



22 August 2017

Dear Candidate

Thank you for the interest you have shown in the position of Deputy Principal at Fergusson Intermediate. The current Deputy Principal has been appointed to a Principal position and the Board is seeking someone who is innovative, passionate about education, and who is looking for an exciting challenge in a senior leadership role.

I enclose the following documents relating to this position:

1. Application Form
2. Person Specification
3. Job Description: Deputy Principal
4. Task Specification

The proposed timeline for appointment is

Closing date for Applications	Monday 16 October 3pm
Shortlisting	23-27 October
Interviews	31 October-1 November
Start	Term 1 2018

I look forward to receiving your application in the form of a letter of application and a copy of your Curriculum Vitae.

Yours sincerely

Simon Kenny
Principal (commencing 16 October 2017)

"high expectations for all"

D. Current Employment:

Name and address of school, or place of employment:

School U Grade:

School Roll 1 March 2017

Period of Employment: From: _____ To: _____

Position(s) held: _____

E. Referees:

Please provide contact information for three Professional Referees
Complete all details for each referee

Please ask all of your referees to complete the enclosed referee forms and email
them to: Jan Hall-Jones
Email: jhall-jones@fergusson.school.nz

1. Referee Name and Title: _____

Organisation: _____

Position: _____

Telephone: _____ Cellphone: _____

Email: _____

2. Referee Name and Title: _____

Organisation: _____

Position: _____

Telephone: _____ Cellphone: _____

Email: _____

3. Referee Name and Title: _____

Organisation: _____

Position: _____

Telephone: _____ Cellphone: _____

Email: _____

Referee Information:

In making this application, you consent to the Fergusson Intermediate School Board of Trustees seeking verbal or written information about your suitability for the position from any of the referees you have nominated above or in your curriculum vitae, and any other person or organisation that Fergusson Intermediate School Board of Trustees may approach, to disclose any information required for the purpose of assessing your suitability for employment. You authorise the information to be released to those involved in the selection process. The referees provided must include a current and at least one other recent employment related referee.

F. Candidate Declarations:

As part of the employment process we gather and confirm as much relevant information as possible for the role for which you have applied. This is to ensure we select the best person possible for the role and to also ensure we meet various legislative requirements, including the Vulnerable Children's Act.

The information you provide will assist us with the selection process. If you are the preferred candidate, in addition to reference checking and qualification verification, further background checks may be undertaken if required, for the role for which you have applied. These may include criminal history; police vetting; qualification verification. We seek, as part of this employment and declaration form, your written consent in advance to undertake such checks if you are the preferred candidate.

G. Employment in New Zealand:

Are you legally entitled to work in New Zealand? [ie. As a New Zealand or Australian citizen/permanent resident/holder of a current and valid work or holiday visa*]	Yes	No
Please provide expiry date of work visa (if applicable):		

H. Health Status:

The following information is required to assist Fergusson Intermediate School Board of Trustees in meeting its obligations under the Health and Safety in Employment Act and the Injury Prevention Rehabilitation and Compensation Act, and to assess your ability to do the job.

Have you had, or do you have, an injury, medical condition or disability – for example, hearing loss, repetitive strain injury, mental illness or condition – that would be aggravated or further aggravated by the tasks and responsibilities that you would be required to perform in this role?	Yes	No
Do you believe this condition will affect your ability to carry out effectively and safely the functions and responsibilities of this role?	Yes	No
Should you be appointed, would you require any specific equipment and / or particular environment / location etc to undertake the functions and responsibilities of the role?	Yes	No
If yes, give details:		

I. Criminal Charges and Convictions:

Have you been convicted of any offence against the law other than minor traffic offences?	Yes	No
Do you have any criminal charges pending other than minor traffic offences?	Yes	No
If yes, give details:		
Do you know of any other reason you should not be employed to work in a school / educational environment?	Yes	No
If yes, give details:		

J. Teacher Registration (if applicable)

Did you receive your teaching qualification from a New Zealand training provider?	Yes	No
If no, have you had your qualifications assessed by New Zealand qualifications Authority (Note: For further information refer http://www.nzqa.govt.nz/qualifications-standards/international-qualifications/)	Yes	No
Do you have New Zealand Teacher Registration?	Yes	No
Teacher Registration Number		
Practising certificate expiry date		
Have you ever had your teacher registration cancelled, suspended or been under special conditions imposed by the Teachers' Council or an equivalent body in any country?	Yes	No
If yes, give details:		
Have you ever been dismissed from a role?	Yes	No

K. Declaration:

I _____ declare that to the best of my knowledge, the answers to the questions in this application are correct.

