

31 Hector Drive, Rotorua North, Hamilton 3210
PO Box 28134, Rotorua, Hamilton 3256
Telephone: 07 853-0039
Email: principal@tetotara.school.nz
Website: www.tetotara.school.nz



DEPUTY PRINCIPAL APPOINTMENT 2019

Kia ora potential applicants,

The Te Totara Primary School community welcomes your application for the Deputy Principal's position. Please find enclosed all the information you will need to apply for the role.

Our new Deputy Principal will be well supported by the staff, Board, Whanau and community. This is an opportunity for you to become an integral part of our Senior Leadership team and to help lead our school into the future including possible continuing roll growth. The Deputy Principal's position is one of three Senior Leaders alongside the Principal and the Assistant Principal.

Te Totara Primary School prides itself on the quality of its teaching and the learning opportunities provided to its students and teachers. We foster a learning culture where individuals are encouraged to achieve their potential in a safe, welcoming environment where excellence is valued. At Te Totara School our school values are expressed through our '**Reach for the Stars**' philosophy. Within our community we foster **smart decision** making, are always **trying our best**, we are **always learning**, being **respectful** and growing **self-managing** learners

You are welcome to visit our school at any time to have a casual look around or to join one of our school tours which are held most Tuesdays. Please phone the school office to check on availability and book the tour. Also, our facebook page and school website will provide you with some useful information about us.

If you are an enthusiastic and innovative leader and have the talent, energy and passion to motivate and work with our staff, children and community, then we would like to hear from you.

Te Totara Primary School is located in the heart of North Hamilton. There are 38 classrooms, including two satellite classes from Hamilton North School. Other significant information includes:

- We started 2019 with 29 classes, which will grow by around four more classes during the year
- There are 11 Support Teachers at the beginning of 2019
- There are 9 Learning Support staff
- 5 Administration staff including an Administration Manager and Business Manager
- 2 Library, ICT & Resources staff
- 2 Caretakers
- 18 Before & After School Care staff, with 2 Managers, the service is run by the School
- The website has all the staff for 2019 and other information that may be of use. (www.tetotara.school.nz)

We aim to teach our students the attitudes, knowledge, understandings and skills they need to continue learning throughout their lives.

Our students, our staff, our Board of Trustees, our parents and our community are all part of the amazing Te Totara Primary whanau.

Please send the following documentation to Marise Crow, our Administration Manager by 3.00pm, Friday 10th May 2019.

- Letter of Application addressing the Criteria for Appointment and Person Specifications
- Curriculum Vitae
- Completed Application Form
- The Referee Reports should be given to your 3 referees. They need to be completed and sent from your referees directly to the school address below. We would appreciate them being sent to us within the same timeframe (10 May 2019) as they will be an important component of our shortlisting process
- A stamped self-addressed envelope (*for return of your Curriculum Vitae*)

Applications can be dropped off or posted to:

Marise Crow
Te Totara Primary School
31 Hector Drive
Rototuna North
Hamilton 3210

If you are an enthusiastic and innovative leader and have the skill, energy and the passion to inspire and lead our staff, children and community, then we would like to hear from you.

TIMELINE FOR APPOINTMENT:

12th April 2019	Vacancy listed in Education Gazette
10th May 2019	Applications close at 3.00pm
17th May 2019	Short listing followed by other recruitment processes
23rd – 24rd May 2019	Interviews held

CRITERIA FOR APPOINTMENT:

Following consultation with stakeholders, we have established the following criteria to guide the selection of our new Deputy Principal. Please refer to these and the person specification in your covering letter to the appointment.

Te Totara Primary School has a positive learning culture. This is evident through our school vision where children strive to be their best always, always eager to learn and be outstanding Te Totara learners. We pride ourselves on having high expectations of our students and of our highly professional and dedicated team of leaders, teachers and support staff.

- School Leadership through developing, implementing and sustaining; efficient School-wide systems, effective Teaching and Learning programmes, contributing to Strategic Planning and Review.
- Be supportive of our diverse school community by acknowledging and enhancing opportunities for the range of different cultures at Te Totara
- School Management Skills evident through maintaining our quality assurance processes and sustainable practices.
- An experienced, knowledgeable, motivated and motivating school leader with proven leadership and management skills.
- Excellent curriculum knowledge, strong organisational and interpersonal skills and a passion for personalised education.
- Assessment practices that 'dig down' into the data to see trends and next steps learning for students and school-wide focus areas.
- The ability to mentor and support our Team Leaders and teachers is essential. Values others strengths and builds on these.
- Is able to take a lead role in performance management, including the guidance of professional learning and teacher inquiries
- Effective communicator at all levels who develops respectful, high trust relationships with parents, staff and students.
- Has excellent behaviour management techniques based in a restorative justice philosophy aligned to Te Totara 'Reach for the Stars' vision. Every situation is viewed as a learning opportunity for our learners.

