

# Papakowhai School

Learning Together



*Kia ura to ao te kowhai*

*The kindling of the kowhai blazes*

**Learning Together**

After School Care Assistant 2019

**FUTURE FOCUS**

Showing innovation, future focused thinking and digital leadership

Respecting all people and cultures, including Maori as Tangata Whenua

Working actively with our community in the best interest of our children

Ensuring every child enjoys success

Achieving high expectations for all students

**Goals**

Planning for the future

Respecting People

Valuing good communication

Offering wide-ranging learning opportunities.

Giving quality feedback

Reviewing regularly

Respecting culture

Encouraging parent participation

Increasing student engagement

Providing quality teaching

**Strategies**

Innovating digitally

Respecting Maori

Enabling community connections

Targeting groups

Setting aspirational targets

Innovation  
Enterprise

Integrity  
Respect  
Safety

Tradition  
Communication & Participation  
Ecological Sustainability

Equity  
Creativity  
Diversity

Excellence  
Scientific Thinking

Future Focus

Treaty of Waitangi

Community Engagement

Inclusion

High Expectations

Cultural Diversity

Learning to learn

Coherence

**Principles**



**Learning Together**

## Overview

Papakowhai School is a high decile, co-ed, year 1-8 state primary school located in the suburb of Papakowhai, 3km north of Porirua City. It was opened in 1976 and currently has 21 classrooms. In 2019 the school roll will grow to approximately 520 students.

Our After School Care programme caters for approximately 40-50 children before school and 70-90 children after school.

## Vision



### Learning Together

Kia Ura to Ao Te Kowhai – the Kindling of Kowhai Blazes  
Sparking a passion for learning together and igniting children's innate potential



## VACANCY

Our After School Care programme is run by Papakowhai School, not an outside provider. You would be an employee of Papakowhai School.

We seek an assistant for our After School Care programme. This position could be up to five days a week for two hours a day depending on the suitability and availability of the applicant. We are also interested in applicants who can only work a couple of afternoons per week.

We are looking for someone who is keen and able to run outdoor activities with the children on occasion.

This position is term time only. The hours of work are 3pm – 5pm. The start date for this position is Monday 29<sup>th</sup> April 2019.

Please send your CV to Mark Smith at [mark@papakowhai.school.nz](mailto:mark@papakowhai.school.nz) .

You are also welcome to make an appointment to visit our After School Care programme. Please email me if you would like to do this.

The rate of pay will be in the range of \$17 – 20 per hour depending on the experience of the applicant.

Please note this position could be combined with our advertised teacher aide position.

Applications close Friday 5<sup>th</sup> April.

Kind regards

Mark Smith  
PRINCIPAL

[mark@papakowhai.school.nz](mailto:mark@papakowhai.school.nz)

### Job Description: After School Care Assistant

<b><i>An effective assistant will:</i></b>	<b><i>Indicators:</i></b>
Demonstrate a commitment to promoting the well-being of all students in the school	<ul style="list-style-type: none"><li>• Respect individual confidentiality</li><li>• Acknowledge and respect the languages, heritages and cultures of all students</li><li>• Provide care and ensure suitable arrangements are made for children who are sick or injure themselves at ASC</li><li>• Record any medical issues or accidents</li></ul>

	<ul style="list-style-type: none"> <li>• Contact the supervisor regarding any safety or welfare concerns</li> <li>• Administer medication as per school procedures or individual action plans</li> <li>• Identify and report health and safety issues to the supervisor.</li> </ul>
Demonstrate effective communication skills	<ul style="list-style-type: none"> <li>• Send and receive messages in a timely, friendly and efficient way to staff and parents.</li> <li>• Ensure children are signed out by parents or caregivers</li> <li>• Note or reply to messages received by cellphone in a timely way</li> </ul>
Establish and maintain effective professional relationships with staff, children, parents, caregivers and members of the public.	<ul style="list-style-type: none"> <li>• Attend ASC staff meetings and engage in informal spontaneous meetings.</li> <li>• Talk with the supervisor about any matters of concern.</li> </ul>
Demonstrate a commitment to the bicultural partnership in Aotearoa New Zealand	<ul style="list-style-type: none"> <li>• Show respect for te reo Māori me ngā tikanga</li> </ul>
Demonstrate commitment to ongoing professional development	<ul style="list-style-type: none"> <li>• Seek out and participate responsively in professional learning opportunities</li> </ul>
Reflect on their own professional practice and show a willingness to learn	<ul style="list-style-type: none"> <li>• Respond professionally to feedback from staff and professional development</li> </ul>
Implement effective learning programmes that are child-centred	<ul style="list-style-type: none"> <li>• Implement a variety of indoor and outdoor activities on a daily basis.</li> <li>• Prepare suitable refreshments for children</li> <li>• Use approaches, resources and technologies that meet the needs of the children</li> </ul>
Contribute to an inclusive and supportive environment	<ul style="list-style-type: none"> <li>• Demonstrate effective behaviour management strategies that are positive and appropriate for an ASC setting.</li> <li>• Foster trust, respect and cooperation with and among students</li> <li>• Encourage students to take responsibility for their own behaviour</li> </ul>