



Diamond Harbour School
Te Kura o Te Waipapa

Te Kura o te Waipapa Diamond Harbour School

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Tumuaki/Principal Position Information Package

Kia ora, Thank you for your interest in the Tumuaki/Principal position at Te Kura o Te Waipapa Diamond Harbour School.

This application pack has been developed to provide an authentic overview of our kura, our community, and the leadership we are seeking. The content of this pack is informed directly by engagement with our students, staff, whānau, and wider community, and is grounded in what matters most to those connected to our school. Their priorities for our kura have shaped both the leadership profile and direction of this recruitment process.

Te Kura o Te Waipapa Diamond Harbour School is a hub for our local community in a beautiful harbour-side setting. We are proud of the strong relationships we have with our whānau and community, our natural environment, and the opportunities these provide for rich, place-based learning.

We are seeking a Tumuaki who can build on these strengths while leading the school forward with clarity, purpose, and ambition. We need someone with a vision for quality education who can strengthen a positive work and learning culture that our community can be proud of.



Our School

Te Kura o Te Waipapa Diamond Harbour School is a state co-educational primary school located in the Diamond Harbour community, across the harbour from Ōtautahi Christchurch.

Our kura sits at the heart of a close-knit and engaged community. Relationships are a defining feature of school life, and there is a strong sense of belonging for students and whānau. This is supported by our unique environment.

We are guided by five key values that underpin everything we do:



The school benefits from:

- A unique natural environment that supports outdoor and place-based learning
- Strong community identity and pride
- Positive relationships between staff, students, and whānau
- A commitment to providing meaningful and engaging learning experiences

Feedback from our community highlighted that our school is valued for having a warm and welcoming culture, a strong relational foundation for building connections across whānau, kaimahi, and Tamariki, and a sense of connection and identity as a community school.

At the same time, there is a clear desire to continue strengthening the school's direction, reputation, and outcomes. This includes further strengthening our school's culture and supporting our positive learning and working environments.



Our Community

Diamond Harbour is a distinctive community, physically separated from Ōtautahi with more of a semi-rural character. There is a strong and proud local identity and strong whānau connections.

Our community is:

- Engaged and invested in the success of the school and positive outcomes for tamariki
- Supportive of staff and leadership toward creating a safe learning environment
- Proud of their community, identity, and of the school as a community hub

Whānau value:

- Visibility and approachability of leadership
- Clear communication and trust
- Opportunities to be involved in school life

There is also a recognition that community engagement needs to be ongoing, sustainable, and authentic. Leadership presence is important, but it is in the context of school as part of the community rather than living in the community.



What Makes Our School Special

As part of this process we asked our community to comment on what makes the Te Kura o Te Waipapa Diamond Harbour School and its community unique. Some frequently referenced themes were:

Strong Relational Foundations

Relationships are central to the school. Students are known, supported, and valued as individuals. Trust and connection underpin daily interactions.

Place-Based Learning Environment

The harbour setting provides unique opportunities for authentic, experiential learning that connects students to their environment and community.



Community Connection

The school is an important part of the local community, with strong expectations around visibility, communication, and partnership.

Positive Culture with Potential to Grow

There is a strong base of goodwill and commitment, alongside a desire to continue strengthening staff culture, morale, and collective direction.



The Opportunity

This is a great opportunity for a leader to grow their strategic and aspirational leadership expertise and practice their relational capabilities.

The school is ready for a Tumuaki who can:

- Build on strong relational foundations within a well-connected community
- Strengthen teaching and learning outcomes
- Lift staff culture, performance, and engagement in a safe and positive work environment
- Provide clear strategic direction
- Enhance the school's reputation and future sustainability

The community is seeking a leader who is:

- Aspirational and future-focused
- Able to lead meaningful, positive change
- Capable of taking staff on a journey while maintaining trust and cohesion

Key areas of focus for the next Tumuaki include:

- Strengthening student achievement and engagement
- Strengthening a cohesive, high-performing, safe and positive staff culture
- Establishing clear expectations and accountability
- Leading strategic improvement and direction
- Maintaining strong, authentic relationships with the community

This role will suit a leader who is motivated, growth-oriented, willing to learn, and ready to make a meaningful impact for the coming years.



Person Specification

The Board is seeking a Tumuaki who can lead Te Kura o Te Waipapa Diamond Harbour School positively forward with clarity, purpose, and ambition. The successful candidate will demonstrate strong relational capabilities to be able to engage our community, and will lead with warmth and integrity while being strategically minded.

