



KURATAU SCHOOL

KIMIHIA TE MATAURANGA KIA U KI TE PONO TO SEEK KNOWLEDGE AND HOLD FAST TO THE TRUTH

KURATAU SCHOOL PRINCIPAL

Application Pack

www.kuratau.school.nz



07 386 5801

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LETTER TO APPLICANTS



August 2026

Tena koe,

Thank you for expressing your interest in the position of Principal / Tumuaki at Kuratau School. Our Board of Trustees is seeking an inspirational, passionate, relational, and future-focused educational leader to guide our vibrant school into its next exciting chapter..

The position is available due to the current Principal's resignation afforded by an exciting promotion out of the region.

Kuratau School is a high-performing full primary school (Years 1–8) nestled near the south-western shores of picturesque Lake Taupō. We take tremendous pride in our unique rural setting, our rich cultural heritage, and our strong partnerships with whānau, iwi, and the wider community.

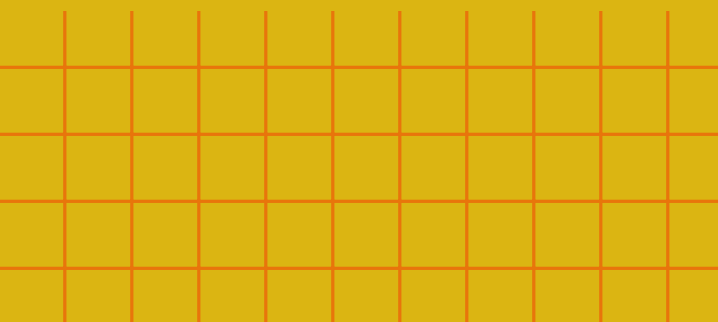
We invite applications from dedicated leaders who are committed to academic excellence, building positive and productive relationships, cultural sustainability, Kaitiakitanga, and nurturing every child's potential.

Applicants should provide:

- A CV- Please ensure that this is up to date and relevant to the position. If shortlisted for an interview, you will be required to bring verified copies of all documents referred to in your application..
- A completed Application Form (included in pack)
- A brief covering letter outlining the relevant skills and experiences you bring to this position.
- Applicants should forward the Referee Form to three referees to complete and return. (one must be a person you report to, one must be a teaching colleague that you currently work with - 2 years+, the last may be a teaching colleague of your choosing)

Applicants wanting to make arrangements for a tour of the school should contact Nik House. Applications should be emailed to Nik House - nik@leadinglearning.co.nz
Applications must be received by 5.00 pm on Friday 6th November.

Regards,
Sarah Westbrooke
Presiding Member, Kuratau School Board of Trustees



SCHOOL INFORMATION



Currently – 92 enrolled students (**U3**)

Girls – 41

Boys – 51

In Zone = 24 students / Out of Zone = 68

Māori – 51% / NZ Euro – 45% / Other – 4%

Current Staffing = Base 5.9FTTE, currently 7.18 FTTE
with additional staffing components/ 5 units

Current Leadership Structure

Principal

Leaders of Learning x 2



Staff and Development

Kuratau has a highly committed team of four classroom teachers, supported by release teachers and support staff. Collaboration is a defining feature of our school culture, and together we have intentionally built a cohesive team with a shared understanding that our core purpose as educators is to maximise learning outcomes for every student.

Over the past five years, staff have engaged in extensive professional learning and development, strengthening their practice in Structured Literacy, the Science of Learning, The Learner First Mathematics approach, consistent classroom routines and expectations, behaviour management, and effective team norms. This collective commitment to continuous improvement has established strong foundations for high-quality teaching and learning across the school.

The current focus is on accelerating progress and achievement for Priority Learners, including strengthening both Tier 2 and Tier 3 support systems, ensuring targeted interventions and responsive teaching practices meet the diverse needs of students.

The incoming principal will inherit a school with strong foundations, a collaborative and capable staff, and a culture focused on continuous improvement. There are significant opportunities for a new leader to build on this momentum, strengthen existing initiatives, and guide the next phase of the school's development. It is important to the team that the new principal values and continues the positive work already underway while bringing fresh ideas and leadership to help Kuratau school flourish.

