



BRAD
GAY
PRINCIPAL
APPOINTMENT
ADVISOR



APPLICANT BRIEF

Prepared for the Position of
Principal
Nelson Park School

October, 2019



BRAD GAY
PRINCIPAL APPOINTMENT ADVISOR

NELSON PARK SCHOOL

PRINCIPAL

Dear Applicant

Thank you for expressing an interest in the position of Principal at our school.

The new Principal will have the opportunity to lead our school, building on the significant achievements to date. The successful applicant will be well supported by two Deputy Principals, experienced staff, a committed board, an energetic parent group and the diverse local community.

The application document contains:

- A. Application process
- B. School profile
- C. Personal profile
- D. Person specifications
- E. Referee process and application summary sheet
- F. Referee's report form – three required
- G. Referee's opinion on applicant's performance

A. APPLICATION PROCESS

1. APPLICANTS SHOULD PROVIDE:

- A CV
- The Principal's Personal Profile
- **Three (3)** referee reports- refer notes below
- A covering letter explaining how the school will benefit from your leadership
- Completed Person Specification sheet outlining examples.

2. DEADLINES FOR THE APPOINTMENT PROCESS:

Please note that applications must be received **via email** by (Please note we will confirm receipt of your application.)

17th July 4pm.

Please email Application information to:

BOTsecretary@nelsonpark.school.nz

Please add the subject line "**Confidential: Principal Appointment**"

Late applications may be considered at the discretion of the appointment committee.

SCHOOL PHONE 06 835 6078

OFFICE EMAIL BOTsecretary@nelsonpark.school.nz

WEBSITE <http://www.nelsonpark.school.nz>

CHARTER [Nelson Park Charter 2019](#)

ERO REPORT [ERO REPORT](#)

3. REFEREES:

- Please deliver referee reports to your three referees.
- Referee forms should be delivered separately from your application and be received by Nelson Park School no later than **17th July 4pm.**
- Nominated referees may also be contacted by the appointment committee (or their agents) for further/more detailed information.

4. SHORTLISTING:

Shortlisting will be completed on **25th July**. Successful & unsuccessful candidates will be notified shortly after this date.

5. INTERVIEWS:

Interviews will be held at Nelson Park School on **Saturday 3rd August 2019**. If you are not available for interview at this time, please note this in your covering letter. The Principal Appointment will be confirmed as soon as is practical following the interviews and it is expected the Principal will be available to take up the position at the start of **Term 4 2019.**

B. SCHOOL PROFILE

CURRENT SCHOOL DESCRIPTION

Nelson Park School is a “contributing” Primary School catering for Year 1 to Year 6 children. Nelson Park School has a growing roll. There are over 35 staff members including teachers, part-time teachers, office staff, teacher aides, librarian and full-time caretaker. The majority of the students are of European descent with approximately 30% being Māori and lesser numbers of other nationalities being represented. The school’s community area could be described as Napier South, Napier City, Lower Hill, and Marewa. The houses are mainly residential, with most built between 1920 and 1950. The community is a balanced cross section of age groups. The range of socio-economic and ethnic groups in the community is wide. Nelson Park School, is currently Decile 5.

The school enjoys a good relationship with the local community whose expectations and support of the school are encouraging. Following the 1931 earthquake, and subsequent demolition of the old school building occupied since 1914, the main classroom and administration block was built. Three other classroom blocks have since been added, giving 18 classrooms in total. A specially designed two-classroom unit for severely disabled pupils was also built on site in 1988. Major redevelopment was completed on the main administration and classroom block in March 1998, which included the provision of a brand new, three level library. Two other classroom blocks have since been upgraded, and the school hall has been extended to cater for our growing roll. Following the placement of Room 8 linking to the hall, the Ministry of Education has deemed the school to be a “restricted building site” limited to existing classrooms. At the start of 2014 the school was connected to Network for Learning, the NZ Government internet provider. This upgrade included further wireless provision throughout the school. Further developments are planned based on a full IT audit by New Era, and the outcome of our current evaluation of IT school wide.

In 2016 a classroom block of three rooms was replaced by a Flexible Learning Space comprising three classroom spaces and one breakout space.

‘Schools Out’ (a before and after school care programme) operates within the school grounds. Two kindergartens and several child care centres are nearby. Napier Intermediate School is close by and the great majority of Nelson Park School pupils move on to that school. Secondary schooling is served by schools outside the immediate area, including Napier Girls’, Napier Boys’ and William Colenso College.

Cultural Responsiveness and Inclusiveness:

The Board of Trustees recognises the bi-cultural nature of New Zealand’s society, and the importance of the Treaty of Waitangi, and will ensure the delivery of Te Reo and Tikanga Māori at Nelson Park School.