1. Relational Leadership and Community Engagement

The Tumuaki will:

- Build strong, trusting relationships with students, staff, and whānau
- Communicate clearly, openly, and respectfully
- Be visible and approachable within the school community
- Engage authentically with the community
- Understand that strong relationships underpin effective leadership and engagement

2. Strategic and Aspirational Leadership

The Tumuaki will:

- Provide clear direction and vision for the future of the school
- Be purposeful, aspirational and effective in managing change
- Demonstrate ambition for improving outcomes and strengthening the school's reputation
- Have a long-term focus while attending to immediate priorities
- Align school direction with community aspirations and national priorities

3. Staff Leadership and Culture

The Tumuaki will:

- Build a positive, cohesive, and motivated staff culture
- Lift performance, expectations, and professional standards
- Support staff development while addressing underperformance when required
- Create clarity, consistency, and accountability
- Foster collective ownership and shared purpose

4. Teaching and Learning Expertise

The Tumuaki will:

- Demonstrate strong knowledge of effective pedagogy
- Lead improvement in student achievement and engagement
- Support high-quality teaching practice across the school
- Use appropriate data and evidence to inform decision-making

- Strengthens curriculum delivery and consistency

5. Organisational and Operational Capability

The Tumuaki will:

- Effectively manage people, systems, and resources
- Ensure strong financial oversight and planning
- Maintain high standards in health and safety and compliance
- Implement sustainable systems and processes
- Work effectively with the Board

6. Cultural Competence

The Tumuaki will:

- Demonstrate commitment to Te Tiriti o Waitangi
- Practice culturally responsive leadership
- Engage respectfully with diverse identities and perspectives
- Support inclusive and equitable outcomes for all learners

7. Professional Experience

The Tumuaki will demonstrate:

- Proven leadership experience in a primary or similar setting
- Experience leading improvement and/or change
- Demonstrated ability to work with Boards and external agencies
- Experience appropriate to a small school context

Tumuaki Job Description

Te Kura o Te Waipapa Diamond Harbour School

Position title	Tumuaki / Principal
Responsible to	Te Kura o Te Waipapa Diamond Harbour School Board
Working relationships	Internal: Te Kura o Te Waipapa School Board, Deputy Principal, All School Staff, Students, Whānau External: Ministry of Education, Teaching Council of Aotearoa New Zealand

Employment status: Permanent

Full-time

Delegations

The Tumuaki is responsible for successful management, operation and professional leadership of the school, including by taking direction from the Te Kura o Te Waipapa Diamond Harbour School Board, the Te Kura o Te Waipapa Diamond Harbour School Strategic Plan, and all Board policies, procedures and delegations.

Working relationships

The Tumuaki:

- Ensures the wellbeing and educational achievements of all students.
- Works with the Board and members of staff in a way that is respectful, supportive and collaborative.
- Builds and strengthens positive relationships with parents, whānau, and the wider school community.
- Promotes the interests and profile of the school when dealing with external agencies.

Purpose of the position

To work as an effective and inspirational teacher and school leader to the staff and students of Te Kura o Te Waipapa Diamond Harbour School to further the purpose and values of the school in accordance with the policies of the Te Kura o Te Waipapa Diamond Harbour School Board and national education legislation and guidelines.

The Tumuaki's first responsibility is to carry out the professional duties of a school leader in accordance with the policies of the Board and to assist with the successful implementation of the Te Kura o Te Waipapa Diamond Harbour School Strategic Plan and national education guidelines.

This job description sets out the Tumuaki's duties and responsibilities and forms the reference point for the professional growth cycle.

Key responsibilities	Appraisal indicators
Uphold, maintain and support the Te Kura o Te Waipapa Diamond Harbour School Strategic Plan	All that you do seeks to uphold, maintain, and support the purpose, vision and strategic goals for our school as set out in the document: <i>Te Kura o Te Waipapa Diamond Harbour School Strategic Plan</i>
Adhere to the Teaching Council of Aotearoa New Zealand Code of Professional Responsibility	All that you do is in accordance with the document: <i>Teaching Council of Aotearoa New Zealand Code of Professional Responsibility</i>
Adhere to the Teaching Council of Aotearoa New Zealand Standards for the Teaching Profession	All that you can do is in accordance with the document: <i>Teaching Council of Aotearoa New Zealand Standards for the Teaching Profession</i>

