

4 REFEREES

Please give the names of three referees whose consent has been obtained and who may be contacted for a confidential Referee’s Report.

i Name:
Address:
Phone No.: Home [] Work []
Capacity you have known the person:

ii Name:
Address:
Phone No.: Home [] Work []
Capacity you have known the person:

iii Name:
Address:
Phone No.: Home [] Work []
Capacity you have known the person:

5 DECLARATION

Have you ever been convicted of any offence against the Law (apart from minor traffic convictions) or otherwise know of any reason you should not be employed to work in the school environment?

YES / NO

I consent to Melville High School seeking verbal and written information about me from representatives of previous and current employers. I understand that this information will be treated in complete confidence and will only be used for staff selection process.

Applicant's signature: Date:

6 CONFIRMATION

I certify that the information given in this application is, to the best of my knowledge, correct. I understand that this may be verified.

Applicant's signature: Date:

Please return this form in an envelope clearly marked JOB APPLICATION to:
Principal Phone:(07) 843 4529 Ext. 803
Melville High School Email: principal@melville-high.school.nz
Private Bag 3107
HAMILTON

It is the applicant’s responsibility to ensure that this application reaches the Principal before 9.00 a.m. Monday 15 February 2021.



MELVILLE HIGH SCHOOL

ACKNOWLEDGEMENT OF RECEIPT

Position applied for ASSISTANT PRINCIPAL

Name:

Address:

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Date Received:

TIMEFRAME

- 15 February 2021 Applications Close, 9.00 a.m.
- 19 February 2021 Shortlisted applicants notified
- Saturday 27 February 2021 Interviews

Hei Awhina Hei Mahi



To Serve and To Work

MELVILLE HIGH SCHOOL

Private Bag 3107
Hamilton

Telephone
07 843 4529
Ext. 803

Email:
principal@
melville-
high.school.nz

Referee's Report for the Position of ASSISTANT PRINCIPAL

Name of Applicant:
Present Position: **Employer:**

Thank you for taking the time to complete this form. As a nominated referee you are invited to complete this report on the applicant named above. **This Referee Report is due by Monday 1 February 2021.**

Under the Privacy Act, this Referee's Report will be used solely for the purpose of deciding on an appointment to the advertised position. This report is confidential to the Board of Trustees and to those involved in the selection procedures. Applicants have been advised of the conditions under which the Referee's Report is to be supplied and we may contact you for further clarification.

This report asks you to rank the applicant on a scale of 1 to 5. In the interests of fairness to this applicant and others applying, please regard a rank of 3 as indicating a very satisfactory/competent standard, and note that a ranking of 1 indicates that the applicant is in the top 5% of his/her peer group.

THE REFEREE:

Name: **Position:**
Address:
Telephone: Business: **Home:**

Please give a brief outline of the working relationship you have or have had, upon which you have based this report:

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1 PERSONAL QUALITIES

	High	<i>Please circle one</i>			Low
		—————→			
• Professional demeanour	1	2	3	4	5
• Sensitivity	1	2	3	4	5
• Sense of integrity	1	2	3	4	5
• Relationships with others	1	2	3	4	5
• Approachability	1	2	3	4	5
• Flexibility	1	2	3	4	5
• Sense of humour	1	2	3	4	5
• Resilience	1	2	3	4	5
• Social conduct	1	2	3	4	5
• Personal motivation	1	2	3	4	5
• Public speaking ability	1	2	3	4	5
• Dress	1	2	3	4	5

Comments:

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2 PERSONAL PROFESSIONAL QUALITIES

	High	<i>Please circle one</i>			Low
		—————→			
Capacity to:					
• Identify new opportunities and action where appropriate	1	2	3	4	5
• Grasp knowledge and put ideas into action	1	2	3	4	5
• Undertake delegated responsibilities within a minimum of supervision	1	2	3	4	5
• Ability to challenge traditional views	1	2	3	4	5
• Show vitality, initiative, diligence and warmth	1	2	3	4	5
• Adopt an analytical approach to problem solving	1	2	3	4	5
• Ability to make hard, sometimes unpopular, decisions	1	2	3	4	5
• Understanding and awareness of Treaty of Waitangi and Culturally Responsive and Relational Pedagogy	1	2	3	4	5

Comments:

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3 RELATIONSHIPS WITH STUDENTS