SCHOOL INFORMATION



A Short History of the School and District

Pukawa was the site of the first government school in this area of Lake Taupo. Timber extraction involved the establishment of two schools in the early 1940's. These were Hauia and Otaranga. These sole charge schools served the milling communities for several years.

Mr. J.A.Asher representing the owners of the bush on the Ponanga Saddle was instrumental in the negotiating of an exchange for the Kuratau Block and then negotiating with the Wanganui Education Board for the building of the Kuratau School on the same block.

In 1957 Both Moerangi and Rotomoho closed their doors, furniture, books, teachers and children moved into the new school. On 23rd April 1958 the school was formally opened by local MP Mr D Seath, and Paramount Chief, Hepi Te HeuHeu. Kuratau literally means "Beautiful School".

Kuratau School serves students from both within and beyond our local catchment area, reflecting the strong reputation our school enjoys across the wider region. We currently have 28 in-zone students and a significant number of out-of-zone enrolments, demonstrating the value that families place on the educational opportunities and community environment we provide.

Student transport is a key enabler of access to our school. We operate two daily bus services that support students travelling to and from Kuratau School.

Our Ministry-funded school bus provides transport for our 28 in-zone students, ensuring eligible families can access the school with ease. In addition, the Board contracts a user-pays charter bus service, which transports approximately 65 students each day between Turangi and Kuratau School. This service is highly valued by families and is typically at capacity, highlighting the strong demand for enrolment from outside our immediate catchment area.

The charter service operates at a cost of \$7.50 per student per day and plays a significant role in supporting the school's diverse roll and broad geographic reach. For a prospective principal, the school's transport network represents both a strength and an opportunity, enabling Kuratau School to attract and retain students from a wide area while maintaining strong connections with families across the wider Turangi and Southern Lake Taupō communities.

SCHOOL INFORMATION



Kuratau School is fortunate to be supported by an incredibly dedicated and hardworking parent and community network. The Friends of Kuratau School (FOKS) fundraising group plays a vital role in enhancing opportunities for our students and contributing to the ongoing success of the school.

Our flagship annual fundraising event is the Kuratau School ATV Trail Ride, which is typically held during Term 2 and raises approximately \$25,000–\$30,000 each year. The event is made possible through the support of local farming stations, iwi trusts, volunteers, and our wider community, and has become a significant contributor to school initiatives and resources.

The Friends of Kuratau School fundraising group coordinates a range of other annual fundraising activities, including the Kuratau School Horse Trek, bake sales, sausage sizzles, garage sales, and other community events throughout the year. Together, these groups demonstrate the exceptional level of community engagement and support that exists around our school.

For an incoming principal, the strong culture of volunteerism and fundraising at Kuratau School is a significant strength, reflecting a community that is deeply invested in the success of its children and committed to working in partnership with the school.

What Makes Kuratau School Special?

Kuratau School offers a unique combination of outstanding educational opportunities, a strong rural community, and a spectacular natural environment. Nestled in the Southern Lake Taupō region, the school benefits from the support of a close-knit community that values relationships, participation, and providing rich experiences for children. Our students are a genuine highlight of the school, known for their positive attitudes, willingness to contribute, and strong sense of belonging.

Outdoor education is an important part of life at Kuratau School. We own a fleet of school kayaks, enabling students to safely experience and enjoy the lake environment while developing confidence, resilience, and water skills. During Term 3, our popular Snow Squad programme offers students the opportunity to learn skiing or snowboarding. Weather permitting, Snow Squad participants head to the slopes every Wednesday, creating memorable experiences that many schools simply cannot offer.

We are proud of the place Māori culture holds within our school. Each year, our Year 4–8 students participate in Taiopenga, the Tūwharetoa Kapa Haka Festival, where they perform alongside students from across the rohe, celebrate their culture, and represent Kuratau School with pride.



VISION



LEARN



GROW



LEAD

LEARN

We build strong foundations in literacy, numeracy, and essential skills, empowering our tamariki to be confident, capable learners. By fostering curiosity and a love for learning, we set them up for success in an ever-changing world.

GROW

Growth happens in many ways. We support our students to grow academically, socially, and emotionally, nurturing resilience, self-awareness, and a sense of belonging in our kura and community.

