

# TAURANGA Primary School

APPLICATION &  
INFORMATION PACK

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Deputy Principal

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2020

Tēnā koe Applicant,

Thank you for expressing an interest in joining the Tauranga Primary School team as the **Deputy Principal in 2020**. Our Deputy Principal is a critical member of our senior leadership team, working alongside the Principal and Assistant Principal. We are seeking a future focused leader with an inclusive leadership style that will inspire, motivate and empower others.

Our school vision is: **Together, we are learning to go places | Akongia tatou, ngā haere ki wāhi kē**  
This vision statement reflects our desire to work collaboratively to engage, challenge and support our students to grow their capabilities and dispositions as learners, so that they can thrive in learning and life.

Staff at Tauranga Primary School work in collaborative teams, in a mixture of traditional classroom settings and flexible learning environments. The guiding principle of our local curriculum is LEARNING TO LEARN, taught through our TPS Learning Model. Culturally responsive and relational practices are very important to our school culture. The deputy principal plays a vital role in developing our school culture, working with staff to create the conditions where everyone is able to achieve to their potential.

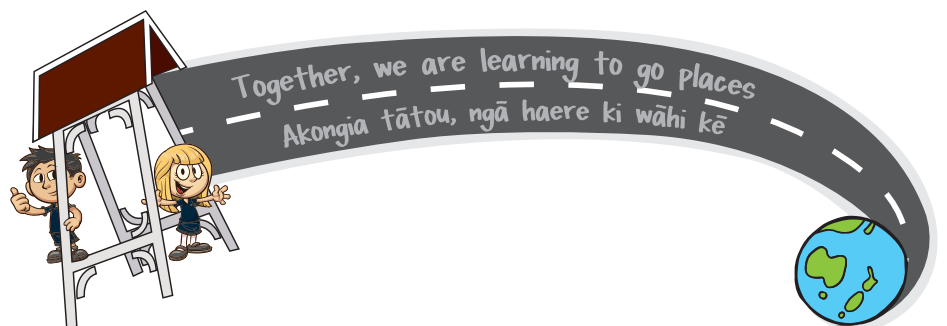
We strive to be flexible and responsive to the needs of our learners. Staff are well supported, with access to quality professional learning and development to support them with our teaching and learning approach. Our team cares for each other, we appreciate the skills and dispositions that we each bring to our school, and definitely appreciate a sense of humour and fun.

Our school website and Facebook page are excellent resources to gain additional information about our school. We encourage you to do this, and to visit our school.

We wish you well with your application and look forward to hearing about the knowledge, skills and dispositions that you can offer to enhance Tauranga Primary School.

Kind regards,

Nga mihi nui



**Fiona Hawes**  
**Principal | Tumuaki**

On behalf of the Tauranga Primary School Board of Trustees

## GAZETTE ADVERTISEMENT:

### Deputy Principal commences 27<sup>th</sup> January 2020

We seek a highly skilled, innovative and reflective leader to join our senior leadership team. You will engage effectively with our school community and provide strong pedagogical leadership across the school.

We are looking for a leader who:

- believes that **positive relationships** are the fundamental in a successful school.
- is an **innovative and forward-thinking educator**, with an ability to inspire and lead curriculum
- has integrity and **excellent communication** skills, including a sense of humour
- is **highly organised** in the day-to-day management of a school
- experienced and competent in **data analysis and strategic planning**
- is **well equipped to effectively support and guide** staff, students and whānau when addressing social and academic challenges.
- can **adapt and respond positively** to meet changes, challenges and opportunities.
- values the significance of **Te Ao Māori and culturally responsive practices**.

