



Permanent Deputy Principal 3MU: Application Pack

Job Advertisement: Permanent, Full Time, Deputy Principal (3MU)

This is an exciting opportunity for a new deputy principal to join our dynamic and richly diverse school community.

We welcome applicants committed to professional growth, with the drive, and passion to realise our vision and strategic aims, providing all our students – in particularly our Māori, Pasifika, and children with additional learning needs – rich learning experiences, success and achievement, and lasting memories of their primary years, to treasure for all their lives. If this resonates, then we would like to hear from you.

Our deputy principal will have qualities including:

- Proven successful leadership and teaching experience
- Ability to build positive relationships with students, staff, parents, community, agencies and services
- Culturally responsive, relational pedagogy
- Commitment to enacting the principles of Te Tiriti o Waitangi
- Demonstrates collaboration and inclusion
- In-depth understanding of effective teaching and learning
- Is flexible, innovative and creative
- Ability to lead teacher development and curriculum design
- Data literate – can analyse, interpret, and use data to lift student achievement

There may be a teaching component.

Commencement date negotiable – Term 4 2021 or Term 1 2022.

We encourage you to visit our school. Please contact Rebecca Garlick, Office Manager on (04) 564 6920 to organise.

Timeline and Information for Appointment

Position advertised	Saturday 10 th July
Closing date for applications	9am Friday 20 th August
Shortlisted candidates notified	Wednesday 25 th August
Interviews	Sunday 29 th August

ARAKURA SCHOOL

209 Wellington Road, Wainuiomata, 5014



04 564 6920



office@arakura.school.nz



www.arakura.school.nz

Candidates notified	By Friday 3 rd September
Appointment commences	Negotiable: Term 4 2021 or Term 1 2022

- Attach your CV containing any additional information relevant to the position. If written references are included, please note that we may contact the writer of the reference.
- Copies of qualification certificates should be attached. If successful, you may be required to provide originals as proof of qualifications.
- The application form and supporting documents received from the successful applicant will be held by the school. The applicant may access in accordance with the provisions of the Privacy Act 1993.
- All information provided will be confidential to the Arakura School Appointments Committee. CVs submitted from non-successful applicants will be returned if a stamped addressed envelope is provided. All application forms and CVs will be held until the appointment process is completed then either returned or destroyed.
- Your completed application form, CV and application letter must be received by 9am Friday 20th August 2021.

Please email to principal@arakura.school.nz

Or mail to: The Principal
Arakura School
209 Wellington Road
Wainuiomata 5014

Envelopes should be endorsed Deputy Principal Application, Confidential

- Any queries please contact Rebecca Garlick (Office Manager), on (04) 564 6920.

Deputy Principal – Person Specifications

We seek a leader who:

- Works as part of the management team to build a positive, collaborative, inclusive culture of care at our school
- Has excellent, in-depth knowledge of teaching and learning practices, particularly in relation to diverse learning needs
- Is relational and visible across our school
- Is respected for the quality of their teaching and leadership
- Has the capability/or willingness to grow, in te reo Māori, tikanga, and overall commitment to the principles of Te Tiriti o Waitangi
- Has in-depth knowledge of the NZ Curriculum to help lead the design of our local curriculum
- Shows initiative and helps drive the strategic direction of our school
- Demonstrates a willingness to continually improve their practice
- Builds the professional capability of staff to cater for the learning needs of our students
- Works collaboratively with students, whānau, staff, and external agencies and services
- Is an effective communicator
- Is flexible, innovative, and creative, and able to think outside the square
- Has excellent management skills

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- Recognises the importance of life outside the school
- Loves what they do, is able to inspire others, and knows how to have fun

Deputy Principal – Position Description

Responsible to:

Principal
Arakura School Board

Key accountability:

The Deputy Principal is to work with and support classroom teachers and students, providing pedagogical and curriculum leadership and fulfilling a range of administrative functions.

This position description specifies the key tasks the Deputy Principal will be required to carry out. It is based on the research carried out for the development of 'Leading from the Middle – Educational Leadership for Middle and Senior Leaders', which is used in conjunction with 'Kiwi Leadership for Principals'.

Performance indicators will be developed with the Principal following appointment, taking into consideration the strengths and qualities you bring to this position.

