



Linwood Avenue School
Success Through Learning

Principal Position

Application Package





Linwood Avenue School

Success Through Learning

Letter from the Board Chair

About the Position

On behalf of the Linwood Avenue School community, thank you for your interest in becoming the Principal of our school.

The position of Principal (U5) has become available commencing week one, term four, 2020.

The vacancy offers a tremendous opportunity for a leader who has the commitment and passion to extend the school, and to live our mission, of *empowering children to aim high, persevere and succeed while making a positive contribution to the world.*

Our staff has a good balance of youth and experience. They are highly committed to meeting the needs of our multi-cultural school. In recent community consultation students and their whanau reported a sense of belonging, a knowledge that their culture was valued and a positive relationship with teaching staff.

The school is in a very good financial position and is well placed to support children to ensure they experience success through learning. We provide a well resourced and maintained school, where our children are engaged. We are nearing completion of our building works, which sees modern learning environments in our year 1-6 areas and a new hall and library complex. We are very fortunate to have a supportive school community that enables us to invest in additional resources to support student learning, and to enhance the school environment.

We promote professional development programmes to make sure that continuous improvement is our foremost focus. This ensures we attract, retain, and develop professional and motivated people who are committed to, and passionate about, providing high quality education for our children.

If this sounds like the opportunity you are seeking we welcome your application.

The Process

An application can be made by completing:

- The application form
- A letter covering your suitability for the position
- Your curriculum vitae

Applications close on **Thursday, 16 July, 2020 at 5pm.**

Please email your application to:

Board of Trustees

Email: bot@linwoodave.school.nz

Subject: PRINCIPAL APPLICATION

Short listed applicants will be contacted by **Tuesday, 21 July, 2020.**

Interviews will be **Friday, 24 July, 2020.**

Interview Process

The interview will be a series of questions rather than a presentation. Further guidance as to the key areas of focus for the interview and material you will need to bring will be discussed with you nearer the time of the interview.

At the end of the interview we will explain the next steps, which may involve a second interview after the completion of reference checks.

The Panel

Present at the interview will be some Board members including the staff representative, along with Jo Mauger, deputy principal of Linwood Avenue School and an external support person.

If you have any queries about the position please contact Rose Beattie in the first instance on:

Cell: 027 2188 219

Email: rose.b@linwoodave.school.nz

Yours sincerely

Rose Beattie
Chairperson
Linwood Avenue School Board of Trustees



JOB DESCRIPTION - THE PRINCIPAL

POSITION PURPOSE

To ensure the provision of high quality education to the students of Linwood Avenue School and that our Vision and Mission statements are embedded in everyday practice.

Vision Statement

Whakaputa Hoa Te Akoranga – Success Through Learning.

Mission Statement

Empowering students to aim high, persevere and succeed while making a positive contribution to the world.

KEY RELATIONSHIPS

Children
Teaching and support staff
The Board of Trustees
The school community
Tamai Community of Learning (COL)

RESPONSIBILITIES

The Principal is the school's Chief Executive and is accountable to the Board of Trustees. The Principal's performance will be measured against the 'Professional Standards for Primary Principals' as stated in the current Primary Principals' Collective Agreement.

The Principal will be responsible for providing sound leadership in the following areas of practice:

CULTURE

Providing professional leadership that focuses on the school culture of enhancing learning and teaching.

Professional Standards

- In conjunction with the Board, develop and implement a school vision and shared goals focused on enhanced engagement and achievement for all students.
- Promote a culture whereby staff members take on appropriate leadership roles and work collaboratively to improve teaching and learning.
- Model respect for others in interactions with adults and students.
- Promote the bicultural nature of New Zealand by ensuring that it is evident in the school culture.
- Maintain a safe, learning-focused environment.
- Promote an inclusive environment in which the diversity and prior experiences of students are acknowledged and respected.
- Manage conflict and other challenging situations effectively and actively work to achieve solutions.
- Demonstrate leadership through participating in professional learning.
- Effectively manage own workload, identifying key priorities and delegating appropriately.

PEDAGOGY

Create a learning environment in which there is an expectation that all students will experience success in learning.

