



Oamaru Intermediate School

Pembroke Street

Oamaru 9400

New Zealand

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September 14, 2020

Dear Applicant

Thank you for your interest in the advertised Deputy Principal's position. One of our Deputy Principals has secured a Principal's position creating a vacancy at the beginning of term 1, 2021.

The position has 4 permanent units attached. It is currently a teaching position with release time to carry out additional responsibilities.

Oamaru Intermediate is the only Intermediate School in North Otago. We cater for a diverse range of students. Teachers work within a very supportive team environment that focuses on improving teacher practice and raising student achievement. We offer professional learning and development, opportunities for career advancement, along with supportive and enthusiastic colleagues.

Oamaru Intermediate is part of a Community of Learning (Waitaki Ara Kahui Ako). The vision of our Kahui Ako is; "Through collaboration, create pathways for all learners to become contributing citizens".

We are a PB4L school and through consistency of practice, staff work to provide an environment, which enables the development of IDEAL students. Students who can claim: **I... Dare to succeed, Engage with mana, Act with respect, Learn with purpose.**

Teaching developing adolescent children is both challenging and rewarding. If you have a commitment to engaging students in learning, seek a career in education at this level and have the implied qualifications and attributes, then we would be pleased to receive an application from you.

Please find attached details about the appointment process and application forms that must be completed. Please note that one of your referees must be from your current workplace. A detailed C.V. stating strengths, experience, professional development training received and extra curricula involvement or interests, should be included.

Prior enquiries by email or through the school office are welcome. I am happy to arrange for a school visit should you wish to view the school in action.

Yours faithfully

Mary Healey
Principal

Proposed Appointment timeline

Advertised in Education Gazette online

Applications close

Proposed date for Interviews

Position commences

September 14, 2020

October 8, 2020

October 17/18, 2020

January 28, 2021

Attachments

Person Specification

Application Summary Sheet

Appointment Declaration



Oamaru Intermediate School

PERSON SPECIFICATION – Deputy Principal

Requirements

The successful applicant will have:

- New Zealand teacher registration
- Successful leadership experience
- Current leadership experience and competence as a teacher integrating e-learning in the classroom
- Beliefs that align with our school's vision, values and goals
- A knowledge of current teaching and learning practices in New Zealand
- A passion for culturally responsive practice, inclusion and collaboration
- A willingness to engage collaboratively in building teacher capability as part of the Waitaki Ara Kahui Ako

Personal Attributes – Personality, Character, Temperament

- Enthusiasm for learning coupled with a good sense of humour
- Innovative and forward thinking
- Adaptability, flexible outlook, respect for others, resilience, resourcefulness
- Calm under pressure
- Goal focussed on achieving high expectations, with proven ability to model and support achievement of goals
- Sense of fun
- Work / life satisfaction

Relational Attributes – Communication, Interpersonal Skills, Influence

- Strong communication skills – speaking, writing, listening, negotiating, consulting, leading, motivating, counselling and mediating
- Ability to work collaboratively and nurture leadership capability in others
- Develop and maintain positive professional relationships
- A commitment and ability to promote the school and foster good community relationships
- Values the importance of being a team member

Organisational Attributes – Managerial Skills

- Ability to think strategically and plan accordingly
- Proven strong self-management, organisational skills, time management and sound decision making
- Experience in administration, working in a timetabled environment, and developing systems
- A strong work ethic

Professional Attributes - Effective Leadership, Educational Knowledge

- A drive and commitment to ensure that the best quality education is delivered to students
- Sound understanding of inclusive practices and the ability to support diverse learning needs
- Experience in implementing school systems and processes
- Ability to initiate, lead and sustain change developments
- Knowledge and experience in managing staff; including delegating, coaching and promoting teacher growth through inquiry
- Knowledge and competence in analysing assessment data to improve teaching and learning
- Knowledge of pedagogy, curriculum review, design and implementation
- Commitment to grow professionally and support PLD within the school
- A strong sense of professionalism and ethics in all dealings with learners, staff, parents and community

Desirable Attributes

- Experience with the Learning Progression Framework and the Progress and Consistency Tool
- Experience in an Intermediate School