LEAD

We believe everyone is a leader. Leadership is about service, integrity, and making a positive impact. Through opportunities to take responsibility, show initiative, and uplift others, our students learn to lead with confidence and purpose.



VALUES



WHAKAWHANAUNGATANGA

We value strong relationships between staff, students, whānau, iwi, and the wider community. Through these connections, our tamariki develop a strong sense of identity, knowing who they are, where they come from, and how they belong. By fostering trust, respect, and inclusivity, we create a supportive environment where everyone feels valued.

MANAAKITANGA

We show care, kindness, and respect in all that we do. Manaakitanga is about uplifting others, demonstrating empathy, and creating an inclusive, welcoming space where everyone feels valued.

MAHI TAHI

We embrace the power of collaboration, where each individual's contribution is valued and every voice is heard. By working together as a united team, we solve challenges, celebrate successes, and grow stronger. Through this spirit of collective effort, we inspire our tamariki to develop strong communication, problem-solving, and leadership skills that benefit the whole community.

KAITIAKITANGA

As guardians of our natural environment, we take responsibility for protecting and nurturing the world around us. This includes caring for our local wetland, practicing sustainability, and fostering a deep respect for Papatūānuku (Mother Earth) for future generations.

PROPERTY & FACILITIES



FURNITURE & IT TOOLS

We have made significant investments in classroom furniture and digital learning resources. Students in Years 4-8 benefit from a 1:1 Chromebook programme, while our Year 0-3 learners have access to a bank of 40 iPads, ensuring digital technologies are effectively embedded in teaching and learning. Almost all classrooms have also been furnished with new student desks and chairs.

CLASSROOMS

The school comprises four classrooms, all equipped with both fireplaces and heat pumps to ensure year-round comfort. Through our participation in the Ngā Iti Kahurangi programme for small rural schools, we have recently completed substantial property upgrades, including new carpet in four classrooms, LED lighting, sound-reduction panels, and the installation of RCDs.

FUTURE DEVELOPMENT?

For a principal seeking a school with strong foundations, quality facilities, sound resourcing, and the opportunity to influence future property developments, Kuratau School presents an exciting and rewarding leadership opportunity.

ADMIN & STAFFROOM

The administration area has been refreshed with new paint and modern furnishings, creating a welcoming and professional front-of-house environment. In 2023, our former dental clinic was remodelled into a well-appointed staffroom and multi-purpose space, providing additional flexibility for staff and school activities.

Relocation Support Information

If you are a teacher and you are moving to work at another school for promotion, you may be eligible for a transfer and/or relocation payment to cover expenses.

The basic criteria is that you must be moving to an area that comes under a different district or city council than where you're currently living. All of the information you need can be found on the following link:

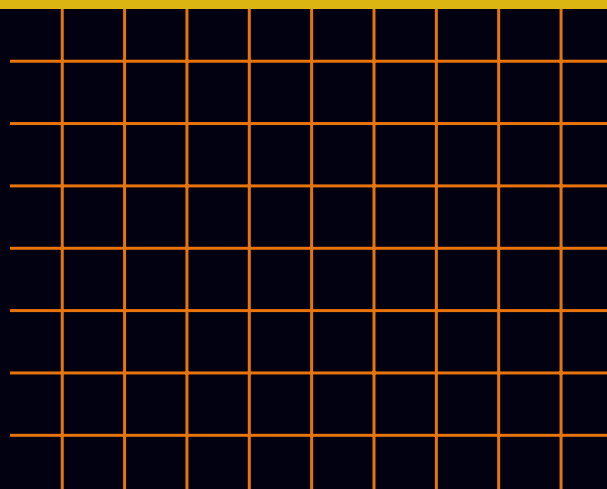
https://www.education.govt.nz/searchsite_search_live%5Bquery%5D=transfer%20and%20removal

TIMELINE



Date	Stage	Details
28 September	Position Re-advertised	In Education Gazette online
6 November	Applications Close	5pm sharp
7 November	Shortlisting complete	Shortlisted candidates notified in writing and by phone Unsuccessful candidates notified via email
21 November	Interviews held	At Kuratau School with appointments panel and consultant
22 November	Successful applicant notified	By phone and in writing Unsuccessful applicants notified by phone
27 January 2027	Start date	Successful applicants begins their Principalship at Kuratau School

**Any applicants wishing to visit the school please contact Nik House to make arrangements – 021725650*



WHO ARE WE LOOKING FOR?

