



## APARIMA COLLEGE

# Application Pack - Principal Position Vacancy

September 2021

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## **Presiding Member's Welcome**

Thank you for your interest in the position of Principal of Aparima College where students enjoy a family-like atmosphere, ready access to exciting outdoor learning activities and academic achievement led and supported by a dedicated staff.

Aparima College is in the seaside town of Riverton in Southland. It is a vital and vibrant part of the Riverton community offering unique and numerous opportunities for growth and development to enhance the learning experience of our students.



<https://www.aparima.school.nz/>  
<https://southlandnz.com/western-southland/riverton>

The school has enjoyed a period of stability and growth over the past four years under the excellent leadership of its current and departing principal, Cameron Davis. We seek a new Principal who will take advantage of the strong foundations in place at the College and continue to lead it in a positive manner.

In this application pack I hope you will find the information you need to consider the role. If you wish further information, you are welcome to contact Board Secretary, Tania Cleaver at [office@aparima.school.nz](mailto:office@aparima.school.nz).

A handwritten signature in black ink, appearing to read 'Lana Winders'.

Lana Winders  
Presiding Member  
Board of Trustees  
APARIMA COLLEGE

## **Timeline for Appointment**

Applications Close	12 noon Friday 22nd October
Interviews	From Tuesday 26th October
Position Commences	Term 1 2022

<b>Position Description</b>	<h1>Principal</h1>	
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	The position of Principal at Aparima College involves the following responsibilities –
<b>Leadership of the School</b>	<ul style="list-style-type: none"> <li>● Articulating the school's vision and values.</li> <li>● Providing a role model for staff and students.</li> <li>● Translating the vision and values into clear expectations of excellence both in behaviour to each other and commitment to learning.</li> <li>● Creating a safe and healthy learning environment in which students and staff can reach their potential.</li> <li>● Developing and promoting a culture that fosters achievement, ambition, and life-long learning.</li> </ul>
<b>Educational Leadership</b>	<ul style="list-style-type: none"> <li>● Ensuring effective delivery of the curriculum.</li> <li>● Ensuring diverse student needs are met through quality teaching and learning programmes.</li> <li>● Encouraging curiosity and the desire to learn.</li> <li>● Consulting with parents, caregivers, and whanau to set direction for educational achievement.</li> <li>● Reporting on and monitoring student achievement.</li> <li>● Building and sustaining a strong senior management team.</li> <li>● Fostering a collaborative environment where staff can develop and excel.</li> </ul>
<b>School Management</b>	<ul style="list-style-type: none"> <li>● Designing and delivering educational and operational plans guided by the direction of the Board, the school's strategic plan and governance policy.</li> <li>● Ensuring the smooth running of the school through implementing best practice management and operational standards including: <ul style="list-style-type: none"> <li>○ IT used effectively as a management and learning tool.</li> <li>○ Educational facilities, plant and equipment and grounds managed and maintained to optimise learning.</li> <li>○ Controlling, monitoring, and reporting on school's finances.</li> </ul> </li> <li>● Effective reporting and monitoring of educational, operational, and financial performance to provide clear evidence of achievement against objectives.</li> <li>● Implementing policy on staffing and staff management and performance including: <ul style="list-style-type: none"> <li>○ Performance appraisals</li> <li>○ Coaching and mentoring</li> <li>○ Encouraging professional development of the staff</li> <li>○ Appropriate delegation of duties and responsibilities</li> </ul> </li> <li>● Liaison with appropriate external educational and community agencies</li> </ul>

<p><b>Communication and Relationship Management</b></p>	<ul style="list-style-type: none"> <li>● Developing and maintaining effective relationships with the Board, staff, students, parents/caregivers/whanau, the wider school community, and other stakeholders.</li> <li>● Building and using clear communication channels with parents, caregivers, and whanau to ensure they have high quality information about the school and feel confident about the learning environment.</li> <li>● Encouraging and guiding staff to communicate effectively with students, parents, caregivers, and whanau.</li> <li>● Developing a culture of honest communication and respect.</li> <li>● Fostering a sense of pride and school spirit.</li> </ul>
<p><b>Governance</b></p>	<p>The Principal reports to and is accountable to the Board, through the Presiding Member. The Principal is required to achieve the objectives and standards outlined in an annual Performance Agreement developed in consultation with the Board and Principal acting as chief educational advisor to the Board. Key responsibilities include -</p> <ul style="list-style-type: none"> <li>● Meeting statutory requirements for management and control of the school.</li> <li>● Implementation of Board policy and plans.</li> <li>● Fulfilling the dual role of being a board member in his/her own right while also undertaking the role of chief executive of the school.</li> <li>● Assisting the Board with the development of the strategic and annual operational plans and budgets.</li> <li>● Advising and consulting with the Board on policy development.</li> <li>● Advising the Board of factors influencing school performance and keeping the Board informed of any risk to the school.</li> </ul>



