

Principal Appointment



Information Pack and Application

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Kaiwaka School

Principal U3, full primary school, 7.85 FTTE, available from term 1, 2027 (or by negotiation).

Our school fosters a love of learning in the village of Kaiwaka just 90km north of Auckland and 15 minutes west of Mangawhai.

We are seeking a professional, innovative and experienced educator who can lead our school in academic growth and excellence.

Applications close 4pm, Friday 6th November 2026.

For an application pack, please contact Alan Curtis

Email allscots@gmail.com or call Alan on 021 667 841

For information about the school please

visit <http://www.kaiwaka.school.nz>



Timeline

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

Timeline for the appointment of the principal for Kaiwaka School	
Gazette Advertisement	9 th October 2026
Closing date for applications	6 th November 2026
Shortlisting completed	10 th November 2026
School visits	Board members may wish to visit the schools of shortlisted candidates before the interview date.
Referee reports closing date	18 th November 2026
Interviews	Saturday 21 st November 2026
Second interview (if required)	Saturday 28 th November 2026
Appointment confirmed	It is hoped to finalise the appointment by 30 th November 2026.

Applications close Friday 6th November 2026

Information for Applicants

Thank you for applying for the position of Principal at Kaiwaka School.

1. Please complete the application form personally. Read it through and then answer all questions. Make sure you sign and date where indicated on the last page.
2. Pages 9 to 14 from this pack have also been provided to you as a separate Microsoft Word document so you may complete this electronically.
3. If you wish you **may** attach a separate *curriculum vitae* containing any additional information relevant to the position. If you include written references, please note that we may also contact the writers of these references by phone.
4. Qualification certificates should be listed (**they do not need to be attached**). If you are shortlisted, at interview you will be required to produce originals as proof of qualifications.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
6. In terms of a criminal conviction, the Criminal Records (Clean Slate) Act 2004 provides that 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 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 under the Act but can do so if you wish. If you are uncertain as to whether you are eligible you should contact the Ministry of Justice.
7. The application form and supporting documents received from the successful applicant will be retained by the school. The successful applicant may access them in accordance with the provisions of the Privacy Act 1993.
8. Application forms and other documents provided by unsuccessful applicants will not be returned unless a stamped self-addressed envelope is provided. Those not returned will be held until the appointments process is completed and will then be destroyed.
9. All information collected from referees will be destroyed at the end of the selection process.
10. All information received will be confidential to the school board and the board's adviser.
11. Terms and conditions of employment will be as set out in the Primary Principals' Collective Agreement.
12. If you are selected for an interview, you may bring whanau and or a support person at your own expense. Please advise us in advance if this is your intention.

Applications close Friday 6th November 2026

About Kaiwaka School



About Us: Kaiwaka School is nestled in a picturesque rural area, just north of the thriving township of Wellsford and only a short distance to the seaside area of Mangawhai.

Our school is located in the heart of the welcoming Kaiwaka community – ‘The little town of lights’ – and close to some of the most pristine beaches and nature walks.

Kaiwaka School has been at the heart of our community since 1870, providing engaging learning opportunities for 130 students from years 0 – 6.

We are proud of the warm, inclusive environment our staff, students and whanau have built together, and have strong connections with whanau, local iwi and a supportive regional school network.

Everything we do is guided by our WAKA values, whakaute, aroha, kaitiakitanga and ako.

Our teachers set high expectations and support learners to achieve their personal best in all areas of school life – academically, socially, emotionally and culturally.

Te Reo Māori and Te Ao Māori are woven meaningfully throughout our curriculum, ensuring our students develop a strong sense of identity.

Learn More About Us: For a deeper insight into our community and our school's history, we invite you to explore the following resource:

<http://www.kaiwaka.school.nz>

Applications close Friday 6th November 2026

Job Description

JOB TITLE:	Principal
RESPONSIBLE TO:	School Board
DIRECTLY RESPONSIBLE FOR:	The students, school staff (senior managers, teachers, support and property staff) as outlined in the annual performance agreement, including professional standards
EFFECTIVE RELATIONSHIPS WITH:	School Board, students, staff, parents and community, education agencies and neighbouring schools
PRIMARY OBJECTIVES:	Culture: professional leadership that focuses the school culture, enhancing learning and teaching Pedagogy: A learning environment in which there is an expectation that all students will experience success in learning Systems: Develop and use management systems to support and enhance student learning Partnerships and Networks: Strengthen communication and relationships to enhance student learning
RESPONSIBLE FOR:	The effective operation of the school.

The principal is responsible for developing and implementing the teaching and learning programmes in alignment with the board's vision as expressed through its strategic plan and implementation plan, handling the day-to-day curriculum and resource management of the school in line with the board's delegations.

The principal will monitor achievement and progress against the objectives and targets in the strategic and implementation plans and ensure that the board is kept well informed about the progress of students. The principal will manage all staff, including their appointment, professional development, and appraisal. The principal will ensure a safe and healthy environment for staff, students, and visitors.

In accordance with the principal's delegations from the board the principal is primarily responsible for communication with parents, officials, representatives of education organisations and other organisations with which the principal deals as part of their other duties.

The principal is responsible for maximising the resources that are available to the school - for example, liaising with other parties for fundraising opportunities and seeking additional funding through grants from the Ministry and charitable and commercial organisations.

Personal Attributes – Appointment Criteria

Are you an inspiring and collaborative educator ready to lead a community focused school?

The School Board of Kaiwaka School is seeking a visionary Tumuaki/Principal to guide our wonderful Tamariki into the future.

Our leader will:

- Demonstrate a visible passion for primary education and a proven track record of excellent teaching and school leadership.
- Embody culturally responsive practices, showing a genuine commitment to Te Tiriti o Waitangi, building strong relationships with our Māori community, and fostering te reo me ngā tikanga Māori across the school.
- Possess exceptional communication and interpersonal skills, working collaboratively with staff, the board, and our community.
- Lead with clear strategic vision, managing school operations, finances, and resources effectively while prioritising staff well-being and professional growth.
- Bring informative and strategic reports to the board to enable them to make appropriate decisions.
- Bring an energetic, approachable presence to school life, actively engaging with students and celebrating their diverse achievements.
- Be innovative, strategic, creative; be forward-thinking and focussed on ensuring high quality learning opportunities through the ongoing development and implementation of an engaging curriculum.
- Be up to date with current educational requirements, educational thinking and legislative requirements.
- Build positive and culturally responsible relationships with all members of the community.
- Motivate staff and students through a learning focussed culture of collaboration, trust, respect and effective communications.

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