Evaluative Capability:

At Nelson Park School we are focussing on developing co-leadership and co-coaching in Teacher Inquiry groups. Professional Learning Leaders are coached to develop this community of learning. Teachers use critical inquiry and problem-solving in professional practice and collaboratively inquire into the impacts of teaching practice on student learning and achievement. In this way we are responsive practitioners. The Board receives comprehensive student achievement data, allowing targets and the budgeting to be directed to the identified areas of need.

Organisational Capability:

At Nelson Park School diversity and difference are acknowledged and celebrated in an inclusive school environment. The school has a collaborative team approach to supporting children with learning /social/emotional /physical barriers to progress and achievement. External support services (e.g. RTLB, RTLIT, GESE, BIRTHRIGHT, HEALTH NURSE) are often sought.

Learning is based on formative assessment as well as on standardized and diagnostic tools, as well as unit assessment against the Achievement Objectives of the NZ Curriculum, teacher observation/professional judgment and anecdotal evidence. Comprehensive records are maintained, which demonstrate student progress, over time. Areas of student or curriculum needs are identified, prioritized and planned for. Evaluation is ongoing throughout the year in relation to the Strategic goals.

The school has been involved in the following Ministry of Education programmes, Accelerating Learning in Literacy (ALL), Accelerating Learning in Mathematics (ALiM) aimed at raising students' achievement in literacy and mathematics and the Ministry's Positive Behaviour for Learning (PB4L) programme. Currently the school is undertaking the Mathematics training in DMIC.

Nelson Park School is a member of the Napier City Community of Learning (CoL).

[Mataruahou Napier City Kāhui Ako](#)

OUR MOTTO

In All Things Seek The Highest

"Whaia ko te taumata"

THE NELSON PARK WAY

Consists of:

P for participation

A for achieve

R for Respect

K for Kindness

These PB4L values are reported to parents.



OUR CORE BELIEFS

Our Core Beliefs are lived out in the culture of our school. They are a reflection of the way we do things at Nelson Park School.

- All children have the right to achieve their learning potential.
- We create a community of life long learners.
- Our environment provides child-centred learning based around student agency.
- We value and nurture creativity.
- We find joy in learning through the wonder of play, inquiry and STEAM.
- We celebrate diversity and difference in an inclusive school climate.
- We maintain a strong value-centred culture where virtues are practised.
- We are a happy school where fun and laughter is an everyday occurrence.



OUR LOGO

The Circle symbolises the development of the whole child

The Tree reflects the growth of the child into adulthood

The Raupo and Pukeko represent an understanding of nature and environment

The Book links the importance of knowledge and learning

OUR FAMILY

At Nelson Park, we value whānau and community engagement. We aim to prepare today's child for tomorrow's world and this is achieved through building respectful relationships (with students, our staff and whānau), as well as through our delivery of quality teaching programmes. Our staff share their expertise across the school in academic, sporting and cultural areas.

OUR PRINCIPAL

Nelson Park School requires a Principal who has a clear vision that will compliment and enable the continued development of our school through best practice and innovative thinking. As a board we are looking for a Principal to progress our strategic direction. This needs a forward thinking leader who understands the aspirations of parents, whānau, students and staff.

C. PERSONAL PROFILE

Please complete this form and return it with your CV

1. Personal information

Full name: _____
Surname First name(s)

Address: _____

Contacts: _____
Home phone Mobile phone

Email

Date of Birth: _____ Place of Birth: _____

Nationality/
Citizenship: _____

Please include photo identification with your application-eg passport photo or drivers licence

Are you legally entitled to work in New Zealand? **Yes** **No**

Where appropriate, please attach evidence of eligibility to work in New Zealand.

Current Driver's Licence: **Yes** **No**

2. Educational Qualifications

Highest qualification held: TTC/DipTch/Degree _____

Date of certification: _____

Teacher's Registration Number and Practising Certificate _____

Expiry Date: _____

Degrees/Diplomas: _____ Year _____

_____ Year _____

Other Qualifications: _____



3. Current Employment

Position: _____ Date appointed: _____

School/institution: _____

Location: _____

Immediate supervisor/employer:

Name: _____ Position: _____

Add contact details if not used as a referee:

Address: _____ Phones: _____
Work _____
Home _____

For the purpose of compliance with the Privacy Act 1993, do you consent to the school contacting your present employer for the purpose of reference checking?

Yes

No

4. Medical / Health

- Please describe any injury or illness you have had that may affect your ability to effectively carry out the duties and responsibilities of the position.

