



# Duntroon School

## PRINCIPAL APPLICATION PACKAGE



NOVEMBER/DECEMBER 2024

PLEASE ENSURE YOU READ THROUGH THE INFORMATION PACKAGE  
AND IF APPLYING RETURN ALL OF THE REQUIRED  
INFORMATION.



Dear Applicant,

The Duntroon School Board of Trustees welcomes your expression of interest in the Principal position at our vibrant and growing school.

This document includes:

- School Profile
- Application Form
- Person Specifications
- Important Notes for Applicants

Duntroon School is a well-resourced full primary school located in the picturesque North Otago town of Duntroon. Serving a broad catchment area that includes the Waitaki Valley and Danseys Pass regions, our school is proud of its enthusiastic learners who actively engage in a wide variety of activities. We are supported by a dedicated Home and School committee and a highly involved community.

With a current roll of 102 students taught across four mixed year-level classrooms, we are preparing to expand to five classrooms in 2025 to accommodate continued roll growth. Our team of highly capable and collaborative teachers and teacher aides works diligently to provide diverse opportunities that engage and inspire students to become successful, lifelong learners. We emphasize targeted support for identified learners and ESOL students through personalized teaching in one-on-one or small-group settings, ensuring every child's specific learning needs are met.

Duntroon School is proud of its strong school culture—a foundation built on respect, inclusion, and collaboration. We aim to not only maintain but continually strengthen and enhance this culture to ensure a thriving environment for learning and connection. By fostering a culture of positivity, innovation, and shared purpose, we aim to support both students and staff to achieve their best.

As a school in a strong financial position, with clear processes, excellent resources, and a capable and committed team, Duntroon School is well-placed to make a meaningful impact on student achievement and community well-being. We are looking for a Principal who will leverage these strengths to continue driving improvement, inspire our team, and lead the school into an exciting future.

We emphasize authentic learning contexts, drawing on the unique features of our surroundings to enrich the educational experience. Our mission is to equip students with the skills and confidence they need to excel in their future endeavors.

Duntroon School embraces its strong connection with the community and caters to an increasingly diverse student population. The successful candidate will be expected to actively participate in both school and community activities.

More information about our school can be found on our website: [www.duntroon.school.nz](http://www.duntroon.school.nz). If you have any questions, please don't hesitate to contact me directly at [boardoftrustees@duntroon.school.nz](mailto:boardoftrustees@duntroon.school.nz)

We look forward to receiving your application.

Kind regards,

Nathan McLachlan  
Chairperson, Board of Trustees



## School Profile

### Our Values

Respect, Honesty, Perseverance, Cooperation, and Inclusion

At Dunroon School, our values are at the heart of everything we do. These principles guide our interactions, shape our community, and inspire the way we teach and learn. We take immense pride in maintaining high expectations as a collective, reflected in the respectful and positive relationships between students, teachers, and visitors to our school.

From their very first day at Dunroon School, every child is immersed in our values. These are not just words on the walls of our classrooms—they are actively taught and lived daily. Our students and their families deeply appreciate the role these values play in fostering a supportive and effective learning environment, preparing children to succeed both academically and personally.

### Our Students

Dunroon School's students hail from across the beautiful Waitaki Valley, including areas such as Otekaike, Livingstone, Danseys Pass, Tokarahi, and the township of Dunroon itself. With three school buses bringing the majority of our children to school, we are proud to serve a broad rural community. Our students embody the best qualities of rural life. They are enthusiastic learners, enjoy physical and sporting activities, and approach challenges with a practical mindset. They demonstrate compassion, empathy, and a willingness to help others, creating a warm and welcoming environment for everyone, including new students.

### Current Strengths and Focus Areas

Dunroon School benefits from a dedicated team of collaborative staff and an engaged, forward-thinking Board of Trustees. Together, we are committed to providing a well-rounded, high-quality education for every child.