Staff



- Kind, patient, positive, hands on, organised, encouraging, excited, a team player, real, collaborative, empowering.
- Would like to see the continued emphasis on practical, hands-on learning that is relevant and meaningful to our students and connects to their lives and the community around them.
- Someone who understands how children learn, how to identify and respond to learning needs, and how to use assessment and evidence to inform teaching.
- Collaborative and inclusive and really relational.
- Someone who is visible, involved and connected to the school and wider community, taking the time to get to know our students, whānau and community.

Tamariki



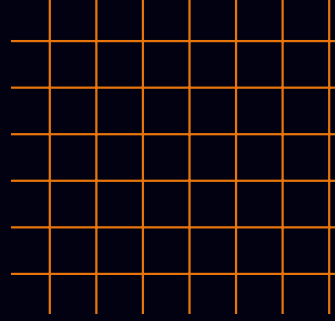
- Kind and fun, happy, takes care of the kids, keeps the school nice and tidy and clean.
- When we get hurt the new Principal would help us, and they might take disruptive people out :)
- Whole school activities for the children (we like the STEM activities)
- We hope they like sports and are active in PE, and want to do all of our school activities with us.
- "FUN".
- Someone that will play with us, kind, someone that listens to us.
- Gets out of the office and does things with us.
- Always smiles and loves jokes with us.
- Supports fun learning activities.

Board



- A strong communicator who will lead from the front but also will bring along others with their ideas.
- Someone who is kind and patient, who brings energy and excitement for our kids and staff.
- Approachable, adaptable, hands on, down to earth and community minded.
- Embrace the unique opportunities available to our children – from Snow Squad and kayaking to kapa haka, outdoor education and community events.
- Be visible, involved and willing to get stuck in – someone who wants to be part of school life, not simply manage it.
- Bring fresh ideas and energy while also respecting the history, culture and traditions that make Kuratau School what it is.
- does what they say will they will do and builds trust through reliability, whilst also holding all stakeholders and staff to account on deadlines and actions.

PERSON SPECIFICATION



The successful applicant must have recent, successful experience in a New Zealand Primary School. The ideal applicant will demonstrate the following attributes, skills, qualifications and abilities.

An experienced teacher, up to date with pedagogical practices that support improving high student achievement outcomes.

A passion for teaching and creating fun and engaging curriculum experiences that cause learning, progress and achievement.

A visible and collaborative leader who is able to develop strong learning focused relationships while supporting and guiding staff and students to achieve high levels of educational achievement.

Able to work collaboratively with parents, children, stakeholders and staff to ensure personalised learning plans and education needs are met.

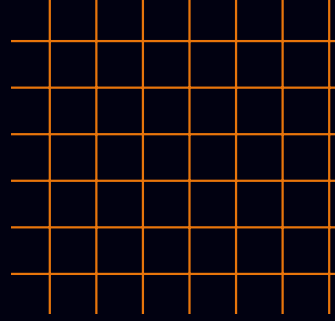
Able to recognise excellence and celebrate success and achievements across the school.

Implements effective classroom management strategies, maintaining high expectations that enable all students to achieve their potential.

Able to develop learning environments for priority student groups including Māori, Pasifika and Special Education – ensuring all students' potential is able to be realised and celebrated.

Has a range of strategies and capabilities to implement practices that honour the schools commitment to Te Tiriti o Waitangi.

PERSON SPECIFICATION



The successful applicant must have recent, successful experience in a New Zealand Primary School. The ideal applicant will demonstrate the following attributes, skills, qualifications and abilities.

An excellent communicator who can actively listen and relates well with a wide range of people.

Able to work with the Kuratau Board and school community to develop a connected strategic vision, and meaningful short and long term goals for the school.

A highly effective communicator who listens well and can relate to a wide range of people.

A positive role model who actively upholds the school's values and is an excellent public face for the school.

Up to date assessment practices and the ability to analyse a range of data and information to identify areas of the school/curriculum and teaching and learning programmes that require focus and deliberate actions for improvement.