- Do you have any other known condition that may affect your ability to carry out the duties and responsibilities outlined in the job description? If yes, please provide the details.

I understand that any false information given in relation to my medical history may result in my loss of entitlement for any compensation from ACC or the Board's workplace accident insurer.

5. Convictions

(a) Have you ever been convicted of any criminal offence (other than a minor traffic offence)?

Yes No

(b) If **Yes** please provide the date and details of the offence, the penalty, or reason, together with any comments you may wish to make.

(c) Are you currently awaiting the hearing of any charges?

Yes No

If YES please provide details

(d) Have you been, or are you currently under investigation from any other authority such as Health & Disability authority, Privacy Commission etc?

Yes No

If YES please provide details

Please note:

- You may be asked to provide a copy of the relevant Court record(s) obtained from the Police and the Board reserves the right to contact authorities to verify any claim made.
- Failure to provide correct and true details of any conviction or other reason for possible unsuitability will make you liable to dismissal from the employment of Nelson Park School Board of Trustees should you be the successful applicant.



6. Referees

Please provide names, postal and email addresses, and phone numbers of **three (3)** referees, who can attest to your professional capability.

Please ensure that one is able to verify your ability to:

- Relate to/work constructively with your employer (either BOT or Principal)
- Lead a team, work collaboratively with others to implement a project

Please ensure that one referee is a colleague capable of commenting on your approach and beliefs about learning and teaching.

(i) Name: _____
Address: _____

Telephone: _____ Private _____ Business
Capacity in which you have known this person: _____

(ii) Name: _____
Address: _____

Telephone: _____ Private _____ Business
Capacity in which you have known this person: _____

(iii) Name: _____
Address: _____

Telephone: _____ Private _____ Business
Capacity in which you have known this person: _____



7. Declaration

I, _____ (full name)

(a) Consent to the school seeking verbal or written information about me on a confidential basis from representatives of my current and previous employers and/or referees and authorise the information sought to be released to the Board of Trustees of Nelson Park School for the purpose of ascertaining my suitability for the position for which I am applying.

I understand that the information received by the school is supplied in confidence as evaluative material and will not be disclosed to me.

(b) Authorise the Board of Trustees of Nelson Park School and its agents to make any reasonable inquiries concerning my background to assist in accessing my suitability for the position of Principal at Nelson Park School for which I am applying.

(c) Declare that to the best of my knowledge the information provided in this application and in any curriculum vitae enclosed is accurate and I understand that if any false or misleading information is given, or any material fact is suppressed or deliberately omitted, I will not be employed, or if I am employed, my employment will be terminated. I also understand that any false information given in relation to my medical history with regards to gradual process, disease or infection can result in my loss of entitlement for any compensation for ACC.

Signature: _____

Date: _____

D. PERSON SPECIFICATIONS

Are you an energetic and inspiring leader able to support our talented and dedicated staff to achieve our vision of every child reaching their potential?

The Board has established the following Person Specifications. We welcome applications from New Zealand registered teaching professionals with the following skills and attributes, with proven ability and potential to meet the key criteria stated below.

PERSON SPECIFICATIONS

Recent, significant and successful experience in leading a school, with the ability to manage the financial aspects of the school.

Commitment to the Treaty of Waitangi and building a culturally responsive school that maximizes Māori student success. They must believe in equity for all students at our school and be culturally inclusive.

Display high expectations of themselves, the staff and the students. Be able to lead the Positive Behaviour for Learning (PB4L) and reflect the Nelson Park Way.

Can provide strong future focused leadership for strategic and action planning. Has an ongoing commitment of school improvement through effective evaluation.

Can build a coherent, school-wide holistic approach to teaching and learning.

Experienced in change leadership, has the ability to foster learning through play, student agency and lead the evolving modern learning pedagogy.

Can enthuse and empower teachers to reach their potential and improve learning outcomes in a collaborative environment. Ability to coach, design PLD and support teachers' reflective practice.

Be highly reflective and committed to their own ongoing learning with an intentional eye to detail.

Proven ability to connect with students and staff, and form educational powerful partnerships with parents, whānau, BoT and the wider community.



Kennedy Road
NAPIER

Office Telephone: (06) 835 6078

Parent Line: (06) 835 2499

Fax: (06) 835 1259

Email: BOTsecretary@nelsonpark.school.nz

Website: www.nelsonpark.school.nz

[FOR A WORD VERSION OF THIS PLEASE CLICK HERE](#)

Personal Specifications for Nelson Park School Principal's Vacancy

Briefly describe your beliefs, experiences and notable achievements for each section below

(10-12 statements only)

1. Recent, significant and successful experience in leading a school.

2. Proven ability to accelerate the achievement of all learners and see student success holistically.

3. Commitment to the Treaty of Waitangi and building a culturally responsive school that maximizes Māori student success.