Key strengths and focus areas include:

- Proven Curriculum Resources:
- We have successfully implemented PR1ME Mathematics, BSLA in junior classes, and The Code in senior classes, ensuring consistent, high-quality learning opportunities across all year levels.
- Strong Family Engagement:
- Communication with whānau is a priority. Through meet-the-teacher afternoons, interviews, newsletters, weekly teacher emails, and platforms like Skool Loop, we keep parents informed about their children's progress and actively encourage their involvement. We have robust systems for clearly and concisely reporting to parents.
- A Culture of Excellence:
- Our vision and values set the foundation for high expectations. Students understand that their goal is to be the very best they can be, and they are supported in striving to achieve this.
- Nurturing Relationships:
- We prioritize building strong connections among students through initiatives like house group assemblies, buddy reading, term treats, and hands-on, topic-based learning activities. These foster a sense of belonging and community across all year levels.
- Continuous Progress Monitoring:
- We regularly review every student's progress across core subjects, enabling us to track clear learning progressions. This process ensures that teaching strategies are tailored to meet individual and group needs, and students are consistently supported to reach their full potential.

By joining Dunroon School, you will have the opportunity to lead a school that is not only deeply rooted in its values but also forward-focused, committed to nurturing lifelong learners, and passionate about fostering meaningful connections within our school and community.

## ADVERTISEMENT

### Duntroon School U3 Principal

Duntroon School is a Year 0-8 school in the heart of the Waitaki Valley. We have a roll of 104 students and are set to grow next year with the opening of our 5 th classroom to start 2025. We need a passionate and enthusiastic leader to take on the role of Principal here at our school.

Our mission is to be the 'best' we can be. Ko te pai e taea e tatou!

Believe in myself

Empowered to Learn

Socially Responsible

Thinkers and Learners for life

Our new principal will continue to drive this vision and do the 'best' for every student that walks through our gate.

We have an experienced and committed teaching and support staff along with a very supportive board of trustees.

We welcome visits to the school.

The start date for this position is negotiable.

Duntroon School Principal (U3) Full Primary (104) students 40 km inland from Oamaru in the Waitaki Valley  
Applicants must possess positive and strong leadership qualities, up-to-date curriculum knowledge/assessment practice and the ability to foster the unique character of the school.  
Effective communication skills, a good sense of humour and the ability to engage in school and wider community activities are essential.

## PROPOSED APPOINTMENT TIMELINE

Advertised in Education Gazette online Tuesday 26 November

Applications close 3pm Friday 20 December

Shortlisting begins Friday 20 December

Proposed date for interviews TBC

Position commences The ideal start date for this position is the beginning of Term 1, 2025, but we are flexible for a Term 2 start if required.

# Principal Position Application Form

Email application to:

boardoftrustees@duntroon.school.nz

Position applied for:

Principal

## Personal Details

Surname

Given names

Preferred name

Address

Contact details

Home

Work

Mobile

Email

Certificated teacher status



Registration number

Expiry date

Certificated

Provisionally certificated

Not certificated

## Present position

School

Date appointed

Type of appointment

Can we contact your present school about this position?

Yes

No

## Educational Qualifications

Type of qualification

Received from

Date



## Confirmation

1	I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my 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.	Yes	No
2	I am legally entitled to work in New Zealand in the role applied for (i.e. as a New Zealand or Australian citizen/permanent resident or holder of a current and valid work visa or residence visa).	Yes	No
3	I am currently registered to teach in New Zealand.	Yes	No
4	In accordance with the Privacy Act 2020, I authorise the board of trustees to obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board	Yes	No
5	<p><b>STUDENT SAFETY</b> - Cross out the statement that doesn't apply to you.</p> <p><input type="radio"/> I have never been the subject of a complaint about the safety of a student.</p> <p><input type="radio"/> I have been the subject of a complaint about the safety of a student. Please give dates and details:</p>		
	<p><b>OFFENCES AGAINST THE LAW</b> - Cross out the statements that don't apply to you.</p>		