Professional Standards

- Promote, participate in and support on-going professional learning linked to student progress.
- Demonstrate leadership through engaging with staff and sharing knowledge about effective teaching and learning in the context of the New Zealand curriculum documents.
- Ensure staff members engage in professional learning to establish and sustain effective teacher / learner relationships with all students, with a particular focus on Māori students.
- Ensure that the review and design of school programmes is informed by school-based and other best practice evidence.
- Maintain a professional learning community within which staff members are provided with feedback and support on their professional practice.
- Analyse and act upon school-wide evidence on student learning to maximise learning for all students with a particular focus on Māori and Pasifika students.

SYSTEMS

Develop and use management systems to support and enhance student learning.

Professional Standards

- Exhibit leadership that results in the effective day-to-day operation of the school.
- Operate within board policy and in accordance with legislative requirements.
- Provide the Board with timely and accurate information and advice on student learning and school operation.
- Effectively manage and administer finance, property and health and safety systems.
- Effectively manage personnel with a focus on maximising the effectiveness of all staff members.
- Use school / external evidence to inform planning for future action, monitor progress and manage change.
- Prioritise resource allocation on the basis of the school's annual and strategic objectives.

PARTNERSHIPS AND NETWORKS

Strengthen communication and relationships to enhance student learning.

Professional Standards

- Work with the Board to facilitate strategic decision making.
- Actively foster relationships with the school's community and local iwi.
- Actively foster professional relationships with and between colleagues, and with government agencies and others with expertise in the wider education community.
- Interact regularly with parents and the school community on student progress and other school-related matters.
- Actively foster relationships with other schools and participate in appropriate school networks.



Application Form

1. Personal Details

Name:		
Teacher Registration Number:		
Address:		
Home Phone:	Work Phone:	Mobile:
Email Address:		
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 have a current New Zealand driver licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

2. Educational Qualifications

Please state your last secondary level qualification:
Please state your tertiary level qualification/s:
Please state any other qualifications that relate to this position:

3. Current Employment

Name and Address of current school/place of employment:		
Period of Employment:	From:	To:
Position(s) Held:		

4. Previous Employment

Name and address of employer	Position(s) held	Dates of employment

5. Medical Questionnaire

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 elaborate:				

6. Knowledge Skills Attributes and Personal Characteristics

Criteria (knowledge, skills, attributes, personal characteristics)	Past roles in which you have demonstrated the criteria	What did you do which demonstrated this	Key achievements
Building and sustaining high trust relationships			
Ensuring culturally responsive practice, using Tiriti o Waitangi as the foundation			
Building and sustaining collective leadership and professional community			
Strategic thinking and planning			
Evaluation practices in relation to outcomes			
Adept management of resources to achieve vision and goals			
Attending to own learning as a leader and own wellbeing			
Embodying the school's values and showing moral purpose, optimism, agency and resilience			
Contributing to the development and wellbeing of education beyond your organisation			
Demonstrating practical and supportive leadership			

7. Convictions Against the Law

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 (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) and
- The offence was not a specified offence (specified offences are in the main sexual in nature) and
- You have paid any fine or costs

Custodial sentences include a sentence of preventative 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.

Have you ever had a criminal conviction? (Convictions that fall under the clean slate scheme do not have to be disclosed) If "Yes" please detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever received a police diversion for an offence? If "Yes" please detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? If "Yes" please detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you awaiting sentencing/currently have charges pending? If "Yes" please state the nature of the conviction/cases pending:	Yes <input type="checkbox"/> No <input type="checkbox"/>
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? If "Yes" please elaborate:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Referee Information

Please provide information for **three** referees. At least two of your referees must be known to you in a work related capacity. Referees may be contacted for information at our discretion to help with short listing or clarification of candidate suitability to proceed. 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:
Phone Number:
Email Address:
Professional Relationship (where applicable):

Name:
Phone Number:
Email Address:
Professional Relationship (where applicable):

Name:
Phone Number:
Email Address:
Professional Relationship (where applicable):

Authority to approach other referees: I authorise the Board, or nominated representative, to approach persons or the Teachers Council, 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"/>
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Declaration and Authorisation

