



Information Pack

Principal Position Naenae Intermediate School Lower Hutt

September 2021

Position to commence: Beginning of term 1, 2022

Applications close: 08 October 2021

Please email applications to: Polly Scott, BoT Chair at: polly@naenaeint.school.nz

To arrange a visit to our school during the application period, please contact Gordon Macdonald at gordon@naenaeint.school.nz

Naenae Intermediate School
PRINCIPAL APPLICATION OVERVIEW

The Naenae Intermediate School Board of Trustees welcomes your application for the position of Principal.

This application information pack includes:

- Information about our school and local community
- The Person Specification and Job Description for the role
- Information on how to submit the application

Our timeline for the application process is as follows:

- Applications close: 4pm, 08 October 2021
- Shortlisting complete: 16 October 2021
- Interviews: likely to be held on the weekend 30 and 31st October 2021
- Notification of appointment: shortly after this date
- The successful applicant will commence at the beginning of term 1, 2022

For further information

Refer to our school website: www.naenaeint.school.nz where you will also see our last ERO report, a copy of our School Charter and annual financial statement.

Naenae Intermediate School
INFORMATION ABOUT OUR SCHOOL AND OUR COMMUNITY

We are a multi-cultural intermediate school catering for a diverse range of learners, situated in the heart of the Naenae community, Lower Hutt. We understand the needs of Year 7 and 8 students and we provide excellent learning, sporting, and cultural experiences for all children. We strive to provide an environment of inclusiveness for all through the concepts of manaakitanga (caring and support), whanaugatanga (building relationships with students, whanau and wider community), and hauora (wellbeing).

Our school vision is *'To empower all learners with the knowledge, skills and beliefs needed to be successful'*. This vision informs all decision making at the school.

The school values, *'AKO - Acting Respectfully, Valuing Knowledge, Organising Ourselves'* underpin students' holistic development and reflect who we are.

In 2019 we developed a new vision for the school and introduced Relationship Based Learning (RBL) and teacher coaching. RBL has an emphasis on the importance of learning-focused relationships in bringing about educational success.

Naenae Intermediate is organised in teaching Rōpū. The school's five Rōpū work closely together with all staff supporting each other across the school. All our staff are committed to providing the very best learning opportunities for our students.

We value everyone's input, and all teachers and learners have an active role in promoting the school and its development goals.

We are looking to build on our strong cultural focus that respects children's individual cultural identities and builds on their strengths and successes. There is an increased emphasis on deepening understanding and knowledge of te ao Māori and integrating this and Pacific contexts into learning opportunities. We are very proud of our school, our children, our staff and the strong relationships we have with our community. Our staff work closely together and share a collective responsibility for all students. Naenae Intermediate School is a wonderful and rewarding learning community. Our community has trust in our school and supports the learning.

Our school is financially stable and our teachers and learners are well resourced. Our current roll is over 460, with a consistent growth in demand over recent years such that we are currently introducing a school zone to ensure we can best serve our community. We are proud of our learning environment and look forward to seeing this continue to grow and develop in the years to come.

Naenae Intermediate School
PERSON SPECIFICATION: PRINCIPAL

After consultation with our community, staff and Board of Trustees we are looking for a leader who:

- Is open, honest, and caring with a "whanau first" approach
- Inspirational, inclusive, compassionate, involved, and interested.
- Has a good sense of humour and the skills to empower and support others.
- Can delegate where appropriate and build confidence, skills and experience across the team while being able to have difficult conversations when required.
- Has a “can do” attitude, that reflects and values teamwork, and that no job or task is below them.
- Shows commitment to, and trust in, the people who work for and with them.
- Is approachable and can make people feel secure and comfortable in their roles and environment
- Is a good listener, communicator, and a genuine and effective leader

The priorities for the successful candidate will include:

- Continuing to build on the current strong collaborative and supportive relationship with the staff, students and parent community.
- Being a strong leader who can build a successful management team
- Being inclusive, and having effective practices for managing the full range of issues that can arise in an educational setting.
- Continuing to build on the existing strong relationships with the community and maintaining the kind, caring and supportive atmosphere around and within the school.
- Learning what is best about Naenae Intermediate School’s character and environment and understanding how to keep this intact while at the same time setting the school on a path for the future.



Naenae Intermediate School
Acting Respectfully, Valuing Knowledge, Organising Ourselves

Job Description – Principal

Responsible To

The Principal will report and be accountable to the Naenae Intermediate School Board of Trustees (as the employer) through the Board Chairperson.

Delegations

The Principal is responsible for the successful management, operation and professional leadership of the school, including by taking direction from the Board, the school's Charter and Board's policies, procedures and delegations.

