



APPLICATION NOTES FOR ROLE OF KAIĀRAHI TO SUPPORT GEOGRAPHY TEACHER NETWORKS 2019

1. INTRODUCTION

1.1 The New Zealand Board of Geography Teachers (NZBOGT), in partnership with Eagle Technology Ltd, has been funded by the Ministry of Education to support geography teaching practice. The focus is around building teacher capability at school/kura at regional and national levels.

1.2 The Geography Teaching Network of Expertise [NEX] takes a ‘for teachers, by teachers’ approach – encouraging peer to peer collaboration and sharing of expertise. It recognises the many informal local, regional and national geography teaching collaborations that currently exist, but also that the volunteers who lead these would benefit from extra support.

2. OBJECTIVES

2.1 This role is aimed at further developing network sustainability to enhance professional learning for teachers of NCEA Geography. The Kaiārahi role will seek to:

- provide timely advice and guidance to build capability and adaptive expertise for teachers;
- undertake activities that promote linkages between the sector and the Ministry to build shared knowledge and innovation to drive **equity** and **excellence** in Geography.

3. SCOPE OF WORK

3.1 The scope of work shall include the following:

A. Web-based network meetings (frontloading and follow-up) or cluster groups focused on needs of teachers. The following list is indicative of the breadth of topics that might be covered.

- Geography teaching for first-timers
- Supporting priority learners through geography
- Developing functional and disciplinary literacy in the classroom
- Trialling pedagogies for geographical inquiry
- Following up on NZQA ‘Best Practice’ workshops
- Evidence-based pedagogies for geography teachers
- Sorting out your moderation feedback issues

B. Occasional face-to-face support or web based support for geographically isolated teachers with identified needs

C. Ad-hoc responses to teacher requests and inquiries by telephone and email

D. Disseminating geography teacher network outcomes through the BOGT website, *The Network* newsletter, conferences etc.

E. Liaising with BOGT Executive members (e.g. Chair, Treasurer, and Project Steering Group) in order to provide evidence for reporting milestones.

4. TIMELINE

4.1 The duration of the Kaiārahi role is, in the first instance, for School Terms 1-3, 2019.

5. PERSON SPECIFICATIONS

5.1 This role would suit someone who does not anticipate being in full-time employment in 2019. The type of educational experience we are seeking to fulfil the Kaiārahi role includes:

- In-depth NZC subject knowledge, including NCEA level and recent experience teaching geography;
- Experience in leading learning (e.g. middle leadership) and facilitating learning for teachers. Note that PLD accreditation with the MOE is **not** a condition of this role;
- An established regional or national profile in the geography teaching community;
- Knowledge of current NZ education policy and recent research relevant to geography education;
- Evidence of high quality professional relationships with others;
- A confident and accurate writer, effective communicator, who has good time management skills and can work independently.

5.2 In addition we require someone who:

- Has a current practising teacher certificate
- Holds a current driver's license
- Is able to travel to venues outside of home town, with occasional overnight stays.
- Is confident with ICT (e.g. MS Office, social media, webinar, screencasts)

6. CONTRACT AGREEMENT

6.1 As an independent contractor role, the Kaiārahi will not be an employee of the NZBOGT. The contractor will be responsible for paying his or her own tax and ACC levies.

6.2 The contractor will provide a timesheet and invoice the NZBOGT monthly for work carried out (equivalent to 12 hours a week)

6.3 The NZBOGT will reimburse costs associated with undertaking the work (for example, travel, mileage, accommodation, phone calls). Other equipment will not be provided (e.g. laptop, phone).

6.4 There is no guarantee of work past the 32 weeks of the project, although it is anticipated that the Kaiārahi role will be extended into 2020.

7. REMUNERATION

7.1 Remuneration in 2019 is based on 12hrs a week (i.e. 0.3 FTE) for 32 weeks @ \$45 / hour.

7.2 Travel and accommodation, phone, & reasonable printing expenses will be reimbursed subject to receipts submitted.

7.3 Remuneration will be disbursed on monthly cycles.

8. INSTRUCTION TO APPLICANTS

8.1 Send the following three (3) documents to the Secretary of the BOGT:

j.foster@maristcollege.school.nz.

- letter of application outlining your suitability for the role
- a one-page C.V.
- a short supporting reference from, for example, a Principal / Head of Department or someone who has a professional interest in your area of work.

8.2 Include ‘Geography kaiārahi applicant’ in the subject line of your email. **Deadline: 23rd November, 2018.**

8.3 The BOGT will arrange a mutually convenient time for a brief interview with shortlisted applicants.

9. SCHEDULE OF APPLICATION PROCESS

Applications received	23 November, 2018
Short-listed applicants notified	27 November, 2018
Conference call interview (approximately 20 minutes)	Week beginning 3 December
Final decision	Week beginning 10 December