Oamaru Intermediate School

Application Summary Sheet

Position applied for: Deputy Principal

PERSONAL DETAILS:

Name:

Address:

Contact Phone Numbers **Home (0)** **Work (0)**

Fax (0) **Cell (0)**

Email

Registration No: **Full/Provisional/STC** **Expiry Date: / /**

TEACHER SERVICE:			
Position	Level	School	Date

REFEREES: Please complete all contact details

(1) Name:

Address:

Contact Phone Numbers: **Home (0)** **Work (0)** **Cell (0)**

Email

Relationship to Applicant:

(2) Name:

Address:

Contact Phone Numbers: **Home (0)** **Work (0)** **Cell (0)**

Email

Relationship to Applicant:

(3) Name:

Address:

Contact Phone Numbers: **Home (0)** **Work (0)** **Cell (0)**

Email:

Relationship to Applicant:

PRIVACY ACT 1993 (To be signed by the Applicant)

- This Application is submitted with the understanding that any information given is for the use of the employer and their authorized representatives who may at any time have access to this information. Furthermore, consent is given for members of the Oamaru Intermediate School Appointments Committee to make enquiries of my present or past employers or colleagues or any other person or organization who they feel may assist in establishing my suitability for the position.
- I verify that the information provided in all aspects of this application including my C.V. is true and accurate.

APPLICANT'S SIGNATURE: **DATE:**

NOTE – If completing this electronically a signed hard copy must be provided if shortlisted for an interview.

OFFICE USE ONLY DATE APPLICATION RECEIVED: **TIME:**

PLEASE ATTACH A DETAILED CV CLEARLY STATING STRENGTHS



Oamaru Intermediate School

Appointment Declaration

Applicant's Name _____

Please tick the appropriate box and supply details when required.

- | | | |
|---|------------|-----------|
| 1. Are you a New Zealand citizen? | YES | NO |
| 2. If not, do you have resident status, or | YES | NO |
| 3. A current work permit? | YES | NO |
| 4. Have you ever had a criminal conviction?
<i>(convictions that fall under the clean slate scheme do not have to be disclosed)</i>
If 'Yes' please provide dates and details of the offence. | YES | NO |
| 5. Have you ever received a police diversion for an offence?
If 'Yes' please provide dates and details. | YES | NO |
| 6. Have you ever been discharged without conviction for an offence?
If 'Yes' please provide dates and details of the offence. | YES | NO |
| 7. Do you have a NZ driver's licence? | YES | NO |
| 8. Have you been convicted of a driving offence, which resulted in temporary or permanent loss of licence, or imprisonment?
If 'Yes' please provide dates and details. | YES | NO |
| 9. Are you awaiting sentencing/currently have charges pending?
If 'Yes' please state the nature of the conviction/cases pending. | YES | NO |
| 10. Have you been the subject of any concerns involving child safety?
If 'Yes' please provide dates and details. | YES | NO |

11. Have you had any injury, physical, medical or psychological condition which **YES** **NO**
the demands of this Classroom Teaching position may aggravate or contribute to?
If 'Yes' please detail.

12. In addition to other information provided, are there any other factors that we **YES** **NO**
should know about, to assess your suitability for appointment and ability to do the job?
If 'Yes' please elaborate.

12. I authorise the Board, or nominated representative, to approach persons **YES** **NO**
other than the referees whose names I have supplied, to gather information
related to my suitability for appointment to the position.

13. I authorise the Board, or nominated representative, permission to access any information held by the
Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organisation, including
information regarding matters under investigation, to gather information related to my
suitability for appointment to the position. **YES** **NO**

14. I declare that:

- The information I have supplied in all aspects of my application for the position of Classroom Teacher is given voluntarily, is true, accurate and complete.
- I acknowledge that I will not hold Oamaru Intermediate Board of Trustees responsible for any omission or mis-statements that I have made in the information required.
- I confirm in terms of the Privacy Act 1993 that I have authorised access to referees listed in documents provided as part of this application.
- 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.

Applicant's Signature: _____

Date: _____

NOTE – If completing this electronically a signed hard copy must be provided if you are shortlisted for an interview.