Working Relationships

The Principal:

- Ensures the well-being and educational achievements of the students.
- 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 working with external agencies.

The Principal will liaise, when necessary, with educational agencies such as the Ministry of Education, Education Review Office, payroll services, NZSTA.

Primary Objectives

The Principal is responsible for:

- The professional leadership and supervision of all staff.
- The day-to-day management and operation of the school.
- Compliance with legal requirements applying to the school, including health and safety, child welfare and employment obligations.

- The implementation of the Board’s policies, procedures, strategies and governance decisions.
- The educational achievement and general wellbeing of our students.
- Sustaining, strengthening and growing existing relationships with our Māori and Pasifika whanau.
- Promoting and reflecting the principles of Te Tiriti o Waitangi/The Treaty of Waitangi in the operation of and learning programmes within the school.

Culture

The Principal

- Provides professional leadership that focuses the school culture on enhancing learning and teaching Pedagogy and reflects the school’s values.
- Creates a learning environment in which there is an expectation that all students will experience success in learning.
- Promotes and sustains a school environment that recognises, promotes and encourages diversity and inclusiveness in all respects.

Systems

The Principal

- Develops and uses management systems to support and enhance student learning and appropriate support for staff.

Partnerships and Networks

The Principal

- Strengthens communication and relationships, including with parents, the community, and other stakeholders (including the Ministry of Education and ERO) to enhance student learning and achievement.

The Principal will adhere to the Professional Standards as outlined in the Primary Principals’ Collective Agreement (see appendix 1), and any other applicable professional obligations.

Key Responsibilities

Leadership

The Principal, as the leader of the teaching staff, assists teachers to set goals and develop teaching programmes and deliver effective teaching consistent with all students experiencing success in learning.

The Principal

- Demonstrates and promotes high expectations of student achievement and experience.
- Ensures that goals are set and programmes are developed in line with the school's Curriculum Plan, the NZ Curriculum and National Curriculum Statements and Naenae Intermediate School's charter, policies and values.
- Promotes and reflects the principles of Te Tiriti o Waitangi/The Treaty of Waitangi in the operation of and learning within the school.
- Oversees the planning, implementation, and evaluation of teaching programmes in line with the National Education Guidelines, the National Administration Guidelines, the national curriculum, the school's curriculum and Naenae Intermediate School's charter, policies and plans.
- Uses a range of evaluation, inquiry, and knowledge building activities to develop, implement, monitor and modify strategies for improvement.
- Ensures learning programmes have appropriate sequences and coherent progressions over the class and year levels.
- Manages the identification of students' individual learning needs and the provision of quality programmes to meet those needs.
- Provides a safe and positive learning environment for all students and monitors their welfare and conduct.
- Oversees the monitoring, recording and reporting of student progress and achievements to parents and the Board.
- Shows progressive educational practice by keeping up-to-date with curriculum and administrative developments.
- Provides a school curriculum which will engage, excite and motivate all students.
- Understands the latest Education initiatives and how to translate these to support student learning and engagement.

Management

The Principal has overall accountability for staff performance and development.

The Principal

- In conjunction with the Board, ensures the school is appropriately staffed.
- Allocates and delegates duties and responsibilities to all staff, conducts performance appraisals and reports to the Board as required.
- Ensures the performance appraisal system is effectively used to identify and address ongoing improvement of the quality of teaching and goals are specifically linked to the school goals and charter.
- Provides effective guidance and motivational leadership to all staff.
- Supports staff to develop their skills through guidance, supervision, appraisal and the promotion of professional development programmes.
- Gives staff the opportunity to express their ideas and views through good consultative practices.
- Assists the Board to achieve its good employer obligations.
- Promotes a culture of health, safety and wellbeing in the school.

Finance and Administration

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

The Principal

- Helps the Board and staff to develop sound financial plans and budgets which reflect the current and future needs of the school.
- Administers and monitors the school's funds according to approved annual budget and financial policies, and reports to the Board as required.
- Advises the Board on policy development, budgeting, planning and resources.
- Assists the Board in meeting its annual audit and reporting requirements.

Supervision of Property and Resources

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

The Principal

- Ensures the school is kept safe, healthy and clean.
- Provides for the acquisition, management and upkeep of the school's equipment and resources.
- Provides advice to the Board on the maintenance, development and enhancement of school property and facilities.
- Ensures appropriate health and safety policies and procedures are adhered to by staff, students, contractors and visitors to the school

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

- Fosters good working relationships with the Board, staff, students, parents, members of the school community and agencies, such as the Ministry of Education.
- Maintains and develops effective communication between the school, parents and the community.
- Is sensitive to parent and community concerns and addresses these effectively and promptly.
- Keeps parents and the community well informed of the school's activities, programmes and achievements.
- Gives parents and caregivers the opportunity to express their ideas and views through good consultative practices.
- Sustains, strengthens and grows existing relationships with Māori whanau.
- Actively fosters relationships with all other ethnic groups within the school community.