I understand that this form, together with the written material I have supplied, and evaluative material including any interview notes, will be held confidentially or destroyed by the Fergusson Intermediate School Board of Trustees.

I agree to such pre-employment checks as deemed necessary being undertaken by Fergusson Intermediate School Board of Trustees for the role for which I have applied.

I understand that should I be appointed to the role I must provide two original forms of identification for verification [such as birth certificate or passport and driver's licence] and evidence of New Zealand or Australian citizenship, residence or a valid work permit prior to commencing employment.

I understand that should I be appointed to the role I must provide original or certified documentation supporting my educational qualifications.

I certify that the information on this form, in my curriculum vitae and on supporting documents is correct and no relevant details have been omitted. I understand that if any false or misleading information is given, or any material fact suppressed, I may not be employed, or if I am employed, I may be dismissed.

Signature: _____ Date: _____ By
typing your name here you are deemed to have signed this form. A personal signature will be required should you be appointed to this role.

Person Specification for Deputy Principal

Professional

- Proven leadership experience
- Ability to lead change and the improvement of learning and teaching
- Excellent communication skills both written and oral
- Commitment to self development
- Ability to understand an issue and offer solutions (problem solving)
- Ability to recognise and utilise the skills of staff

Instructional

- Very knowledgeable about current curriculum and future trends
- Successful teaching experience
- Range of behaviour management strategies
- Effective communications with students
- Highly competent in all areas of e-learning

Administrative

- Excellent organisational / management skills

Personal

- Very strong interpersonal skills
- Team player
- Future focussed
- High level of personal integrity
- Strategic thinker
- Great sense of fun

Deputy Principal

Job Description

Position: Deputy Principal

Reports to: Principal and Board of Trustees

Date: 2017

General Aim: To work together with the Principal and Deputy Principal (2) to ensure that Fergusson Intermediate School is an effective and successful school.

Dimensions: 1. Professional Leadership
2. Strategic Management
3. Personnel Management
4. Relationship Management
5. Curriculum and Programme Management
6. Board of Trustees Responsibility

The following documents are deemed to be part of this job description

1. The Primary School Teachers' Collective Contract
2. The School's Charter
3. Professional Standards for Deputy Principals
4. School Policies
5. The National Education Goals and The National Administration Guidelines
6. Annual Performance Agreement

The Deputy Principal is a member of an interdependent management team who advise and support one another with the aim of facilitating the best educational opportunities for our students.

The Deputy Principal

- Will be required to deputise for the Principal from time to time
- Is expected to contribute to the overall professional and administrative well being of the school
- Is expected to facilitate communication and contribute to the corporate life of the school
- Is expected to take a leadership role in the implementation over time, of the school's strategic direction

A task specification will be drawn up and mutually agreed between the two Deputy Principals and the Principal. This will utilise the strengths of each member of the Senior Management Team.

A task specification list, which is negotiable with the appointee, will be deemed to be part of this Job Description.

In general terms the Senior Management Team will have responsibility for the staff and students across the school with the Deputy Principals having specific responsibilities for the staff and students in their designated Syndicates.

The Deputy Principal will be required to provide the Board of Trustees with reports to cover areas mutually agreed with the Principal.

Deputy Principal: Draft Task Specification

(The actual task specification will be agreed after appointment and will be negotiated with the Principal and the other Deputy Principal)

Professional

- To be a contributing member of the management team
- To meet the Professional Standards for Deputy Principals
- To support teachers in the management of students
- To work with the management staff and senior staff to introduce and implement change
- To take an active role in the school's Performance Management System
- To work with the syndicate leaders in the delivery and review of the curriculum
- To deputise for the Principal when required

Instructional

- To demonstrate very competent performance as a classroom teacher
- To work with the management team to drive and facilitate curriculum development
- To support all aspects of the school's major curriculum focus
- To be knowledgeable about all curriculum and to influence teachers in best teaching practice
- To oversee programmes and support for students with Special Needs / Abilities
- To oversee the general welfare of the students
- To take a lead role in the development of the overview of annual curriculum plans
- To take a lead role in the development of ICT programmes for students which reflect the school's strategic vision
- To take a lead role in the process of self review, including entering school wide data and generating reports with recommendations for improving teaching and learning, for teaching staff and the Board.

Management

- To co-ordinate the day to day organisation of the school, including arranging for all relieving teachers
- To co-ordinate teacher trainees
- To liaise with all agencies concerned with the welfare of students
- To carry out all other tasks as required by the Principal
- To participate in the corporate life of the school
- To oversee aspects of property management