4. Can provide strong future focused leadership to strategic and action planning. Has the ability to monitor implementation and is committed to authentic and ongoing evaluation.

5. Has experience as a change leader in a demonstrated commitment to playbased learning and leading the development of a modern learning pedagogy (modern learning environment and student agency).

6. Can enthuse and motivate teachers to reach their potential and improve learning outcomes. Ability to coach, design PLD and support teachers' reflective practice.

7. Proven ability to connect with students, staff, parents, whānau, BoT and the wider community.

8. Is highly reflective and committed to their own ongoing learning with an intentional eye to detail. Up to date and well-connected within the wider learning community.

E. REFEREE PROCESS AND APPLICATION SUMMARY SHEET

Dear _____

I am an applicant for the position of Principal at NELSON PARK School and have named you as a confidential referee.

Please email the completed referee's report (documents F and G) to:
BOTsecretary@nelsonpark.school.nz

Please ensure that the report is received at the above address by **4pm Wednesday 17th July 2019.**

Yours sincerely

Applicant



F. REFEREE REPORT FORM PRINCIPAL NELSON PARK SCHOOL

We invite you to complete this form and assure you that this is a confidential document. Its contents will be disclosed only to members of the Board of Trustees and those assisting with the selection process.

Name of Referee: _____

Name of Applicant: _____

Address _____

Phone _____

Mobile _____

Email _____

Relationship to Applicant (Please be specific):

How long have you known the applicant?



G. REFEREE OPINION ON THE APPLICANT'S PERFORMANCE

Please assess the applicant's performance for each of the following selected performance indicators by circling the number in the appropriate box:

1	2	3	4	5
Not Satisfactory	Satisfactory but needs further development	Competent	This is an area of strength	Outstanding

1. PERSONAL QUALITIES

		Please circle one				
		Low			High	
*	Personal standards	1	2	3	4	5
*	Energy	1	2	3	4	5
*	Relationship with staff	1	2	3	4	5
*	Approachability	1	2	3	4	5
*	Personal motivation	1	2	3	4	5
*	Sense of integrity	1	2	3	4	5
*	Social conduct	1	2	3	4	5
*	Sense of humour	1	2	3	4	5
*	Sense of professionalism	1	2	3	4	5
*	Organisation and efficiency	1	2	3	4	5

2. PROFESSIONAL QUALITIES

Capacity to:

		Please circle one				
		Low			High	
*	Focus the school on learning and teaching	1	2	3	4	5
*	Initiate and manage change	1	2	3	4	5
*	Articulate vision and set and lead direction	1	2	3	4	5
*	Provide a professional perspective on educational issues	1	2	3	4	5
*	Identify new opportunities and action where appropriate	1	2	3	4	5

3. RELATIONSHIPS WITH STUDENTS

Capacity to:

		Please circle one				
		Low			High	
*	Earn respect	1	2	3	4	5
*	Establish warm relationships with all students regardless of age, ethnicity and individual abilities	1	2	3	4	5
*	Encourage and support students to take responsibility for own learning	1	2	3	4	5
*	Address the needs of Māori and Pasifika students	1	2	3	4	5
*	Support students to uphold high standards of behaviour and personal conduct	1	2	3	4	5

4. RELATIONSHIPS WITH COLLEAGUES

Capacity to:

		Please circle one				
		Low			High	
*	Lead a successful team	1	2	3	4	5
*	Establish positive working relationships	1	2	3	4	5
*	Inspire, motivate and challenge staff	1	2	3	4	5
*	Communicate effectively	1	2	3	4	5
*	Utilise the strengths of others	1	2	3	4	5
*	Lead ICT, inquiry & modern learning programmes	1	2	3	4	5

5. MANAGE A SCHOOL ORGANISATION

Proven skills in:

		Please circle one				
		Low			High	
*	Finance and resource management	1	2	3	4	5
*	Recruiting and retaining high quality staff	1	2	3	4	5
*	Promoting the school and its achievements	1	2	3	4	5
*	Implementing effective performance management systems leading to improved teaching and learning	1	2	3	4	5
*	Working productively with BOT	1	2	3	4	5

SUMMARY:	Outstanding No Reservations	Highly Recommend ed	Recommended	Recommend ed Some Reservations	Not Recommended
How would you rank the applicant for the position?					

Comments

Continue on separate page if necessary.

Thank you for taking the time to help us make a sound and careful decision about this appointment

Signed: _____ Date: _____