1. I declare that the information I have supplied is given voluntarily and is true, accurate, and complete in all respects. I acknowledge that I will not hold Linwood Avenue School or the Board of Trustees responsible for any omission or misstatements that I have made in the information provided.
2. I understand that all information provided about me to you, including my application form, curriculum vitae, references and any assessments will be held by the Linwood Avenue School Board of Trustees to be used for the purposes of evaluating my qualifications, experience and suitability for employment as Principal of Linwood Avenue School
3. I understand that if I withhold relevant information or supply false or misleading information about me, my application may not be further considered. I also understand that my employment may be terminated if, after investigation, my employer discovers that any information which I have provided is false or misleading.
4. I understand that I am entitled to have access to relevant information retained by the Linwood Avenue School Board of Trustees (except for any exemption provided under the Privacy Act 1993 such as evaluative material) and to request correction of the information and/or request that there be attached to the information a statement relating to the fact that I have requested a correction.
5. I consent to the Chairperson and/or Appointment Committee personnel making enquiries with such organisations including but not limited to inquiries with all former employers, Teacher Registration Board, and other bodies or organisations which might hold information relevant to my employment, my suitability to manage and any other information that my prospective employer deems necessary to obtain.

This application is covered by all other relevant requirements of the Privacy Act, 1993.

Applicant signature: _____

Date: _____



Personal Specification: Principal

Personal Qualities and Attributes We Are Seeking in Our New Principal

From the Board:

A principal who:

- Is a positive role model for children, staff and parents and is visible and engaged in everyday school life
- Is able to maintain and nurture our positive school culture which fosters high standards of learning and behaviour
- Is inspirational, enthusiastic, innovative and visionary with a collaborative style of leadership
- Can continue to move our school curriculum and vision forward
- Is a welcoming and supportive leader who can think strategically and work in partnership with the staff, students, Board of Trustees, and community partners to promote the school and achieve common goals
- Values the entire staff of Linwood Avenue School and has the capacity to inspire others to be the best they can be
- Has a commitment to on-going Professional Development for themselves and all employees
- Has a commitment to developing EOTC, sporting activities and cultural areas of the curriculum
- Can recognise change which is for the better and take people with them implementing strategic leadership
- Is skilled in having difficult conversations where necessary
- Has a good knowledge and understanding of special education needs and will advocate on behalf of all students who require additional support to achieve equity and participate in their learning
- Can demonstrate a commitment to te ao Maori and Pasifika cultures

Skills and background:

- Strong collaborative leadership style, good time management and decision making
- Knowledge and experience in managing staff, and an ability to effectively draw out the strengths and knowledge of others
- Administration, budgeting and financial management, delegation, and development of systems
- Use of information technology with particular reference to teaching and learning
- A sound knowledge and demonstrated successful experience of implementing the current New Zealand curriculum
- Up to date with educational best practice and well-grounded in understanding teaching and learning
- An experienced leader with excellent communication skills and a practical approach to problem solving
- Has an excellent understanding of “continuous improvement” strategies
- Good working knowledge of Ministry of Education and other educational agencies
- An ability and willingness to adapt to the needs of a diverse and challenging community

From the Staff

- Effective communication skills, both written and oral
- Shows empathy/understanding for staff, children and community wellbeing
- Honest/confidentiality/trustworthy
- Consistent and firm with behaviour management
- Strong leadership and professional
- Respectful/realistic work life balance/fairness/approachable
- Sense of humour/patient/interested
- Visible in the classroom and in community
- Supportive of all staff, uses staff strengths and encourages PD
- Ability to listen

From the Students

- Visit the classroom regularly and see what we are doing
- Fun/kind/honest/nice/friendly
- Treat each child the same
- Creative a positive environment
- Learn all our names
- Has firm rules that apply to all of us
- Helps us when we need help
- Mature
- Has a sense of humour/positive and always smiles
- Encourages us to try new things
- Has an understanding of our home life and our community
- Is available to play with us at play times and lunchtimes
- Keep our fun rules like tree climbing

From the Parents/Caregivers

- Open minded
- Comfortable with change
- Compassionate/empathy for our children
- Friendly/approachable/willingness to listen
- Respectful and supportive of staff
- Professional
- Good communicator
- Leadership/visionary
- Dedicated/trustworthy