) weeks negotiated to fit with needs of school Hours worked DAILY: by negotiation
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Special Character: All staff have a duty to reflect and support the Special Catholic Character in their work at the school.

Purpose :
 Promote and support all Arts events/activities across the school and encouragement of student engagement in the Arts, cultural education, competitions or events.

Special Note: Whilst this role is averaged out as 15 hours/week over forty weeks, there are times when workload increases requiring attendance at evening performances or on occasions more intense and focussed work requirements to prepare and manage specific events. Out of a total of 600 hours - approx 300 hours are for the arrangements of Mahi Toi Arts Festival. *(The maintenance of a time sheet will be required to ensure commitment of time is fair and equitable).*

KEY TASKS	INDICATORS
General Duties include:	Liaise between school and community for Arts events Create partnerships with Arts based key people from the arts community Co-ordinate funding applications for all Arts areas Support faculty & other staff with co-curricular events/activities eg exhibitions, productions. Support the Student Arts Leaders in their role
Public Relations:	Promote Garin positively through curricular and co-curricular Arts
Maintain effective Communication:	Provide and publish up-to-date Arts information To support the Arts area of the school Website Promote student achievement and upcoming events in the school newsletter/signage/website To facilitate communication between school and wider arts community, collecting and distributing information, booking shows, buses, transport e.t.c

	<p>Information to all staff, students, and parents. Bookings for events; letters/permission slips and general administration of arts activities and events</p> <p>To identify and coordinate, staff, student leaders, parents, whanau, volunteers, to ensure adequate input to ensure events are adequately managed</p> <p>Events have leadership roles identified and established</p> <p>Receive correspondence and hand on to appropriate persons</p>
<p>Secretarial role - organisation of large school arts events and projects e.g.</p> <ul style="list-style-type: none"> - Te Wairua o nga Mahi Toi - Stage Challenge and Concerts - Drama Senior Productions Y11, 12, 13 - Vast Dance - Rock Quest - Prizegiving - Fashion Show - O'Shea Shield - Twilight Notes - Shakespeare Festival - Kapa Haka - Informal evening performances - Club Garin - Others as they arise 	<p>Smooth running of events: i.e;</p> <ul style="list-style-type: none"> - Confident and efficient in use of IT, database and spreadsheets - Liaison with relevant organisations - Entry forms etc - Schedules, timetables, adjudicators - Correspondence, documentation - Travel arrangements - To provide quick and efficient communications to the teaching staff - To prepare plan and organise student groupings for events - Help with creative costume design and construction - Awareness of backstage supervision - Assistance with props, overheads etc for liturgies, performances, etc <p>Backstage Support e.g. costume, props, supervision, recording systems, DVD/Digital recording equipment, painting and scenery, backdrops</p>
<p>To provide co-ordination and administrative support for Arts Faculty</p>	<p>Co-operation and support to the arts - ordering visual arts stocks, stock checks, materials preparation. Support as required with compilation of students assessment evidence</p>
<p>Health and Safety: All Staff have a responsibility to work towards ensuring that the school's health and safety policy is effective</p>	<p>Contribute to a culture of teamwork, respect and collegiality amongst staff that reflects the key objectives of this role in the organisation</p> <p>Take responsibility for personal safety and wellbeing</p> <p>The Arts Co-ordinator contributes to a safe working and learning environment:</p> <ul style="list-style-type: none"> - practising safe work methods, - proper use of safety equipment - active participation - Documentation associated a with events - EOTC / finance/ budget
<p>Privacy of Information:</p>	<p>Ensure compliance with data protection laws and safeguarding procedures in regards to:</p> <ul style="list-style-type: none"> - the collection, use and disclosure of information relating to individuals

	<ul style="list-style-type: none"> - access by individuals to information relating to that individual, held by the school - Refer to Privacy Officer issues of concern
Manage arts co-ordinator Budget	Efficient management of resources and Budget is maintained within limit.
Negotiate with the Principal to schedule events for following years calendar	Events recorded on the school calendar
Prepare an Annual Report to the Principal/Board	Events run, students participation, staff support, successes, highlights, achievements, barriers, PLD, areas for improvement self review.

