



*Toi te Mātauranga
Toi te Mana
Toi te Whenua
Strive for Knowledge, Excellence
& Stewardship*

DUTIES TO COMMENCE:
Start Term 4, 2021

APPLICATIONS CLOSE:
Friday 20th 2021
5pm

CONTACT

Rachael Gilbert
office@hauturu.school.nz

614 Harbour Rd
RD 2
OPARAU 3886

Phone: 07 8710627

PRINCIPAL'S APPLICATION & INFORMATION PACK

Contents

	Page
Timeline	3
Gazette Advertisement	4
Hauturu School	5
Information for Applicants	6
Person Specification	7
Job Description	8
School Charter	10
Application Forms	11
Copy of Referee's Report	19



Successful Completion of this Application Pack

To have successfully completed an application for the position of Principal of Hauturu School you should have read the following important pieces of information:

- Gazette advertisement
- Person specification
- Job description
- Information for applicants

You should ensure the following is completed and received by Board Designation by:

5.00pm Friday 20th August 2021

1. Cover Letter
2. Application Form
3. Curriculum Vitae

Timeline:

The Hauturu School Board of Trustees has set the following timeline for the appointment of their Principal. Every effort will be made to keep to the following schedule in determining the successful candidate.

Timeline for the appointment of the Principal of Hauturu School	
Gazette Advertisement	On-line from 30th July 2021
Closing date for applications	5pm Friday 20th August 2021
Short listing	Monday 23 rd August 2021
Interviews	Saturday 28 th August
	Note: Board members may visit the schools of shortlisted candidates prior to interviews.
Appointment Start Date	Term 4 2021, by negotiation

Education Gazette Advertisement – Online



PRINCIPAL HAUTURU SCHOOL

U1

DUTIES TO COMMENCE:
Term 4 2021

APPLICATIONS CLOSE:
Friday 20th August
(Term 3, 5pm)

OUR WEBSITE:

www.hauturuschool.school.nz

FACEBOOK

CONTACT:

Rachael Gilbert
office@hauturu.school.nz

614 Harbour Rd
RD 2
OPARAU 3886

Hauturu School provides students with a range of learning experiences. The school has long been and continues to be the hub of our community. Hauturu School is located at the most eastern point of Kawhia Harbour on Harbour Road, on the West Coast of the North Island.

We are seeking a visionary principal who will continue to embrace our history, while recognising the present and envisioning the future, to bring about optimal education and life outcomes for all Hauturu School learners.

We require a principal who values the importance of building Educationally Powerful Partnerships school wide and one who will lead the process of strategic planning and the implementation of the Hauturu School Charter to maintain the positive progress being made.

The principal of our school will foster a culture of positive collaboration, commitment and motivation to bring about continuous improvement in learners' potential and success. This person will encourage collective professional learning communities within our school to achieve better learning outcomes for its' stakeholders.

Our new principal should show competency in managing systems and practices that encourage growth mind-set and general well-being to create a safe and encouraging environment.

There is accommodation available: Large 3 Bedroom house, insulated, heat-pump and wetback firebox.

Please contact:

Hauturu School Administrator: Rachael Gilbert
For an application and information pack.

office@hauturu.school.nz

Phone: 07 871 0627

Hauturu School

Roll: 34
Pay grade: U1
Status: Full Primary – Years 1-8

Hauturu School is located at the base of Hautapu, between Oparau and Tahaaroa, on the West Coast of the North Island. Our school's logo shows our Maunga that flanks our school grounds.

Hauturu School is over 100 years old and has a very rich history. It has two operational classrooms, a swimming pool, an adventure playground and extensive rugby ground where children have lots of opportunity to play.

It is our people that make Hauturu School unique – students, parents, staff, the Board of Trustees and wider community. Our people are committed to making Hauturu School the best learning environment it can possibly be, and want our students to have developed positive Relationships, Resilience and Responsibility and to be themselves, now and in the future.

Hauturu School boasts a strong culture of learning, a flat leadership platform for all employees, a collaborative team of staff, a supportive and committed Board of Trustees and excellent school resources and facilities. Engagement & presence with parents is the centre educationally powerful partnerships we have in our ever changing community.

Hauturu School is also part of the very unique wider Kawhia Moana Inter-school group that comes together throughout the year to compete in a variety of sporting activities that include: Inter-School Swimming Sports, Inter-School Cross-country, and Inter-School Athletics. Kawhia Moana schools include: Piripiri School, Te Kura o Tahaaroa, Kinohaku School, Kawhia School and Ngutunui School.

If you would like to visit our school, please contact Rachael Gilbert (Administration Officer) to liaise with our Board Chairperson and Principal. Check out our school's website www.hauturuschool.school.nz and Facebook site.



Information for Applicants

Thank you for applying for a position with our school. Please ensure you have a copy of the position description and person specification before completing this application.