<p><b>Essential Requirements</b></p>	<ul style="list-style-type: none"> <li>● Commitment to students - their education and wellbeing</li> <li>● Strong organisational, management and IT skills</li> <li>● Good working knowledge of legislative and procedural requirements for New Zealand schools</li> <li>● Sound understanding of annual planning, including target setting, monitoring and review</li> <li>● Proven experience in leading, developing and managing a team of people</li> <li>● Thorough knowledge of the New Zealand Curriculum, Qualifications regime and assessment and reporting requirements</li> <li>● Experience in school financial management</li> <li>● Good understanding of health and safety requirements in an educational setting</li> <li>● Understands the nature of living and working in a rural community</li> <li>● Approachable, responsive, and clear communicator</li> </ul>
<p><b>Desirable Skills and Attributes</b></p>	<ul style="list-style-type: none"> <li>● Will lead from the front;</li> <li>● Is professional;</li> <li>● Has excellent relationship building skills;</li> <li>● Will foster a strong school spirit;</li> <li>● Has a thorough understanding of school administration; and</li> <li>● Openly engages with the wider school community.</li> <li>● Relates well to teens;</li> <li>● Takes a genuine interest in students;</li> <li>● Sense of humour</li> </ul>

# Aparima College

## Application for Appointment

### IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for the position of Principal of our school.

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Please email your completed application to Board Secretary, Tania Cleaver at [office@aparima.school.nz](mailto:office@aparima.school.nz) no later than 12.00 noon on Friday 22nd October 2021.
3. Attach a curriculum vitae (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.
4. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
5. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
6. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
7. All applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.

Note: (a) In terms of a criminal conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:

- you have not committed any offence within seven (consecutive) years of being sentenced for the offence and;
- you did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) and;
- the offence was not a specified offence (specified offences are in the main sexual in nature) and;
- you have paid any fines or costs.

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences, and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible, contact the Ministry of Justice.

(b) Under the *Vulnerable Children Act 2014*, **core workers** in schools are not covered by the Clean Slate provisions. All serious sexual or violent offences against children will be included in police vetting results. The Act makes it unlawful to employ people with convictions for these offences unless they have an exemption.

8. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.

<b>Form</b>	<h1>Application for Employment</h1>	
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<b>Position</b>	<b>Location</b>	<b>Vacancy</b>
Principal	Riverton	Permanent Full Time 1 FTTE

Surname/Family name	First names (in full)
Maiden Name (if applicable)	
Full Postal Address	
Email Address	
Contact Telephone Numbers	

Please tick the appropriate boxes

<b>Proof of identity and right to work check</b>	
<i>Shortlisted applicants being interviewed will need to provide originals of two types identification (one photo ID e.g. passport, New Zealand driver licence and the other a record ID e.g. birth certificate, bank statement, a bill).</i>	
<u>Immigration information</u>	
Are you a New Zealand citizen?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If not, do you have resident status, or	Yes <input type="checkbox"/> No <input type="checkbox"/>
A current work permit	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever received a police diversion for an offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes" please detail:	
<a href="#">Click here to enter text.</a>	

<p>Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? If "Yes" please detail: <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>Click here to enter text.</p>
<p>Are you awaiting sentencing or have charges pending? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>If "Yes" please state the nature of the conviction/cases pending:</p> <p>Click here to enter text.</p>
<p>In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and your ability to do the job? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>If "Yes", please elaborate:</p> <p>Click here to enter text.</p>
<p>Have you ever been the subject of any concerns involving student safety? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>If "Yes" please detail:</p> <p>Click here to enter text.</p>
<p>Have you had any injury or medical condition caused by gradual process, disease, or infection, such as occupational overuse syndrome, stress, or repetitive strain injuries, which the tasks of this position may aggravate or contribute to? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>If "Yes", please detail:</p> <p>Click here to enter text.</p>

## Educational Qualifications

<p>Please state your highest secondary level qualification:</p>
<p>Please state your tertiary level qualifications/s:</p>
<p>Please state any other qualifications that relate to the position:</p>



## Employment History

Please outline your most recent employment history, beginning with your current or latest employment.

Period Worked	Employer	Position Held	Reason for Leaving

## Referees

Please provide the names of at least three people who could act as referees for you. At least one of these should be able to attest to your most recent work performance (please indicate in the table below).

If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

Name	Contact details (organisation and address)	Phone (landline preferred)	Relationship

*Authority to approach other referees*

I authorise the Aparima College Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I authorise the Aparima College Board, or nominated representative, permission to access any information held by the Teaching Council of Aotearoa New Zealand or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.
- I know of no reason why I would not be suitable to work with children/young people.
- 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	Date
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**Note: If completing this electronically a hard copy (signed) must be provided.**