Information and Advice to the Board

Provides professional and administrative advice and information to the Board and contributes to its effective operation.

The Principal

- Provides effective executive advice to the Board to help ensure it meets all of its statutory and other obligations.
- Supplies information to the Board and highlights issues on all matters relevant to the Board's responsibilities.
- Reports to the Board on school-wide curriculum achievement.
- Supports the Board in its aim of establishing good working relationships between the school and the community.
- Assists the Board with policy development and the ongoing review of its policies and procedures.
- Implements Board decisions.

It is expected the achievement of these key responsibilities will result in the Principal leading and managing a positive and inspiring environment for students.

Signatures:

_____ (Principal)

_____ (Board Chair)

Date:

Appendix 1 - Professional Standards - Areas of Practice

Culture

- Provide professional leadership that focuses the school culture on enhancing learning and teaching.
- In conjunction with the Board, develop and implement a school vision and shared goals focused on enhanced engagement and achievement for all students.
- Promote a culture whereby staff members take on appropriate leadership roles and work collaboratively to improve teaching and learning.
- Model respect for others in interactions with adults and students.
- Promote the bicultural nature of New Zealand by ensuring that it is evident in the school culture.
- Maintain a safe, learning-focused environment.
- Promote an inclusive environment in which the diversity and prior experiences of students are acknowledged and respected.
- Manage conflict and other challenging situations effectively and actively work to achieve solutions.
- Demonstrate leadership through participating in professional learning.
- Sustains, strengthens and grows existing relationships with Māori whanau.
- Promotes and reflects the principles of Te Tiriti o Waitangi/The Treaty of Waitangi in the operation of and learning within school.

Pedagogy

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

Systems

- Develop and use management systems to support and enhance student learning.
- Exhibit leadership that results in the effective day-to-day operation of the school.

- Operate within Board policy and in accordance with legislative requirements.
- Provide the Board with timely and accurate information and advice on student learning and school operation.
- Effectively manage and administer finance, property and health and safety systems.
- Effectively manage personnel with a focus on maximizing the effectiveness of all staff members.
- Use school / external evidence to inform planning for future action, monitor progress and manage change.
- Prioritise resource allocation based on the school's annual and strategic objectives.

Partnerships and Networks

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

Naenae Intermediate School
APPLICATION FOR APPOINTMENT
FURTHER IMPORTANT INFORMATION

Applications must be received via email by 08 October 2021. The starting date for the position is the beginning of term 1, 2022.

The application form is included with this pack and comprises the recommended application form from NZSTA.

Applications are to be emailed to Polly Scott, BoT Chair at: polly@naenaaint.school.nz

Any queries regarding the delivery of applications should be made to the Board Chair, Polly Scott, at the above email address.

Your application should consist of the following:

1. Complete the Application for Appointment form in its entirety, and please sign and date where indicated on the last page. (The Application form is a separate word document which can be completed electronically, signed, scanned and emailed to the above address.)
2. A CV containing at least the following information:
 - Full employment history
 - Education, qualifications and training relevant to this position
 - Specific skills, experience, strengths and abilities relevant to this position
 - Any further information that is relevant
3. Please ensure you advise your three referees that they have been nominated and that you have authorised them to disclose information about you to the Board for the purpose of determining your suitability for the advertised position should we choose to contact them. Referees may be contacted during this process.
4. Please also note that the Board may also make inquiries of previous employers, or other persons, or institutions deemed necessary to satisfy the Board as to the suitability of the application for the position of Principal.

Only copies of qualifications should be attached. If you are successful in your application, originals will be requested as proof of qualification.

All applicants will be contacted and unsuccessful application documents will be destroyed.

The Board reserves the right to not appoint any short-listed candidates and to re-advertise.

The Naenae Intermediate School is an equal opportunities (EEO) employer.

The application form and supporting documentation will be held in the strictest confidence by the Naenae Intermediate School Board of Trustees. You can access your application in accordance with the provisions of the Privacy Act 1993.

We look forward to receiving your application.

Shortlisted applicants will be:

- Interviewed by the Board;
- Asked to make a short presentation of no more than **5 minutes on a topic to be confirmed**
- Asked to prepare a one-page summary of their presentation to leave with the Board.

Thanks for your interest,

Polly Scott
Chair, Naenae Intermediate School Board of Trustees