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. 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.
3. Your application can be sent electronically to the confidential address of office@hauturu.school.nz
4. If posting your application, please ensure that it is not bound, or in plastic folders, and copies can be made easily. Hard copies will not be returned.
5. Copies only of qualification certificates should be attached. If successful in your application, you will be required to provide originals as proof of qualifications.
6. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
7. 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.
8. 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.
9.
 - a. Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in Schedule 2 of the Vulnerable Children Act 2014, unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
 - b. The Clean Slate Act 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.
 - you did not serve a custodial sentence* at any time.
 - the offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children Act 2014.
 - you have paid any fines or costs.

Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

10. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the Vulnerable Children Regulations 2015.
11. This application form and supporting documents will be held by the board. You may access these in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.

***Custodial sentence** means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. **Non-custodial sentence** includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.

Person Specification

The Hauturu School Board of Trustees is seeking a Principal:

With the following qualifications and experience:

- NZ Certificated Teacher with proven success as a classroom practitioner, and effective experience at the senior leadership level.
- A record of recent professional learning that prepares for this position and relating to educational leadership and management, teaching and learning, as well as an ongoing commitment to professional growth.
- Knowledge and understanding of current educational initiatives, the New Zealand Curriculum 2007, the Key Competencies, and National Standards.
- Successful experience of leading the curriculum, and teaching and learning.
- Proven experience of innovation, including e-Learning, digital competencies, and personalised learning.
- Proven experience of improving standards and achievement of students, including priority learners.
- Has a sound knowledge of Te Reo and Tikanga Māori.
- Understands how to prioritise, evaluate and manage financial and human resources to achieve educational goals.

Who has the following qualities:

- Is professional, trustworthy, has integrity, admits mistakes, and leads with a moral purpose.
- Enjoys establishing positive relationships with students, staff, and our community.
- Is approachable, open and transparent, and has a sense of humour.
- Has courage, and will effectively deal with issues in a timely manner.
- Is inspirational, motivates others, and enjoys working collaboratively as part of a team environment.
- Values diversity, and has a commitment to treating everybody fairly, equitably, with dignity and respect.
- Pursues everything with energy and drive, and sees projects and goals through.
- Appreciates all levels of learners, thinks creatively to attain solutions.

Who is confident to:

- Represent and promote our school's vision, mission and values.
- Ensure the school climate emulates our 3R's (Relationships, Resilience & Responsibility) and Growth Mindset philosophy.
- Provide objective support and advice to the Board, to enable it to meet its responsibilities.
- Make good decisions, and solve difficult problems with effective solutions.
- Be our school's 'Leader of Learning' and work collaboratively with all Staff & Board on the existing horizontal leadership platform.
- Develop the cultural diversity of teaching and learning programmes, and promote cultural opportunities.
- Set high expectations and effectively deliver excellent student achievement.
- Provide leadership and support to staff that includes building and maintaining morale, encouraging personal growth and creativity, and effective delegation.
- Prioritise, set clear objectives and expectations, monitor progress and results, and implement review processes.
- Establish sound employment procedures, and monitor staff performance.
- Effectively represent the school in a variety of forums within the school and wider community.
- Communicate and report effectively to a wide range of people.

Job Description

The Performance Management documentation for the Principal of Hauturu school includes the following Job Description:

PRIMARY OBJECTIVES:

- To ensure education of the highest quality is delivered to the children.
- To ensure that children maximise their learning opportunities.
- To work with School Staff and School Board of Trustees, providing professional and administrative leadership, consistent with the aims of the School Charter and the policies and procedures of the Board of Trustees.
- To provide professional leadership in an environment which provides effective learning, teaching and personal development.

RESPONSIBLE FOR:

The Principal is accountable to the Board of Trustees for the effective operation of the School. This includes the overall professional leadership and day-to-day management of the school, and the implementation of the aims and objectives of the school charter through school policies, procedures and programmes.

FUNCTIONAL RELATIONSHIPS WITH:

Children, Staff, Parents and Caregivers, Board of Trustee Members and the Board, Community Groups, Education Agencies, Education Colleagues, School of Education Staff and Trainees.

DUTIES AND RESPONSIBILITIES:

- The principal is responsible for the overall management and professional leadership of the school, for the implementation of policies and programmes, direction and supervision of all staff including administrative and all other non-teaching personnel.
- The principal directs the day-to-day operations of the school, taking direction from the school's charter, its policies, and the Board of Trustees.
- The principal is a board member and at the same time, in the role of the school manager, fulfils a position as a professional advisor to the board and its committees.
- The focus of the principal's work is on the professional standards for principals, (principal's job description), and the principal's performance agreement, (incorporated in the principal's job description), for the relevant year.

DELEGATED AUTHORITIES BY SCHOOL BOARD:

- Implement the operational plans and give priority to the school goals.
- Authority to stand down or suspend students.
- Financial expenditure within budget limitations.
- Employment of staff – teacher and support.
- Management of the banked staffing provisions.
- Staff appraisals.
- Initial investigations relating to a complaint against a staff member.
- Hire, deploy and terminate relieving and auxiliary staff positions within budget constraints.
- Preserve assets.
- Act as Protected Disclosures officer.