DEPUTY PRINCIPAL PERSON SPECIFICATION

The successful applicant will have:

Personal Qualities

- Positive attitude and engaging presence
- Professional, with a good sense of humour
- Has integrity and gains respect from others
- Collaborative with excellent interpersonal skills
- Is reflective, flexible and has a problem-solving capacity
- Highly organised, hard working and energetic
- Is innovative, highly motivated and has initiative
- Highly organised, hard-working and energetic
- Is a positive role model

Teaching and Learning Qualities

- Previous successful experience with the New Zealand education system
- Is an outstanding classroom practitioner who is able to develop learner-centred classroom programmes
- Passionate about teaching and learning and has a thorough understanding of effective approaches
- Has an understanding of the inquiry learning process
- Has exemplary formative assessment practice
- Able to personalise learning
- Proven ability using e-tools in own and students learning
- Sets high expectations for student achievement and behaviour
- Uses teacher inquiry model to improve own and colleagues pedagogy

Leadership Abilities

- Has demonstrated successful team or senior leadership
- Is able to work closely and collaboratively with other members of the Senior Leadership Team
- Able to develop positive relationships with the community, staff and students
- Can articulate and demonstrate own leadership beliefs
- Demonstrates a strong personal commitment to continuous self-improvement
- Relationships with others are typified by high levels of trust, respect, honesty and being able to challenge without threat
- Actively tries to channel conflicts into problem solving endeavours, empowering others
- Is able to lead school-wide pedagogical development
- Has the ability to focus on equity and excellence in pedagogy and practise and the strength to filter and buffer what is not important at this time
- Able to lead and support staff to plan and evaluate teaching, learning and/or behaviour programmes
- Facilitates effective collaboration
- Is supportive of the Principal, Board of Trustees and the vision of the school

APPLICATION FORM FOR DEPUTY PRINCIPAL POSITION AT TE TOTARA PRIMARY SCHOOL



1. Personal Details

Full name	
Preferred Title	
Address	
Telephone (Home)	
Telephone (Mobile)	
Email	
NZ Teacher Registration Number:	
NZ Registration Status	Full / Provisional / Subject to Confirmation (highlight/circle one)
Expiry Date	

2. Current Employment

Name and address of school or place of employment:	
Period of Employment:	From: To:
Position/s Held:	

3. Educational Qualifications

	Name	Location	Number of Years Completed	Highest Qualification Gained
Secondary School/s				
University				
Other				

4. Employment History

Please list your work experience of relevance to this position, beginning with your most recent position. Please explain any gaps in employment.

Name and Address of Employer	Position/s Held	Dates (Start and End dates)

5. Medical Questionnaire

Please tick the appropriate boxes: ✓	Y	N
Do you have any medical conditions that may affect your ability to reflectively carry out the functions and responsibilities of employment, or which may be aggravated or further contributed to by the functions and responsibilities of employment?		
If "Yes" please specify health issues or disabilities below?		
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this position may aggravate or continue to?		
If "Yes" please specify health issues or disabilities below?		

6. Convictions against the law and driving information

Please tick the appropriate boxes: ✓	Y	N
Do you have a current New Zealand Drivers Licence		
Have you ever had a criminal conviction (convictions under the clean slate scheme excluded)?		
If "Yes" please detail:		
Have you ever received a police diversion for an offence?		
If "Yes" please detail:		
Are you awaiting sentencing or do you have charges pending?		
If "Yes" please detail:		
Have you ever been the subject of any concerns involving child safety		
If "Yes" please detail:		

7. Identity, Right to Work and Suitability Check

Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (eg passport) and a secondary identity document (eg NZ Driver's Licence). A list of acceptable primary and secondary documents is available in the last sections of the Vulnerable Children Regulations 2015.

Please tick the appropriate boxes: ✓	Y	N
Are you a New Zealand citizen?		
If not, do you have resident status, or		
A current work permit?		

8. Referees

Please provide referee information below.

Referee 1:

Name:	Organisation:
Position Held:	Phone: Email address:
Relationship to Applicant:	

Referee 2:

Name:	Organisation:
Position Held:	Phone: Email Address:
Relationship to Applicant:	

Referee 3:

Name:	Organisation:
Position Held:	Phone: Email Address:
Relationship to Applicant:	

Authority to approach other referees (Please tick the appropriate box ✓)	Y	N
I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.		

9. Declaration and Authorisation:

- I declare that the information I have supplied in this application is given voluntarily and is true, accurate and complete in all respects.
- I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.
- I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

Signature:		Date:	
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Attached are:

- Letter of Application addressing the Criteria for Appointment and Person Specifications
- Curriculum Vitae
- Completed Application Form
- The Referee Report to be given to your 3 referees and sent from them directly to us.



REFEREE'S REPORT – DEPUTY PRINCIPAL POSITION

This referee report supports the application for the position of Deputy Principal at Te Totara Primary School. Any information in this referee report will remain confidential.

Name of Applicant: _____

Name of Referee: _____

How long have you known the applicant? _____

Describe the applicant's relationship with others, specifically referencing team building, conflict resolution, and coaching/mentoring.

Describe the applicant's ability to inspire students and colleagues.

What leadership actions does the applicant take to support their current school vision?

Describe the leadership style of the applicant and how they have grown their leadership practice in their current role.

Describe any major contributions the applicant has made to their current school and the impact this has had on learning outcomes.

Identify any areas of challenge for this applicant and areas for further development that applicant might require.

Other relevant comments you wish to make.

Declaration:

I certify that the information submitted in this referee report is accurate and true.

Signature: _____

Date: _____

Please send this confidential Referee Report to:

Marise Crow, Administration Manager, Te Totara Primary School, PO Box 28134, Rototuna, Hamilton 3256 by Friday 10th May, 2019.