Key Responsibilities

Area of responsibility	Expected outcomes
<p>Teaching and Learning</p> <p><i>The Tumuaki provides strategic and professional leadership for teaching and learning across the Te Kura o Te Waipapa Diamond Harbour School, ensuring that all ākonga are supported to experience success, progress, and wellbeing.</i></p>	<p>The Tumuaki:</p> <ul style="list-style-type: none"> • Leads a coherent, inclusive school-wide approach to teaching and learning that reflects the New Zealand Curriculum, the school’s local curriculum, and the school’s child-centred philosophy. • Ensures literacy and numeracy achievement continues to strengthen while recognising engagement and belonging as foundational for learning. • Sets clear expectations for high-quality teaching practice, learner progress, and equitable outcomes for all learners. • Uses school-wide data and evidence, including achievement, engagement, and attendance information, to guide improvement and respond to emerging needs. • Ensures systems are in place to monitor ākonga progress and provide timely, effective support. • Leads and supports professional learning, inquiry, and collaborative practice to build staff capability and consistency across the school. • Ensures inclusive practice is embedded across the school to ensure learning is culturally responsive, developmentally appropriate and responsive to the diverse identities, languages, and strengths of ākonga. • Promotes culturally responsive pedagogy and ensures Te Reo Māori, Te Ao Māori, and Tikanga Māori are visible and meaningful within teaching and learning. • Ensures learning support systems are robust, sustainable, and responsive to complex ākonga needs. • Builds strong partnerships with whānau to support attendance, engagement, and shared responsibility for learning. • Maintains safe, calm, and well-managed learning environments that balance high expectations with relational practice. • Upholds student wellbeing as integral to learning and achievement, recognising that holistic support enables academic progress.

<p>Leadership</p> <p><i>The Tumuaki provides visible, values-led, and consistent leadership that strengthens trust, cohesion, and clarity across Te Kura o Te Waipapa Diamond Harbour School.</i></p>	<p>The Tumuaki:</p> <ul style="list-style-type: none"> • Ensures the safety, wellbeing, and dignity of all ākonga, maintaining a school environment that is inclusive, calm, and relationally strong. • Actively models and promotes the school’s values and philosophy. • Maintains a strong and visible presence in the life of the school, including in classrooms, community events, and interactions with the community. • Provides clear, consistent, and fair leadership, particularly in relation to behaviour expectations, professional standards, and difficult decision-making. • Promotes high expectations of student achievement, engagement, and wellbeing. • Ensures school goals are clearly set and that programmes are developed to meet these goals, including those outlined in the local curriculum, the New Zealand Curriculum, National Education and Learning Priorities, and the school’s strategic and annual plans. • Upholds Te Tiriti o Waitangi in action and ensures bicultural commitment is visible in leadership decisions and school culture. • Oversees the planning and evaluation of school-wide initiatives and programmes to ensure progress, cohesion, and sustainability. • Demonstrates strong understanding of inclusive, trauma-informed, and evidence-informed approaches to education and wellbeing. • Builds leadership capability within the school, fostering distributed leadership and collective responsibility. • Engages in ongoing professional learning and reflective practice to strengthen leadership effectiveness.
<p>School Culture and Relationships</p> <p><i>The Tumuaki fosters a strong, inclusive, and relational school culture that reflects the identity and values of Te Kura o Te</i></p>	<p>The Tumuaki:</p> <ul style="list-style-type: none"> • Maintains a safe and welcoming environment where ākonga are respected and supported to belong. • Protects and strengthens the inclusive culture of the school, ensuring that diversity of culture, language, identity, and lived experience is affirmed in everyday practice.

<p><i>Waipapa Diamond Harbour School.</i></p>	<ul style="list-style-type: none"> • Is visible and approachable with ākongā, kaimahi (staff), whānau, and the wider community, engaging regularly in informal and formal settings. • Builds trust with whānau through clear, respectful, and transparent communication, particularly in matters relating to behaviour, wellbeing, and learning. • Promotes a sense of collective responsibility, fostering collaboration and unity across staff. • Maintains clear and consistent communication with staff, ensuring expectations are understood and relationships are professional and respectful. • Ensures bicultural commitment is visible in school culture, events, and daily practice. • Manages conflict fairly and constructively, addressing issues directly while maintaining relational integrity. • Communicates clearly and confidently with a wide range of audiences, including ākongā, staff, whānau, community partners, and the Board. • Represents the school positively within the wider community and strengthens partnerships that support student wellbeing and engagement.
<p>Policy and Programme Management</p> <p><i>The Tumuaki ensures that school policies and programmes are coherent, compliant, and responsive to the unique context of Te Kura o Te Waipapa Diamond Harbour School.</i></p>	<p>The Tumuaki:</p> <ul style="list-style-type: none"> • Develops, implements, and monitors policies and programmes that meet legislative and national education requirements while aligning with the school’s strategic direction and inclusive philosophy. • Ensures policies reflect the social, cultural, and economic realities of the Te Kura o Te Waipapa Diamond Harbour School community, avoiding “one-size-fits-all” approaches and promoting equitable practice. • Leads the development and implementation of the school’s Strategic and Annual Plans, ensuring goals are realistic, measurable, and responsive to growth and community priorities. • Monitors progress against strategic goals and reports clearly and regularly to the Board. • Ensures programmes and systems support inclusive education, equitable resourcing, and sustained improvement in teaching and learning.