Please circle one

Capacity to:	High	—————→			Low
• Establish warm and friendly relations with students, regardless of age, ethnicity and ability	1	2	3	4	5
• Earn respect	1	2	3	4	5
• Encourage and support students to take appropriate responsibility for own learning	1	2	3	4	5
• Provide leadership that is firm, fair and friendly	1	2	3	4	5

Comments:

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4 RELATIONSHIPS WITH COLLEAGUES

Please circle one

Capacity to:	High	—————→			Low
• Establish excellent working relationships	1	2	3	4	5
• Acknowledge the skill and knowledge of others	1	2	3	4	5
• Gain acceptance and recognition for professional skills and leadership	1	2	3	4	5
• Influence positively colleagues' professional growth	1	2	3	4	5

Comments:

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5 LEADERSHIP & ADMINISTRATIVE SKILL

Please circle one

Capacity to:	High	—————→			Low
• Establish and maintain a positive and effective working relationship with the Board of Trustees	1	2	3	4	5
• Work co-operatively with others to plan, implement and evaluate quality systems	1	2	3	4	5
• Develop and maintain essential and useful records	1	2	3	4	5
• Devise and implement effective systems	1	2	3	4	5
• Support and delegate effectively	1	2	3	4	5
• Motivate and enthuse colleagues	1	2	3	4	5

Comments:

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ASSISTANT PRINCIPAL APPOINTMENT 2021

Hei Awhina Hei Mahi



To Serve and To Work

MELVILLE
HIGH SCHOOL

INFORMATION PACKAGE FOR APPLICANTS

Melville High School is a vibrant and progressive school dedicated to meeting the diverse needs of our students, so that each may develop to their potential and achieve success.

Contents

- Melville High School Charter and Major Goals
- Person Specification
- Application Form
- Referee's Report

If you wish to apply for this position please send a full C.V. with your application form to be received by 9.00 a.m. on Monday 15 February 2021. Please note that Referee Reports are also due in by Monday 15 February 2021.

Please contact me if there is further information or clarification required.

Thank you for your inquiry.

A handwritten signature in blue ink, consisting of a large, stylized 'C' followed by a long, sweeping horizontal line.

Clive Hamill
PRINCIPAL

6 Collins Road
Private Bag 3107
Hamilton
New Zealand
Tel: 07 843 4529
Extension 803

e-mail:
principal@melville-high.school.nz

**PRINCIPAL:
CLIVE HAMILL**

ASSISTANT PRINCIPAL APPOINTMENT 2021

PERSON SPECIFICATION

Melville High School is seeking an Assistant Principal who:

- Has personal integrity, tact, discretion, tolerance, openness and a sense of humour – is a good ‘people-person’.
- Has an appreciation of equity issues and is aware of, and is sensitive to, different cultures and to social differences. Has an understanding of, and commitment to the Treaty of Waitangi and to Culturally Responsive Practices.
- Holds a tertiary qualification, teacher registration and is committed to on-going professional development - including membership of appropriate professional groups.
- Is a successful and respected classroom teacher with a professional approach to their responsibilities and a record of involvement in other curricular activities.
- Has a proven and successful record in middle or senior management in Secondary Schools and an understanding of school operations and current educational developments.
- Has an effective management style that reflects clear thinking with an ability to solve problems and manage change. Is able to see tasks through to successful completion and review their effectiveness.
- Is an effective, proactive planner and administrator with an ability to identify tasks, determine priorities, establish systems, set timelines, delegate and communicate.
- Is able to work with the Principal and other members of the Senior Leadership Team to implement the goals and objectives of the Charter, Mission Statement, the Strategic Plan and consequences of policies and procedures.
- Is able to communicate effectively with staff, parents, students and the wider community and to sustain positive interpersonal relationships.
- Maintains a balance, fairness, flexibility and a degree of detachment when dealing with students, parents and staff – and yet is capable of making the hard decisions.
- Is able to gain the respect of staff and students and to motivate and lead them. Has an understanding of the pressures and challenges facing today’s students and teachers.
- Is visible, willing to take part in co-curricular activities and promote the High School effectively.
- Is a strong disciplinarian able to articulate clear expectations and enforce these through effective systems – and has a proven commitment to ensuring students meet appropriate standards of attitude, behaviour and appearance.

Hei Awhina Hei Mahi



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HIGH SCHOOL

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Private Bag 3107
Hamilton
New Zealand
Tel: 07 843 4529
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e-mail:

principal@melville-high.school.nz

PRINCIPAL:
CLIVE HAMILL