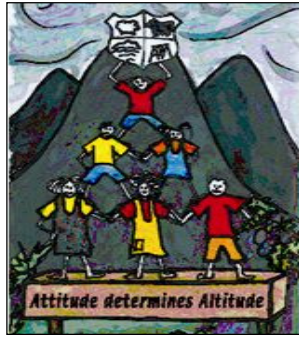


Te Pahu School

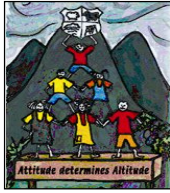


Attitude Determines Altitude

Vision

“Te Pahu School Students will be characterised by excellence in their attitudes and actions”

**Application Pack
for
Principal Position**



Te Pahu School

Attitude Determines Altitude

"Te Pahu School Students will be characterised by excellence in their attitudes and actions"

Thank you for responding to our advertisement and showing an interest in our Principal (U3) position which will commence Term 1, 2015.

Te Pahu School is a full primary school, Decile 9 with a roll of 115 students. We currently have 5 full time teachers, a Literacy Teacher, a Teacher Aide, 2 part-time/job share Office Administrators and our Principal. Te Pahu is a very well appointed school with a special rural character and as the hub of the community enjoys strong community support. This includes an active and successful PTA. The school is located on the foothills of Mt Pirongia and the school houses are named after the 3 peaks of the mountain. The mountain forms a large part of our Te Pahu Graduate programme and has provided many amazing EOTC activities.

The school is well resourced with an excellent swimming pool which is enjoyed by both students and the community. We have also recently established a music suite and all children are receiving music tuition by a highly skilled music teacher. Te Pahu students are regularly commented on for their outstanding behaviour when we are out on school excursions. This is as a result of both our excellent teaching staff and amazing parental support the school receives.

We are looking for a strong, professional leader who is passionate about student, teacher and their own personal learning. Strengths should include literacy and numeracy with an emphasis on inquiry learning. The successful applicant will have outstanding people skills and understand the importance of relationship management. It is equally important that the successful applicant is team orientated, flexible, a good role model to others and can easily connect with and listen to student and community voice.

Please take time to read the Person Specification and Job Description attached as these are a very important part of the selection process. Please find the following documentation attached:

- * Application Form (which includes Consent Form)
- * Timeline
- * Job Description
- * Person Specification
- * Te Pahu School Handbook (as a separate document)
- * Staff, student & parent/community consultation feedback

Our latest ERO report can be found at the following link:-

<http://www.ero.govt.nz/Early-Childhood-School-Reports/School-Reports/Te-Pahu-School-08-02-2013>

Te Pahu School is an equal opportunity employer. If you believe that you are the right person to lead our excellent teaching and support team, we welcome your application. Please send your CV, cover letter and application form to:

CONFIDENTIAL

Jenny Taylor (Chairperson)
Te Pahu School Board of Trustees
671 Te Pahu Road
R D 5
Hamilton

Please include a self-addressed envelope if you would like your CV returned, otherwise these will be destroyed in the interests of your privacy.

If you have any questions or require additional information, please contact me by:

Phone: 021-226 6624 or

Email: jennytaylor412@gmail.com.

We look forward to receiving your application.

Yours sincerely,

Te Pahu School Board of Trustees

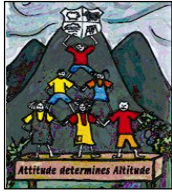
Te Pahu School

Application for Principal

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for the position of Principal at Te Pahu School. Please ensure you have a copy of the position description before completing this application.

1. Please fully complete this application form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Please attach a *curriculum vitae* (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.
3. Please attach a covering letter outlining why you believe you would be the right candidate for this position.
4. Copies only of relevant qualification certificates should be attached. If successful in your application, you may be required to provide originals as proof of qualifications.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
6. Shortlisted applicants must hold a current New Zealand Teacher Registration. It is a requirement in the Education Sector for all employees to be police vetted. If shortlisted, police vetting will be completed.
7. This application form and supporting documents will be held by the School. You may access these in accordance with the provisions of the Privacy Act 1993. All documents will be destroyed once successful applicant has been appointed unless a return of documents has been requested.



Te Pahu School

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APPLICATION FOR PRINCIPAL

Position applied for	Location
Principal	Te Pahu School

Title

Mr Mrs Ms Miss

Or other preferred title:

Surname/Family Name	First Names (in full)

Full Postal Address	Residential Address

Contact Telephone Number

Private:	Business:
Mobile:	

Contact Email

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Are you a New Zealand citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, do you have resident status, or	Yes <input type="checkbox"/>	No <input type="checkbox"/>
A current work permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Do you hold a current New Zealand Teacher Registration?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please advise: Registration No: Expiry Date:		
Have you ever had a criminal conviction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Have you ever received a police diversion for an offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Are you awaiting sentencing/currently have charges pending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please state the nature of the conviction/cases pending:		
Have you been the subject of any concerns involving student safety?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and ability to do the job?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", please elaborate:		
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 job may aggravate or contribute to?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", please detail:		
Do you have a current New Zealand driver's licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Educational Qualifications:

Please state your relevant qualification/s:

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Employment History

Please outline most recent employment history, beginning with current or latest employment.

Period Worked	Employer's Name	Position Held	Reason for Leaving

Referees

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your most recent work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

Name	Contact Details (organisation and address)	Phone	Relationship (e.g. employer/principal)

Authority to approach other referees

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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I authorise the Board, or nominated representative, permission to access any information held by the Teachers Council or police, including matters under investigation, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.
- I know of no reason why I would not be suitable to work with children/young people
- 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.

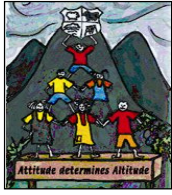
Signature _____ Date _____

Note *If completing this electronically, a signed hard copy must also be provided*

Checklist

- Have you attached a covering letter?
- Have you attached a CV?
- Have you attached a copy only of any relevant qualifications?
- Have you dated and signed this application?

Closing date for applications – 3pm Monday 8th September 2014.



Te Pahu School

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Application Timeline:

11 August 2014	Position first advertised in Education Gazette
25 August 2014	Second advertisement in Education Gazette
8 September (3pm)	Applications close
13 September	Interviews
14-22 September	Reference, Police checking & Verification of Information
New Principal begins Term 1 2015	