	<ul style="list-style-type: none"> <li>I have never been convicted of an offence against the law (excluding minor traffic convictions).</li> </ul>
	<ul style="list-style-type: none"> <li>I have no pending charges of an offence against the law.</li> </ul>
	<ul style="list-style-type: none"> <li>I have been convicted of an offence against the law. Please give dates and details:</li> </ul>
	<ul style="list-style-type: none"> <li>I have pending charges of an offence against the law. Please give dates and details:</li> </ul>

<b>7</b>	I know of no reason why I would not be suitable to work with children or young people.	Yes	No
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Applicant signature		Date	
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## Referees

Please provide the names and contact details of three referees below. Referee reports are confidential to the board. Referees will only be contacted for candidates who are shortlisted.

Referee 1				
Full name				
Position				
Relationship to applicant				
Contact details	Home		Work	
	Mobile		Email	

Referee 2				
Full name				
Position				
Relationship to applicant				
Contact details	Home		Work	
	Mobile		Email	

Referee 3			
Full name			
Position			
Relationship to applicant			
Contact details	Home		Work
	Mobile		Email

PLEASE ATTACH A DETAILED CV CLEARLY STATING STRENGTHS



PERSON SPECIFICATION Principal Employed by  
Duntroon School Board of Trustees

ESSENTIAL SKILLS AND ATTRIBUTES

- Possess appropriate professional qualifications, an excellent understanding of the New Zealand Curriculum and pedagogical practices and a background in strong curriculum leadership.
- Be passionate about children and their learning and ensure top quality teaching and learning programs are delivered to enable all students to reach their potential.
- Have experience and success in a leadership role, including a track record of high-quality teaching, management and administration.
- Inspire, motivate and lead the school community.
- Have excellent relationship management skills
- Be able to multi task and balance numerous tasks at any one time
- Be committed to supporting and bringing out the best in students, teachers and support staff.
- Appreciate our school mission, values and vision and have the ability to build on these.
- Respect value and promote Māori culture, Te Reo and tikanga, and continue to support and develop these cultural relationships. Be inclusive, approachable and visible inside and outside the classroom.
- Promote information technology and future focused learning where it brings clear improvements in educational outcomes.
- Promote an open-door policy for staff, parents and the wider community.
- Promote work/life balance for staff.
- Be an excellent communicator, with an appropriate sense of humour.
- Foster a strong team spirit and delegate effectively



## Principal Position Description

### Purpose

The Principal is responsible for professional leadership, the day-to-day management of the school, compliance with legal requirements, the direction and supervision of all staff, and the educational and general well-being of students – all within the framework of the Board's policies and plans, which will require implementation from time to time.

### Accountability

The Principal is accountable to the Board of Trustees (as the Principal's employer) through the Board Chairperson and adheres to Principal Professional Standards.

### Working Relationships

The Principal:

- Ensures the well-being and educational achievements of the pupils.
- Works supportively and collaboratively with the Board and members of staff.
- Fosters and maintains positive relationships with the parents and the community.
- Promotes the interests and profile of the school when dealing with external agencies.
- Works collaboratively with the Waitaki Rural Schools' Network and the North Otago Principals' Group.

### Key Responsibilities

#### Curriculum Leadership: Teaching and Learning

The Principal, as the leader of the teaching staff, assists teachers to set goals and develop teaching programs.

The Principal:

- Demonstrates and promotes high expectations of pupil achievement.
- Oversees the identification of pupils' individual learning needs and the provision of quality programs to meet those needs.
- Oversees the planning, implementation and evaluation of teaching programs in line with the national education guidelines, the national administration guidelines, the national curriculum, the school's curriculum and the school's charter, policies and plans.
- Provides a safe and positive learning environment for all pupils and monitors their welfare and conduct.
- Oversees the monitoring, recording and reporting of pupils' progress and achievements to parents and the Board.
- Shows progressive educational practice by keeping up-to-date with curriculum and administrative developments.
- Understands the latest Ka Hikitia Māori Education Strategy and how to translate this into the classroom.

