



— KAIKORAI —
PRIMARY SCHOOL
DUNEDIN, NEW ZEALAND

Application Pack for the position of

Assistant Principal

2 PU + 1 FTU

0.1 Release

at Kaikorai School

Dunedin

Thank you for your interest in obtaining an information pack for the above position at Kaikorai School. We seek an expert practitioner who will work as a key member of our leadership team to implement our vision for teaching and learning.

Kaikorai School is well resourced and the teachers are well supported to be innovative and creative in their teaching. We have a supportive community who enjoy seeing their children happy and engaged at school.

Kaikorai School is about to embark on a very exciting phase in its nearly 150 year history. Planning and design work for a near complete rebuild will begin in 2018 with construction set to begin in 2019. Therefore we are looking for a leader who understands current teaching pedagogy around Innovative Learning Environments (ILEs) and is interested in fostering collaboration between teachers and students. A strength in ICT and STEM is also an advantage.

The release component of the job is 0.1.

Please find attached information to assist you with your application:

- Person specifications
- Application form

Should you require any further information regarding the information pack, or would like to arrange a visit please do not hesitate to contact me on 0276027761 or email principal@kaikorai.school.nz

Proposed timeline for appointment

Position advertised	28 August
Applications Close	21 September
Short List Created	22-23 September
Referees contacted	24 and 25 September
Interviews conducted	29/30 September
Position Commences	Term 1 2019

Your application should include a covering letter detailing your suitability, a curriculum vitae and a completed application form. Please send all applications to the Principal marked confidential.

We look forward to considering your application to join our team at Kaikorai School.

Kind regards
Simon Clarke
Principal

The school is seeking a person who can

- Work at any age level within a primary school but the classroom job will be between Year 1-2
- Work with the Principal to develop a school where students feel safe, valued, relaxed and committed to learning.
- Establish and maintain a climate where natural justice is accorded to all who work in it.
- Assist with the development and implementation of the school communication networks and good relationships within the school and community.
- Establish and maintain an effective and efficient communications network.
- Demonstrate highly effective communication skills when interacting with students, colleagues and families/whanau.
- Support and provide effective assistance to colleagues in improving teaching, learning and relationships within the school.
- Successfully organise aspects of programmes within the school to promote teaching and learning.
- Be an identifiable leader within the school.
- Ensure that knowledge created within the school is made known to those outside the school's community.
- Make a constructive contribution to the work of the senior management team.
- Support the principal in leadership and management of the school and deputise when required.
- Reflect on personal performance and demonstrate commitment to on-going learning in order to improve performance.
- Demonstrate a commitment to their ongoing learning.
- Ensure that the curriculum and students' learning are assessed and evaluated and that the information is used effectively for further planning and reporting at class, syndicate and school level.
- Cope with, manage and promote change.
- Understand current teaching pedagogy around Innovative Learning Environments (ILEs)
- Foster collaboration between teachers and students.
- Has a passion for ICT and STEM.
- Demonstrate that they are an expert teacher.

Application for Appointment	Assistant Principal
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Personal Details

Surname _____

First Name _____

Contact Info

Home Number _____ Cell Phone _____

Email _____

Present Position

School _____ Position _____

Time Position Held _____

Teaching Service – Please outline your experience in relation to this teaching position

School	Year Level	Position Held	Units	Date From	Date To

Disclosure of Criminal Convictions

Note that all applicants may be asked to authorise the Privacy Commissioner to release details of their Police Record to the Board of Trustees.

Have you been convicted of an offence over the last ten years? Yes/No
 (This doesn't include traffic convictions)

Do you have any criminal charges pending? Yes/No

If Yes for either question please fill out the box below

Physical and Emotional Fitness

Have you ever suffered an injury or illness or medical condition that may be aggravated by the tasks of this position?

Yes/No

If yes please fill out the box below.

Referees

Please provide names, addresses and contact details of at least two referees from whom professional, confidential statements may be obtained in support of your application. It is important that chosen referees are able to verify professional competencies relative to this position i.e teaching, administration, management and communication skills.

Referee 1

Name _____

Contact phone number _____

Occupation _____

Capacity in which I know this Person _____

Referee 2

Name _____

Contact phone number _____

Occupation _____

Capacity in which I know this Person _____

Declaration:

Please read the following statement and if you agree to it sign below.

In accordance with the Privacy Act 1993, I give consent for the Board of Trustees or their representatives to make enquiries from the referees listed in this application and give consent to the referees' making such information available. Furthermore I also give consent for the Board of Trustees or their representatives to make enquiries of past or present employers, colleagues, other education professionals or any other person who may be in a position to assist the Board in determining my suitability in terms of filling the vacancy and give consent to those people to provide such information.

I certify that the information provided in this application including my covering letter and curriculum vitae is to the best of my knowledge correct.

Signed:

Date:

Privacy Statement from the Board of Trustees to Applicants

The information that has been provided or will be provided to the Board of Trustees in regards to this application will only be used for the purposes of determining the applicant's suitability to fill the vacancy. Only the Board of Trustees and their representatives will have access to the information. On completion of the appointment process curriculum vitae will be returned to all unsuccessful applicants. The curriculum vitae of the successful applicant will be kept on file along with their application. All referee reports along with other information gathered on applicants during the process will be destroyed.