In return, we offer a dynamic and forward-thinking learning environment, which values whanaungatanga, well-being initiatives and high-quality professional learning. This DP position is full time "walking"

### Key Appointment Criteria:

The successful applicant will:

- be a skilled, dynamic and innovative teacher and professional leader who has the personality, knowledge and expertise to model and coach:
  - high quality teaching practice
  - motivate staff to engage in reflective practice and teaching as inquiry
  - ensure that students are motivated and engaged in learning
- possess highly effective professional leadership and 'people management' skills, the ability to attend to negotiated management and administrative duties in a timely and competent manner, and excellent communication and interpersonal skills.
- actively engage in our professional learning community, where all staff have a shared responsibility for all students and support each other on a professional level.
- be able to demonstrate an enthusiastic, warm, positive and empathetic manner in all dealings with students and their parents/whānau, both in and out of the classroom.
- demonstrate the ability to achieve to a high calibre all performance standard indicators of the relevant Professional Standards as described in the current Primary Teachers, Deputy Principals, Assistant Principals, and other Unit Holders' Collective Employment Contract.
- be willing to support and contribute to the corporate and community life of the school (e.g.; support Friends of the School events, staff and Board of Trustee functions etc)
- Be confident and knowledgeable about pedagogies that support Flexible Learning Environments – our middle and senior school teams all operate in learning hubs of 2 or 3 teachers.
- Support and champion the principle of Learning to Learn - it is the key principle in our TPS Curriculum. Developing both the knowledge, skills and dispositions as a learner are embodied in all that we do. Mindfulness and Yolanda Soryl phonics teaching are embedded school wide practices.
- We are developing play based strategies in our junior school, and strengths or experience in this would be an advantage.
- We are a part of a local Kāhui Ako (COL) where our overarching inquiry is based on Culturally Responsive and Relational Practices. All permanent staff are expected to complete the He Tikanga course via Te Wānanga Aotearoa, within two years of starting with us.
- be IT literate, be able to articulate and demonstrate a clear understanding of using ICTs to promote powerful learning as well as utilise technology to best inform teaching practice, inclusive of the collation and evaluation of data.

## **Specific Responsibilities :**

These are a broad indication only, depending on the skills of the successful applicant there will be some negotiation of responsibilities within the leadership team

1. To perform the duties of the school's Deputy Principal, acting for the Principal when required.
2. To lead the SENCO team, inclusive of GaTE, to ensure co-ordination and management of Learning Support Programmes throughout the school. (including oversight of Teacher Aide allocation).
3. To monitor, review, co-ordinate and facilitate, as appropriate, the following areas: behaviour management, performance management, attendance, student teachers, PRT and tutor teacher programmes (as necessary).
4. To facilitate, as appropriate, team and senior staff professional development with the aims of providing support and guidance for staff, as well as ensuring the consistency and quality of teaching practice and outcomes across the school.
5. To be the International Student Director, inclusive of overseeing an international student teacher aide.
6. To provide opportunities for student leadership.
7. To act as the school's Health & Safety Officer.
8. To be an adviser to the Board of Trustees, and where appropriate report on progress and achievement in regards to school wide testing, support programmes, special initiatives etc.
9. To lead current initiatives as negotiated with the Principal.

## **TIMELINE FOR APPOINTMENT:**

<b>Position advertised online:</b>	28 <sup>th</sup> August, 2019
<b>Applications for position close:</b>	18 <sup>th</sup> September, 12 pm - <a href="mailto:principal@tauranga.school.nz">principal@tauranga.school.nz</a>
<b>Shortlist of applicants:</b>	19 <sup>th</sup> September

**There is a gap in the process here, as the principal will be in Korea at International Student marketing fairs.**

<b>Interviews:</b>	Week beginning 7 <sup>th</sup> October
<b>School visits (optional):</b>	Negotiated with applicants, this could be at any stage of the process
<b>Position Commences</b>	<b>27<sup>th</sup> January 2020</b>

## **Application check list:**

- Application form completed and signed
- Letter of introduction, outlining suitability for this position.
- Curriculum Vitae
- 3 x confidential referee reports distributed.

NB: Evidence of qualifications and 2 forms of ID will be required at interview.