SPECIAL CONDITIONS: Education is an ever-changing environment and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This job description will be reviewed annually during the appraisal process, and will be varied in the light of the needs of the school. The job description sets out the main duties of the position at the date when it was drawn up. Such duties may vary from time to time, without changing the general character of the post, or the level of responsibility entailed.

Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Boundaries: Work within the ethical considerations of a catholic institution, Individual Contract, and Professional Standards required by the school, Head of Faculty, outside school events administrators / officials. The incumbent's signature indicates that relevant school policy and procedure have been read and accepted.

Signed Arts Co-ordinator _____

Signed Principal _____

Date _____

Timeline

Garin College Arts Coordinator 2019

Guide for applicant processing

Activity	Document	Timing
Publication to All Staff	Advertisement Nelson Mail Waimea Weekly, Leader, Website	12 Sept, 15 Sept, 19 Sept, 22 Sept

Applications Close for Assistant Principal	Applications to hr@cloud.garincollege.ac.nz	23 September 2018
Shortlist by Appointments panel		24 September 2018
Short listed candidates notified		24 September 2018
Referee Checks by Principal		24 September 2018
Candidate Interviews		25 - 26 September
Notification of Appointment Candidates		27 September
Announcement to Garin Staff		28 September



Working at Garin College

Catholic School context

Garin College was established with a vision of helping the Catholic young people of the top-of-the-south become the adults they were created to be. Opened in 2002, the school also attracts many young people who are not Catholic who share in the holistic vision of a college where each student is enabled to reach their potential in a wide range of areas. We have a roll including our boarders and international students of approximately 500 pupils. Our boarders are housed in two modern homes, Mother Teresa House (Girls) and Francis Douglas House (Boys) which are found in close proximity to the school.

Garin is an Integrated Co-Educational College, with many new, exciting and innovative practices that promote outstanding student leadership and engagement including BYOD for all years. With supportive pastoral care initiatives and excellence in teaching, mentoring and coaching, Garin College enables students to achieve academically and in a wide range of arts, sporting, and leadership endeavours. Our extensive grounds and modern buildings create an enabling learning environment.

Our Vision

Garin College is a Catholic College where students reach their potential in a wide range of areas. Academic opportunity and achievement are central to our students' balanced development. Our graduates are young Christian women and men of faith, hope and integrity – people who have strong clear values, and a sense of their responsibility to make a difference. We make a particular effort to support marginalised students and those at risk of not succeeding. Garin College will observe and enact the Principles of “Te Tiriti O Waitangi” (i.e. Partnership, Participation, and Protection) to ensure whanau and pupils are acknowledged and programmes developed to enhance learning outcomes for Maori.

Our Motto

Faith and Wisdom

Our Mission Statement

We are a Catholic community striving to grow as a centre of excellence for Catholic Education and faith development in New Zealand.

Our Values

Our culture is Catholic-and we stand for Gospel values. Therefore as a community we express our faith in God by living out the teachings of Christ brought to us through the Gospels.

We Stand for:

- Generosity
- Aroha
- Rangimarie
- Integrity
- New Life

Garin College is named after Father Garin who as a servant leader, established Catholic Schooling in the Nelson region. Our four houses are named after the inspirational Catholic religious persons, Suzanne Aubert, Catherine McAuley, Saint Mary MacKillop and Euphrasie Barbier.

Our Values and the NZ Curriculum

From the New Zealand Curriculum we adopt other qualities and competencies to foster. These are compatible with the Catholic Special Character of our school. Such qualities as, communication, creative problem solving, self-management, adaptability, constructive approach to challenge, self-discipline, integrity, social skills, trustworthiness, reliability, fairness, diligence, citizenship, respect for the law, and honesty.

