



ŌRĀKEI SCHOOL

Dear Applicant,

I welcome your interest in the position of Deputy Principal. This position has become available due to the restructuring of our Senior Leadership Team.

I wish to appoint someone who is passionate about learning and who specifically has experience and expertise within a multicultural setting. I am excited by the opportunity to find our new visionary leaders who are confident, organised and highly motivated professionals. Our new DP's will demonstrate a thorough understanding of teaching as inquiry, assessment for learning with their leading edge pedagogy and sound curriculum knowledge.

An ability to work as part of a team to support and lead the development of our school is essential. Excellent communication and relationship skills are also keys factors for this position.

Our new DPs will also need to be highly skilled classroom practitioners with proven successes in improving student outcomes and modelling best practice using a coaching approach. Our new DPs will prioritise building relationships with our children, staff and community and possess a sense of humour and an enthusiasm that is expected in our school.

The position currently contains a .5 release component

Michael Earl

Principal

INFORMATION FOR APPLICANTS

Thank you for applying for the position of Deputy Principal. Please ensure you read all material provided before completing the separate application form.

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated.
2. Attach a *curriculum vitae* (CV) containing any additional information relevant to the position. If you include written references, please note that we may contact the writers of the references.
3. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
4. Copies of qualification certificates should be attached. If successful in your application, you will be required to provide originals as proof of qualifications. These will be needed to verify the copies which will be retained for the school's records.
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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in [Schedule 2 of the Vulnerable Children Act 2014](#), unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
b) In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
 - You have not committed any offence within 7 (consecutive) years of being sentenced for the offence **and**
 - You did not serve a custodial sentence at any time
 - The offence was not a [specified offence under the Clean Slate Act 2004](#) nor a [specified offence under the Vulnerable Children Act 2014](#) **and**
 - You have paid any fine or costs

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.
7. This application form and supporting documents received from the successful applicant will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.
8. CVs provided from non-successful applicants will not be returned unless a stamped self-addressed envelope is provided. Application forms and CVs from non-successful applicants will be held until the appointments process is completed and will then be destroyed.
9. All information received will be confidential to the Ōrākei School Appointments Committee.

APPOINTMENT TIMELINE

The Ōrākei School Board of Trustees has set the following timeline for the appointment of the Deputy Principals. Every effort will be made to keep to the following schedule in determining the successful candidates.

Timeline for the appointment of the Deputy Principal of Ōrākei School	
Gazette Advertisement	Wednesday 26th June online
Closing date for applications	12:00 noon Thursday 11 July
Shortlisting completed	Thursday 18th July
Interviews	Saturday 20th July
Appointment commences	No later than the start of Term 4, 2019

Your application needs to include the following;

- 1) Covering letter
- 2) Application for appointment form
- 3) C.V

Completed applications to be received by **12:00 noon on Thursday July 11th 2019** and should be emailed (preferred) to: rangit@orakei.school.nz

If you have any queries, please contact Rangi Tamaariki-Liddle by emailing rangit@orakei.school.nz or phoning 09 521 0657