Actively engaged in their own on-going meaningful professional learning and models being a life-long learner.

Organised, efficient, fair and consistent, and has a sense of humour.

Recognises the character of our special rural community and values the traditions, special activities, and community events that promote authentic learning for our tamariki.

Will be an enthusiastic and positively active member within our rural community.

JOB DESCRIPTION

Job Title	Principal Kuratau School
Term of Employment	Permanent
Accountable to..	Kuratau School Board of Trustees
Respons.ible for..	All staff and students

FUNCTIONAL RELATIONSHIPS WITH:

Kuratau Board, Ministry of Education, Education Review Officers, Bus Transport Provider, Health Providers, Educational Advisers, Rural Cluster schools in Sports and Cultural fixtures, Teacher Education Providers, NZEI, Principals Associations, Parents, Accountants, Auditors, the community of Kuratau, and other visitors to the school.

PURPOSE

The Principal is responsible for the day to day operations of the school, including supervision of all teaching and non-teaching personnel, taking direction from the National Education Guidelines, the New Zealand Curriculum Framework and the school's Charter, Annual Plan, and its policies. The Principal is a Board member in their own right and at the same time, in the role of manager, fulfills a position as a consultant to the Board and its sub-committees.

ACCOUNTABILITY

The principal is directly responsible to the Board, through the Chairperson, for Professional Leadership and Curriculum Management, Motivating Staff. Relationship Management, Administrative Functions and Contribution to and Support of The Board of Trustees. This job description sets out the duties and responsibilities of the Principal, and forms the reference point for performance appraisal which is the direct responsibility of the Board.

EXTENT OF AUTHORITY

The Principal operates within legal requirements, the school's charter, policies and plans. The Principal is responsible for the welfare and education of the children and Staff and for specific duties delegated by the Board.

JOB DESCRIPTION

WORKING RELATIONSHIPS

The Principal :

- Gives priority to ensuring the well being and educational achievements of the school's students.
- Gives priority to ensuring the well being and professional learning of the staff they lead.
- Has positive relationships with parents.
- Helps to promote the interests and image of the school.
- Works as a member of the Board

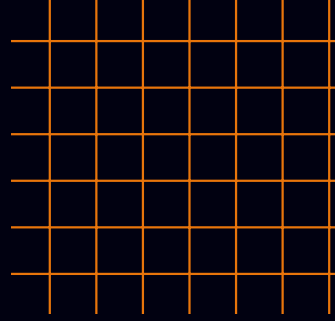
STATEMENT OF RESPONSIBILITIES

- The School's Performance Expectations Professional Leadership and Curriculum Management
- Responsible for the classroom teaching and learning programmes which shall be in accordance with the New Zealand Curriculum Framework and the National Curriculum Statements.
- Ensuring that records, student assessment and reporting to parents is accurate and effective.
- Liaison with support agencies as appropriate.
- Preparation of an Education Plan based on a system of curriculum review and teacher Professional Growth Cycles and keeping up to date by undertaking regular professional development related to the school's education plan.
- Assume the role of an effective educational facilitator. Provide teaching assistance to staff and present a professional role model to students and teachers.
- Maintenance of acceptable levels of pupil behaviour within the school. Ensuring that innovative educational strategies and current curriculum trends are investigated and adopted if considered relevant.
- Ensuring that Pupil Achievement Targets are set annually, monitored throughout the year and reported on regularly.

MOTIVATING STAFF

- Provision for staff to be fully involved in decision making processes within the school.
- Development of a Performance Management System that provides regular feedback and encouragement and Professional Growth Cycle against relevant professional standards.
- Provision of a staff development programme that provides assistance and support that brings about improvements in performance.
- Participation in and contribution to the corporate life of the school.

JOB DESCRIPTION



RELATIONSHIP MANAGEMENT

- Fostering a climate of trust and cooperation between the school and the community by regularly communicating, consulting parents on important issues and involving the community in the life of the school.
- Presenting a positive public relations image to prospective parents, groups and official agencies when promoting the school.
- Ensuring that the needs and feelings of each cultural / ethnic group are respected.