## Professional Learning Community

**Staff of Tauranga Primary School work together to enhance both academic and social outcomes for our learners by supporting and encouraging each other, on a professional level.**

### **KOTAHITANGA**

Kotahitanga incorporates the principle of mahi ngātahi, working together towards the achievement of a common goal. Listening, talking and being open to compromise are at the forefront of kotahitanga, which does not equate to unanimous agreement, but allows all members to have their say and to have their views respected. Once a decision has been reached, we agree to move forward together toward our common goals.

### **TEAM PLAYER:**

We work collaboratively; trusting in others to fulfil their professional responsibilities.

### **SELF-MANAGER:**

We take responsibility for our own emotional, physical, and professional well-being and development.

### **THINKER:**

We are open to new ideas and suggestions. We are committed to reflective practice and to giving new things a go.

### **COMMUNICATOR:**

In our TPS conversations we show respect for others by sharing our honest opinion, listening actively, respecting diversity and approaching conversations with an open and positive mindset.

### **CONTRIBUTOR:**

We are generous with our expertise, knowledge, time and resources.

# DEPUTY PRINCIPAL APPLICATION FORM

**Please post or email to:**

Confidential Application – Attention Fiona Hawes  
 Tauranga Primary School  
 31 Fifth Avenue  
 Tauranga 3110  
[principal@tauranga.school.nz](mailto:principal@tauranga.school.nz)

**Position applied for:** Deputy Principal commencing 27<sup>th</sup> January 2020

## PERSONAL DETAILS

Surname			
Given names			
Preferred name			
Address			
Date of birth			
Contact details	HOME		WORK
	MOBILE		EMAIL

Certificated Teacher Status	<input checked="" type="checkbox"/>	Registration No.	Expiry date
Certificated teacher	<input type="checkbox"/>		
Provisionally certificated	<input type="checkbox"/>		
Not certificated	<input type="checkbox"/>		

Present Teaching Position	
School	
Date appointed	
Type of appointment	
Can we contact your principal about this position?	YES NO

Educational Qualifications	Type of qualification	Date received	Received from



# CONFIRMATION

1	I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked.	YES	NO
	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 dismissed.		

2	I am currently registered to teach in New Zealand.	YES	NO
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3	In accordance with the Privacy Act, I authorise the board of trustees to:	YES	NO
	<ul style="list-style-type: none"><li>• Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board</li><li>• Obtain information in relation to my application from persons not listed as referees, and I consent to these persons disclosing pertinent information to the board.</li><li>• Contact the Education Council.</li></ul>		

## STUDENT SAFETY

**[Cross out the statement that doesn't apply to you]**

- |   |   |
|---|---|
| 4 | <ul style="list-style-type: none"><li>• I have never been the subject of a complaint about the safety of a student.</li><li>• I have been the subject of a complaint about the safety of a student.<br/><i>Please give dates and details:</i></li></ul> |
|---|---|

## OFFENCES AGAINST THE LAW

**[Cross out the statements that don't apply to you]**

- |   |  |
|---|--|
| 5 | <ul style="list-style-type: none"><li>• I have never been convicted of an offence against the law (excluding minor traffic convictions).</li><li>• I have no pending charges of an offence against the law.</li><li>• I have been convicted of an offence against the law.<br/><i>Please give dates and details:</i></li><li>• I have pending charges of an offence against the law.<br/><i>Please give dates and details:</i></li></ul> |
|---|--|

6	I know of no reason why I would not be suitable to work with children or young people.	TRUE	FALSE
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.....  
*Applicant's signature*

.....  
*Date*



# REFEREES

Please provide the names and contact details of three referees below. Referees' reports are confidential to the board. Referees will only be contacted for candidates who are short-listed.

## REFEREE'S DETAILS

Full name				
Position				
Relationship to the applicant				
Contact details	PRIVATE		WORK	
	MOBILE		EMAIL	

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