Areas of Practice

Culture

- Ensuring the educational practices including behaviour management systems are inclusive
- Ensuring the language, identity, and culture of students and their families are acknowledged and valued
- Actively engaging in the development and implementation of shared goals and vision
- Ensuring a safe and well organised environment that allows teachers to focus on their teaching, and students on their learning
- Supporting the development of practices that set an expectation that all students will experience success in learning
- Modelling practices in which teamwork is expected and valued
- Leading and creating opportunities to celebrate the progress and success of students and staff

Pedagogy

- Modelling pedagogical practices that are effective for all students
- Engaging in and leading professional development and keeping up to date with teaching and learning theory
- Leading curriculum planning, development and review

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Systems

- General and strategic school administration, such as planning, resourcing, staff appointments, budgeting, timetabling, and running school events
- Academic tracking of students through assessment, evidence collecting, and data analysis
- Pastoral care and support for staff

Partnership and Networks

- Ongoing learning, such as attending conferences and belonging to effective practice cluster groups
- Networking across the cluster to share ideas and challenge practices
- Working with parents, whānau and caregivers to establish shared expectations for students (and encouraging teachers to do the same)
- Developing networks in the wider community to ensure the school's achievements are well presented

Application Form

Personal Details

Surname:

First names:

Address:

Email:

Phone - Work:

Home:

Mobile:

A. Citizenship/Residency

Are you a New Zealand citizen? YES/NO

If not, do you have resident status? YES/NO

B. Registration Details

Teacher registration number:

Teacher registration expiry date:

C. Educational Qualifications

Tertiary education completed and study currently undertaken

Degree, Diploma, Certificate	Name/Location of Institute	Years of Attendance

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D. Professional Development

Relevant in-service training courses, professional development, and other experiences

Degree, Diploma, Certificate	Name/Location of Institute	Years of Attendance

E. Current Employment

Name and address of school, or place of employment:

Position(s) held:

Period of employment: From: To:

F. Employment History

Name/Address of Employer	Positions Held	Dates
Total service in senior management (Years/Months):		
Total teaching service including management service (Years/Months):		

G. Referees

Please provide contact information for three professional referees. Complete all details for every referee. If any are incomplete, the referee may not be contacted. Your referees must know you in a work related capacity.

Please note that the Arakura School Appointments Committee may wish to make other inquiries as they see fit in relation to this application and by applying for this role, consents to the disclosure of information to the Appointments Committee by such persons of whom inquiry is made on matters pertinent to this application.

Name:

Relationship to applicant:

Position held:

Address:

Email address:

Phone: Work:

Home:

Mobile:

Name:

Relationship to applicant:

Position held:

Address:

Email address:

Phone: Work:

Home:

Mobile:

Name:

Relationship to applicant:

Position held:

Address:

Email address:

Phone: Work:

Home:

Mobile:

H. Medical Questionnaire

Do you have any medical conditions that may affect your ability to effectively carry out the functions and responsibilities of this position, or which may be aggravated or further contributed to by the functions and responsibilities of this position? YES/NO (Circle One)

If you have answered YES to the above question, please specify health problems or disabilities below:

I. Convictions Against the Law

Have you ever had a criminal conviction (except those where you have had a record concealed under the Criminal Records (Clean Slate Act 2004)) YES/NO (Circle One)

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If YES, please provide details:

Are you awaiting sentencing or currently have charges pending? YES/NO (Circle One)

If YES, please state the nature of the conviction/case(s) pending:

I confirm that I hold a current Teacher Registration in New Zealand and have at no time had my registration reviewed or revoked by the Teaching council due to disciplinary or competency matters.

YES/NO (Circle One)

Disclosure

I certify that the information provided is true and correct and no relevant material/information has been omitted. I understand that this information will be used for the purposes of processing this application and understand that any incorrect or misleading information or important information that has been omitted during the appointment process, may disqualify me from consideration, or if appointed, make me liable for dismissal.

Applicant Name: _____

Applicant Signature: _____

Date: _____

Under the Privacy Act 1993 you are advised that the personal information you provide will be used by the Arakura School Appointments Committee for this appointment process only. Should this information be required for statistical or research purposes, individuals will not be identified.

For administration use only:

This application was received:

Date: _____ *Time:* _____

Confirmation of receipt of application was emailed: _____ (Date)

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