



Diamond Harbour School
Te Kura o Te Waipapa

Te Kura o te Waipapa Diamond Harbour School

13 Hunters Road
RD 1, Diamond Harbour 8971
Ph: 03 338 2472

Tumuaki/Principal Position Information Package

Please complete this form and send it with your cover letter, CV, and any other supporting documents in one PDF document.

Your personal details

Surname	
First names	
Preferred name	
Address	
Home phone number	
Cell phone number	

Registration details

Registration number	
Expiry date	

Your current position

School	
Date appointed	
Title of position	

Educational qualifications

Please do not send copies of your qualifications in your application.

As this is a Word document, please amend the table or add rows if needed.

Type of qualification	Date received	Received from

Recent work history

Please provide details of relevant work history for the last 10 years.

As this is a Word document, please amend the table or add rows if needed.

School	Position	Dates	Responsibilities in brief

Professional development

Please list any professional learning or development you have taken part in over the last three years. Again, please do not send copies of certificates or other materials in your application.

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Activity	Key purpose	Dates	Provider

Identity verification, right to work and criminal record

I am a New Zealand citizen.	<input type="checkbox"/>
In accordance with the Privacy Act, I authorise the Te Kura o Te Waipapa Diamond Harbour School Board or nominated representative to obtain further information from the referees listed in this application.	<input type="checkbox"/>
I also authorise the Te Kura o Te Waipapa Diamond Harbour School Board or nominated representative to contact relevant persons not listed as referees, and I consent to these persons disclosing relevant information to the position.	<input type="checkbox"/>
I have been the subject of a complaint about the safety of a student. <i>If yes, please give brief details of the complaint here.</i>	<input type="checkbox"/>
I have pending charges of an offence against the law.	<input type="checkbox"/>
I have been convicted of an offence against the law – if yes, please give brief details and dates below unless the offence was more than 7 years ago, you did not serve a custodial sentence for the offence, or the offence was stated in the Vulnerable Children’s Act 2014. You should note that applicants convicted of an offence specified under Schedule 2 of the Vulnerable Children’s Act 2014 may not be employed to work with children unless an exemption has been obtained. <i>Please provide any relevant information here.</i>	<input type="checkbox"/>
I know of no reason why I would not be suitable to work with children or young people.	<input type="checkbox"/>
Are there any factors that should be disclosed to the Te Kura o Te Waipapa Diamond Harbour School Board or nominated representative to help them assess your suitability for appointment and your ability to do the job? <i>If yes, please provide relevant details here.</i>	Yes / No

Referees

Please do not send copies of your qualifications with your application.

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Referees name	Position	Mobile	Work phone

Criteria and information in support of your application

The position requires applicants to meet criteria outlined in the Person Specification and Job Description. Please briefly provide evidence here of how you have met these criteria in the past.

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Criteria/ quality	What have you done to demonstrate this? (Referees may be asked to verify)
<i>Relational and visible leadership that builds trust with students, staff, and whānau through communication and engagement.</i>	
<i>Understanding of curriculum and quality teaching that improves student outcomes.</i>	
<i>Strategic leadership and leading through change.</i>	
<i>Building positive staff culture and supporting teachers to succeed.</i>	
<i>Leading diverse communities and implementing inclusive practices that support all ākonga to thrive.</i>	
<i>Cultura competence and enacting the principles of Te Tiriti o Waitangi in school life.</i>	

Confirmation

I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that all claims made in this application may be checked.

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 dismissed.

Name: _____ **Date:** _____

There is no need to sign this – your cover letter should be signed and will act as a signature for this application form.