



The Gifted Education Centre

To Go Beyond the Known

SMALL POPPIES TEACHER JOB DESCRIPTION

Section A: Background

1. About Small Poppies

Our objectives:

- To challenge and "feed" the minds of the children present, at a level that is appropriate to their needs
- Provide an opportunity for gifted children to develop social contact with their peers
- To provide support for parents of young gifted children and to assist them to meet the needs of their children at home

Small Poppies Philosophy

Small Poppies is a group designed specifically to meet the needs of young gifted children and their parents. It provides an enrichment and extension programme that allows gifted children to work at their own pace and level, with children of similar abilities and with similar interests.

It provides an opportunity for parents to meet others facing similar parenting challenges.

Small Poppies is a child-centred environment in which a range of challenging learning experiences are offered. Emphasis is placed on stimulating the child's learning process, rather than on achieving any specific end result or product.

History

In July 1996, Small Poppies began as a parent co-operative venture, which came about when a group of parents with very able children found they and their children had common needs which were being overlooked in the current pre-school system in Auckland. These children needed extension activities and contact with "like minds".

Small Poppies was given charitable status by the Inland Revenue and our Trustees were incorporated as a Board under the Charitable Trusts Act 1957, in 2000.

In July 2007, the Small Poppies Charitable Trust dissolved, in order to allow the services offered under Small Poppies to be administered and nurtured under the umbrella of the George Parkyn Centre. An important feature of Small Poppies is the employment of Sue Breen; a teacher trained and experienced in working with gifted children. Her role is to work with the children extending and challenging them in a variety of ways. She trains and mentors all Small Poppies teachers, as well as maintaining her strong teaching role.

Sue also shares ideas with parents that they can use at home with their children.

Small Poppies children currently come from all backgrounds and areas of Auckland and can attend sessions from the age of two until they turn six. The Gifted Education Centre is committed to bring the Small Poppies programme to other areas of New Zealand.

2. About the Gifted Education Centre

The George Parkyn National Centre for Gifted Education was set up in 1995 to provide a professional support service for these children, their families and their schools. It is the only such centre in New Zealand. It has a very wide range of functions including providing advisory support for schools and for parents, providing professional development for teachers, supporting research, and working to improve provision for these children within the education system. It travels throughout New Zealand to provide workshops and works with universities, colleges of education, teacher resource centres, individual schools, early childhood centres and parent groups.

In late 2007, the Centre underwent a change of name, reflecting the changes of programmes offered, and to re-instate our focus for a new generation.

The Centre's largest operation is a programme called the "One Day School", which has been in operation since 1996 and now runs at various venues in both the North and South Islands. This very exciting innovation allows the gifted child aged 6 - 12 to spend one full school day each week with other children of the same age group who are genuinely like themselves and who share similar interests and ways of thinking and learning. For many this is the first time they have experienced such companionship.

Section B: About the position

As a Small Poppies teacher you will:

- belong to a team of people who enjoy working as part of a community of learners, respect each other's strengths, are committed to meeting the special needs of gifted and talented children and are prepared to be involved in meeting this aim;
- prepare an exciting and challenging programme for your students, taking their special needs into account, that is appropriate to their level of ability, interests and learning. While the professional support of the Centre director, Lead Teacher and other team members will always be available to you, you will have considerable flexibility and independence in developing programmes as you see fit;
- work with no more than twelve students on any one half-day session;
- receive your own copy of the Centre's comprehensive Teacher's Handbook;
- have an allotment of basic equipment and materials which will be replenished as needed; you will also have a modest budget to use at your own discretion for the support of your work, although we ask that you keep receipts and a note of purchases for GST purposes;
- have access to photocopying facilities and ancillary help from the main admin office of the Centre or from your local coordinator with administrative tasks;
- keep a file of your lesson plans, and maintain an attendance register and any other records necessary for efficient and effective management;
- have a paid staff meeting/professional development day to attend approximately once a semester, and the Lead teacher and Centre director will provide you with ongoing support;
- have free priority access to other professional development programmes run by the Centre.

Part C: Salaries and conditions

1. Teachers are paid at a daily pro-rata rate of \$216.82 for a fully registered teacher. Additional days per week are paid at a slightly higher rate. Small Poppies usually operates 32 weeks per year. (8 weeks per school term.)
2. Further, teachers receive recognition of a full day's pay, per class, in order to recognise the class set up at the beginning of the year, sundry admin/communication times and packing/cleaning the classroom to prepare for the holidays at the end of a year. These are titled 'non-contact' days. If you teach two days per week, you therefore receive four days 'non-contact' payment per year.
3. Small Poppies teachers have sick leave and statutory holiday leave as stipulated by law and within the Individual Employment Contract.
4. Holiday pay is paid out in full at the conclusion of each calendar year.

Part D: How to apply

First please note

1. You do not have to apply for the total number of days advertised. We are happy to have two or three teachers taking different days or half days.
2. However you must be a fully registered teacher, qualified to teach in New Zealand, OR be involved in a mentoring/support programme through a regular school sufficient to gain your full registration. The Centre is accredited to maintain full registration, but due to the fact that we do not teach the full NZ curriculum, we are unable to assist teachers towards a fully registered status.

What to do now

Please complete the attached form and send to:

The Gifted Education Centre
PO Box 10 - 010
Dominion Rd
Auckland

within one week of receipt, or sooner if possible.

- If you have any queries, please ring the Centre on 09 845 4176 or email head.office@giftededucation.org.nz.
- Short listed applicants will be contacted with a view to arranging interviews and finalising appointments as soon as possible.
- At that time, availability for training will be discussed. It is expected that any new teacher will make time for a maximum of two 5 hour days available for training prior to beginning with Small Poppies.

All applicants will be advised of the outcome as soon as possible.

We hope you will join us in making a difference for this group of children!