The key “Catholic” things in an Educational sense

The special character of a Catholic school is defined in the Integration Agreement: The school is a Roman Catholic School in which the whole school community, through the general school programme and in its religious instructions and observances, exercises the right to live and teach the values of Jesus Christ. These values are as expressed in the Scriptures and in the practices, worship and doctrine of the Roman Catholic Church.

Staff who are Catholic, and those who are not, must support the Catholic ethos of the school. We actively seek staff with a range of beliefs, philosophies and life experiences. All staff will respect and foster the special character of the school.

- ❑ Because we know God created each one of us, we try to respect each person
- ❑ We educate the whole person God created: academic, physical, spiritual, emotional, moral and creative. We find ways to develop leadership, confidence, and community spirit. We want our children to have the very best chance of a happy life. We want them to have the qualifications they need, the healthy bodies they need, and the ability to form faithful, loving relationships.
- ❑ We exercise restorative justice practices in resolving conflict when managing discipline issues.
- ❑ We have a broad vision of pastoral care that involves building a partnership with parents in the development of their child into a positive and productive adult (disciplined, good at relationships, prepared for a career and life-long education, an ethical and moral citizen, someone with a sense of their responsibility to make a positive difference in their world).
- ❑ We work out ways to help each person discover what is right and wrong – and then to act on that. Our standard is the teaching and action of Jesus in the Bible.
- ❑ We expect each person to think for themselves and to take responsibility for themselves: for their actions, for their development, and for their own happiness.
- ❑ We foster the sensitivities, values, and sense of responsibility our students will need to lead worthwhile and fulfilling lives, and an attitude that refuses to accept second best.

- ❑ Catholic schools and universities have always believed in excellence in education, and that is our goal. Secular subjects are taught for their own value and with their own objectives. Catholics believe in the value of all human knowledge. So any teaching which helps our young people to be more aware of the world and to appreciate human endeavour and learning is a contribution to the total aim of the school.
- ❑ And we look for ways to help our students develop a relationship with their Creator – something they will need if they are to remain people of hope throughout their lives.

Toward developing our school culture

Garin is a well-run school, where enthusiastic staff who want to make a difference in the lives of young people gain satisfaction in a collaborative environment and where you will work hard, gaining appreciation and results for your work. We have an emphasis on “the basics”, hard work, striving for excellence, character development, social justice, as well as making faith and Gospel values meaningful in the life of each student.

A Catholic school is a community that is part of wider communities. A community is not a 9am-4pm thing – members remain part of the group around the clock. We see ourselves as part of a larger creation, and responsible for working towards leaving our community and our world a better place. We try to help students experience the support, responsibility, and sense of achievement that can come through working in teams. We help them develop the community-building skills and attitudes they and the world need, and the determination to build a better world.

We are aware that staff in schools work very hard and that is certainly the case at Garin. Developing a community means that all of us, from the Principal to the most recently-appointed staff member have to work together to make a school a vibrant living community. To share the load involved in creating that vibrant and living community, staff need to commit our broader curriculum and wider community-building activities.

Education for the 21st Century

At Garin, our Board funds professional development to ensure we develop school-wide best practice in teaching and learning, in leadership and the well-being of staff and students. Our goal is to work more efficiently, rather than work harder. We have a huge job to do, and a huge responsibility – and Garin needs excellent staff. We have a vision of an excellent 21st Century Catholic school, and we believe it is important to be explicit in what we are looking for, so that we attract teachers and other staff with the passion to share and develop that vision.

We want you to be happy in your career, and to have the personal satisfaction of knowing you are doing a good job and making a difference in the lives of children. Your view on these things will always be heard.

Thank you for reading this paper. If these values are what you believe education should be about, and if you would like to help us develop this vision, we would be very pleased to receive your application.

John Maguire
Principal