PRINCIPAL'S CODE OF CONDUCT:

In carrying out duties / responsibilities, the Principal will:

1. Ensure that the needs of children and their learning are paramount.
2. Demonstrate a commitment to the belief that each student is entitled to an education that challenges them to achieve personal standards of excellence.
3. Demonstrate a commitment to the belief that each student is of equal value and is entitled to an education which respects each student's dignity, rights and individuality.
4. Abide by Statutory obligations.
5. Be loyal to the School Charter, Policies and Procedures of the School, so that the Principal's activities reflect the spirit and objectives of the School.
6. Respect the integrity of staff, members of the School Board of Trustees, parents, and students.
7. Demonstrate a commitment to the continuing personal and professional growth and development of Staff.
8. Work co-operatively with school staff, but have final responsibility for making decisions within the principal's authority.
9. Freely divulge all information on staff or students to any person or organisation with legal rights to the information being requested.
10. Respect confidentiality by keeping information on Students, Families and Staff from people who have no right to it.
11. Not vote in Board of Trustees decisions in relation to the principal's employment.
12. Have an understanding and commitment to the elimination of sexism and racism, both with respect to equal educational opportunities and equal employment opportunities.
13. Exercise responsibility.

While also meeting the *Code of Ethics for Certificated Teachers* and the *Primary Principal Professional Standards*.

Contact Rachael Gilbert if you would like a copy of the Board's performance management policy.

Application for Appointment to Position of Principal of Hauturu School

1. Personal Details

Full name	
Preferred Title	
Address	
Telephone (Home)	
Telephone (Work)	
Telephone (Mobile)	
Email	
Teacher Certification #	
Expiry Date	
Qualifications relevant to the position	

2. Summary of positions held over the past 10 years

School	Position held	Reason for leaving	Period employed

3. Proof of Identity

<p>Proof of identity and right to work check <i>Shortlisted applicants being interviewed will need to provide originals of two types of 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></p> <p><u>Immigration information</u></p>		
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 had a criminal conviction? <i>(convictions that fall under the clean slate scheme do not have to be disclosed)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If "Yes" please detail: Click here to enter text.</p>		
Have you ever received a police diversion for an offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If "Yes" please detail: Click here to enter text.</p>		
Have you ever been discharged without conviction for an offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If "Yes" please detail: Click here to enter text.</p>		
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If "Yes" please detail: Click here to enter text.</p>		
Are you awaiting sentencing or have charges pending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If "Yes" please state the nature of the conviction/cases pending: Click here to enter text.</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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If "Yes", please elaborate: Click here to enter text.</p>		
Have you ever been the subject of any concerns involving child safety?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If "Yes" please detail: Click here to enter text.</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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If "Yes", please detail: Click here to enter text.</p>		
Do you have a current New Zealand driver's licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Do you hold a current practicing certificate from the Education Council of Aotearoa?

Yes No

Please enter your certification number:

4. Referees

Please provide the names of 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 are currently a Principal, one of your referees should include the Board Chairperson. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

Referee 1	
Full name	
Address	
Telephone (Home)	
Telephone (Work)	
Telephone (Mobile)	
Email	
Relationship to applicant	
Years known to applicant	

Referee 2	
Full name	
Address	
Telephone (Home)	
Telephone (Work)	
Telephone (Mobile)	
Email	
Relationship to applicant	
Years known to applicant	

Referee 3	
Full name	
Address	
Telephone (Home)	
Telephone (Work)	
Telephone (Mobile)	
Email	
Relationship to applicant	
Years known to applicant	

Please ensure that you provide each of your referees with a Referee's form found at the back of this application, ask them to complete the form, and email to the confidential address: office@hauturu.school.nz or post directly to the address below by **Friday (Term 3) 4 pm**.

Administration Officer
 Hauturu School
 614 Harbour Rd
 RD 2
 Oparau 3886

Authority to approach other referees

I authorise the 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 Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) 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"/>

5. General

1) I give permission for the Hauturu School Board of Trustees to check my record with the New Zealand Police.	
2) To the best of my knowledge the statements in my application and <i>Curriculum Vitae</i> are true and accurate. I give permission for these claims to be verified. I understand that the conditions of my employment may be jeopardized if the claims are found to be false.	
3) I confirm in terms of the Privacy Act 1993 that I have authorized access to referees.	
4) I know of no reason why I would not be suitable to work with children/young people.	
5) 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.	

Do you wish the Board to consider any other information?

6. Signature and Date

(Signature)

(Date)

Please send the completed application forms, cover letter and CV to the confidential email office@hauturu.school.nz or to the following address, marked **CONFIDENTIAL**, by **Friday 20th August, 5pm**. If sending an electronic copy, a signed hardcopy must also be provided.

Rachael Gilbert
Administration Officer
Hauturu School
614 Harbour Rd
RD 2
OPARAU 3886

Note: if sending hard copies, please ensure they are easy to photocopy for Board members.