	<ul style="list-style-type: none"> • Reviews and evaluates school policies and initiatives to ensure they remain effective as the roll grows and the needs of learners evolve. • Maintains alignment between policy, practice, and the lived values of the school.
<p>Staff Management</p> <p><i>The Tumuaki leads and supports staff in a way that builds unity, capability, and professional consistency across Te Kura o Te Waipapa Diamond Harbour School.</i></p>	<p>The Tumuaki:</p> <ul style="list-style-type: none"> • Supports the Board to meet its good employer obligations. • Supports the Board to ensure the school is appropriately staffed. • Builds leadership capability within the staff, delegating responsibility appropriately and fostering distributed leadership. • Implements and leads the Professional Growth Cycle in a way that strengthens teaching practice, accountability, and collective responsibility. • Provides guidance, regular feedback, and motivation for staff while support staff wellbeing. • Fosters a collaborative, respectful staff culture grounded in shared purpose and mutual support. • Supports professional learning aligned with school priorities, including inclusive practice, literacy and numeracy improvement, and culturally responsive practice. • Addresses performance or conduct concerns fairly and constructively, maintaining relational integrity while upholding standards. • Ensures effective induction and mentoring for new staff, particularly as the school grows and systems scale. • Actively monitors staff wellbeing and works to prevent burnout through clear systems, workload awareness, and strong communication.
<p>Financial Management</p> <p><i>The Tumuaki exercises transparent and effective financial stewardship to support the school.</i></p>	<p>The Tumuaki:</p> <ul style="list-style-type: none"> • Ensures sound day-to-day financial management through effective planning, budgeting, and forward forecasting, particularly in the context of roll growth. • Operates within the approved annual budget and Board financial policies, maintaining strong internal controls and compliance. • Monitors expenditure carefully and provides clear, regular financial reporting to the Board.

	<ul style="list-style-type: none"> • Allocates resources strategically to support equitable access to learning, including learning support staffing, attendance initiatives, and barrier-reducing supports. • Advocates for external funding and resourcing to ensure students and whānau are supported effectively. • Ensures that financial decisions align with the school’s inclusive philosophy and strategic priorities. • Supports audit, compliance, and reporting requirements in a timely and accurate manner.
<p>Health, Safety, Property and Resources</p> <p><i>The Tumuaki ensures that the physical environment, resources, and supervision systems support safe, inclusive, and effective learning.</i></p>	<p>The Tumuaki:</p> <ul style="list-style-type: none"> • Ensures the school environment is safe, healthy, and secure. • Oversees effective supervision systems that promote positive behaviour, belonging, and student safety. • Supports the acquisition, management, and maintenance of equipment and resources. • Supports the Board to plan for property development and space utilisation. • Ensures learning environments are appropriately resourced to meet diverse learner needs. • Protects and sustains key school initiatives and practical supports that remove barriers to learning. • Ensures health and safety policies and procedures are implemented consistently and reviewed regularly. • Promotes responsible stewardship of school assets and resources.
<p>Other Responsibilities</p>	<p>The Tumuaki:</p> <ul style="list-style-type: none"> • Actively participates in professional learning and development. • Leads and participates in staff meetings, assemblies, and key school events. • Undertakes other reasonable duties as required.
<p>General Responsibilities</p>	<p>The Tumuaki:</p> <ul style="list-style-type: none"> • Acts professionally and ethically at all times. • Ensures the safety and wellbeing of students at all times. • Complies with all Board policies, school procedures, and relevant legislation.

Timeline

As part of this package, you have been sent an application form which should be completed and returned if you intend to apply for the position. **Please note that all applications are to be submitted electronically and no paper copies or CVs are to be submitted.**

In your application, include a formal letter of application addressed to the Board, as well as your Curriculum Vitae (CV).

There is no requirement to provide written referee forms. We will contact those you list as referees, so please ensure you provide full, correct contact details for them.

Relevant dates:

3 April 2026	Applications close
3 April 2026	Shortlisting and reference checks begins
13 April 2026	Interviewing begins
23 April 2026	Board confirms appointment
27 April 2026	Tumuaki appointment announced to school community
Term 3, 2026	Start date

Applications are to be sent by e-mail to Gabrielle Wall at gabrielle@dandgconsulting.co.nz

Please get in touch if you have any questions regarding this position, the recruitment process, or the school and Diamond Harbour community.

You should send as PDF documents:

- Your formal letter of application
- The completed application form
- Your CV
- Any other supporting documentation

All applications will be acknowledged by return e-mail.