### Management

The Principal has overall responsibility for staff performance and development.

The Principal will:

- In conjunction with the Board, ensure the school is appropriately staffed.



- Allocate and delegate duties and responsibilities to all staff, conduct performance appraisals and report to the Board as required.
- Provide effective guidance and motivational leadership to all staff.
- Support staff and develop their skills through guidance, supervision, appraisal and the promotion of professional development programs.
- Give staff the opportunity to express their ideas and views through good consultative practices.
- Assist the Board to achieve its good employer obligations.
- Supervise the advertising of vacancies and make recommendations to the Board for appointments.
- Enable and encourage the leadership team.

#### Finance and Administration

The Principal is responsible for the efficient day-to-day management of the school's finances.

The Principal will:

- Help the Board and staff to develop sound financial plans and budgets, which reflect the current and future needs of the school.
- Administer and monitor the school's funds according to approved annual budget and financial policies, and report to the Board as required.
- Advise the Board on policy development, budgeting, planning and resources.
- Assist the Board in meeting its annual audit and reporting requirements.

#### Supervision of Property and Resources

With full support from the Board, the Principal is responsible for ensuring the school environment and school property are safe and secure.

The Principal will:

- Ensure the school is kept safe and clean.
- Provide for the acquisition, management and upkeep of the school's equipment and resources.
- Provide advice to the Board on the maintenance, development and enhancement of school property and facilities.

#### Promotion of Good Communication and Relationships

The Principal will help the Board to develop confidence, co-operation and goodwill between the school and its community.

The Principal will:

- Foster good working relationships with the Board, staff, students, parents, members of the school community and agencies, such as the Ministry of Education.
- Maintain and develop effective communication between the school, parents and the community.
- Be sensitive to parent and community concerns and address them effectively and promptly.
- Keep parents and the community well informed of the school's activities, programs and achievements.



- Give parents and caregivers the opportunity to express their ideas and views through good consultative practices.
- Sustain, strengthen and grow existing relationships with Māori whanau.
- Actively foster relationships with all other ethnic groups within the school community.
- Actively participate in the Waitaki Rural Schools' Network and the North Otago Principals' Group.

#### Information and Advice to the Board

The Principal provides professional and administrative advice and information to the Board and contributes to its effective operation.

#### The Principal will:

- Provide effective executive advice to the Board to help ensure it meets all of its statutory and other obligations.
- Supply information to the Board and highlight issues on all matters relevant to the Board's responsibilities.
- Report to the Board on school-wide curriculum achievements.
- Support the Board in its aim of establishing good working relationships between the school and the community.
- Assist the Board with policy development and the ongoing review of its policies and plans.
- Implement Board decisions.

It is expected that the achievement of these key responsibilities will result in the Principal leading and managing a positive and inspiring environment for students and staff. This in turn will result in a high-quality education, which helps develop children who are confident, motivated and resilient, able to respect and relate to others and are lifelong learners.



## IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for the position of Principal of Duntroon School.

Please read the person specifications and position description fully before completing this application to ensure this role is the right one for you.

### Other important information:

- As well as sending a completed application form, please include a CV and covering letter.
- If you include written references, please note that we may contact the writers of the references as well as those listed in the application form.
- Only copies of qualification certificates should be attached. If successful in your application you may be required to provide originals as proof of qualifications.
- Every effort will be made to keep to the schedule outlined for determining the successful candidate. If you are selected for an interview we will inform you of interview dates as soon as possible.
- If you are selected for an interview you may bring whanau/support people at your own expense. Please advise prior to the time if this is your intention.
- 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.
- 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 7 (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 fine or costs
- Custodial sentences include a sentence of preventive detention and corrective training. Noncustodial 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.
- 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.