ADMINISTRATIVE FUNCTIONS

- Maintenance, within limits of the budget, of up to date teaching and learning resources and ensure that these resources are used in classroom programmes.
- Responsibility for the efficient day to day management of the school.
- Responsibility, in conjunction with the Board of Trustees, for the appointment of all staff.
- Recommendation to the Teacher Registration Board regarding registration of teachers.

CONTRIBUTION TO AND SUPPORT OF THE BOARD

- Work collaboratively with the Board in its role as governors of the school by:
- Advising it of maintenance needs of the school and developing long term and short term goals.
- Assisting in the development of policies and the setting of budgets and working within the boundaries set by them.
- Assisting with the development and annual updating of a Strategic Plan
- Informing the Board of the school's reaction to and participation in Ministry initiatives and educational opportunities.
- Supporting the Board in their designated areas of responsibility.
- Maintaining strong communication links with the Board to ensure that all relevant information is shared with Board members.

RELATIONSHIP MANAGEMENT

- Fostering a climate of trust and cooperation between the school and the community by regularly communicating, consulting parents on important issues and involving the community in the life of the school.
- Presenting a positive public relations image to prospective parents, groups and official agencies when promoting the school.
- Ensuring that the needs and feelings of each cultural / ethnic group are respected.

JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

KEY AREA EXPECTATIONS

CULTURE

Provide professional leadership that focuses the school culture on enhancing learning and teaching.

- 1.1 In conjunction with the Board, develop and implement a school vision and shared goals focused on enhanced engagement and achievement for all students.
- 1.2 Promote a culture whereby staff members take on appropriate leadership roles and work collaboratively to improve teaching and learning.
- 1.3 Model respect for others in interactions with adults and students.
- 1.4 Promote the bicultural nature of New Zealand by ensuring that it is evident in the school culture.
- 1.5 Maintain a safe, learning-focused environment.
- 1.6 Promote an inclusive environment in which the diversity and prior experiences of students are acknowledged and respected.
- 1.7 Manage conflict and other challenging situations effectively and actively work to achieve solutions,
- 1.8 Demonstrate leadership through participating in professional learning

PEDAGOGY

Create a learning environment in which there is an expectation that all students will experience success in learning.

- 2.1 Promote, participate in and support ongoing professional learning linked to student progress.
- 2.2 Demonstrate leadership through engaging with staff and sharing knowledge about effective teaching and learning in the context of the New Zealand curriculum documents.
- 2.3 Ensure staff members engage in professional learning to establish and sustain effective teacher/learner relationships with all students, with a particular focus on Maori students.
- 2.4 Ensure that the review and design of school programmes is informed by school-based and other evidence.
- 2.5 Maintain a professional learning community within which staff members are provided with feedback and support on their professional practice.
- 2.6 Analyse and act upon school-wide evidence on student learning to maximise learning for all students with a particular focus on Maori and Pasifika students.

JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

KEY AREA EXPECTATIONS

SYSTEMS

Develop and use management systems to support and enhance student learning.

- 3.1 Exhibit leadership that results in the effective day-to-day operation of the school.
- 3.2 Operate within board policy and in accordance with legislative requirements.
- 3.3 Provide the Board with timely and accurate information and advice on student learning and school operation.
- 3.4 Effectively manage and administer finance, property, and health and safety systems. 3.5 Effectively manage personnel with a focus on maximising the effectiveness of all staff members.
- 3.6 Use school/external evidence to inform planning for future action, monitor progress and manage change.
- 3.7 Prioritise resource allocation on the basis of the school's annual and strategic objectives

PARTNERSHIPS AND NETWORKS

- Strengthen communication and relationships to enhance student learning.
- 4.1 Work with the board to facilitate strategic decision making
- 4.2 Actively foster relationships with the school's community and local iwi
- 4.3 Actively foster professional relationships with, and between colleagues, and with government agencies and others with expertise in the wider education community.
- 4.4 Interact regularly with parents and the school community on student progress and other school related matters.
- 4.5 Actively foster relationships with other schools and participate in appropriate school networks.





THANK YOU

For any further questions or information please contact:

Nik House – Leading Learning / Senior Consultant
nik@leadinglearning.co.nz
021 725 650

FOR YOUR APPLICATION