



St Canice's School

Application Information

Deputy Principal

Dear Applicant,

Thank you for expressing interest in the position of Deputy Principal of St Canice's School Westport. We hope to receive your completed application to become our new Deputy Principal.

An amazing opportunity exists for an energetic, passionate experienced teacher to join our leadership team as deputy principal. We are seeking an educator and leader with the ability and commitment to developing positive relationships with students, staff and whānau, who wants to make a difference to students learning through innovative practice.

If you want to become part of our teaching team who are collaborative, hardworking professionals who enjoy a positive fun environment, work with our superstar students within a supportive school and community, we would love to hear from you.

We require the following enclosed documentation to be completed.

- Application for appointment (Attached)
- S464 Form (Attached)
- Curriculum Vitae
- A covering letter

The S464 Form is required to be completed by all applicants for a Tagged position in a Catholic School. The Position of Deputy Principal is Tagged' for leadership reasons, but you do not need to be a Catholic to be appointed. It asks the applicant to specify qualifications related to Catholic Special Character and to nominate referees who will be consulted by the Proprietor's agent.

If you have any other queries in relation to our school or the Deputy Principal's position, please do not hesitate to contact us. We look forward to receiving your application and thank you for taking the time to consider the position of Deputy Principal at our school.

Applications close on Monday 31st August at Midday and should be sent to:

Leah Marris
Principal
St Canice's School
24A Brougham St
Westport
Or e-mail to: principal@stcanices.school.nz

If you have any further questions, please contact Leah Marris via the school office: 03 789 7467.

Kind regards

Leah Marris
Principal
St Canice's School



APPLICATION FOR APPOINTMENT

Deputy Principal

PERSONAL DETAILS

Name:..... Contact Phone Number:

Address: Email:

.....

.....

Registration Number:..... Expiry date:

PRESENT EMPLOYER

Name of present employer: Contact Phone Number:

..... Email:

Address: Date of commencement:

.....

..... Your position held:

REFEREES: (Note: at least one of these should be able to attest to your most recent work performance)

1.

Name: Contact Phone Number:

Address: Email:

..... Referee's Position:

.....

2.

Name: Contact Phone Number:

Address: Email:

..... Referee's Position:

.....

3.

Contact Phone Number: Contact Phone Number:

Email: Email:

Referee's Position: Referee's Position:

.....



TERTIARY EDUCATION QUALIFICATIONS: add rows as necessary			
Institution attended	Year	Qualification attained	Date awarded

TEACHING SERVICE(list all school and positions – add rows as necessary)				
Position	School	Reason for leaving	Date from	Date to

OTHER INFORMATION																					
<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Yes	No			<p>Have you had any injury or medical condition which the tasks of this job may aggravate or contribute to, or know of any reason why you might have difficulty carrying out the job description attached. If yes, please give details below:</p> <p>_____</p>																
Yes	No																				
<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Yes	No																			<p>Do you have any matters relating to yourself currently or previously before the Education Council?</p> <p>Do you have a current New Zealand Driver License?</p> <p>Do you give permission for your police record to be checked?</p> <p>Are you a New Zealand citizen?</p> <p> If not, do you have residential status?</p> <p> A current work permit?</p> <p>Do you give permission for the Board to carry out a credit check?</p> <p>Have you changed your name by deed poll / statutory declaration?</p>
Yes	No																				
<p>Other names known by: _____</p>																					



PRIVACY ACT 1993 (To be signed by the Applicant)

This Application is submitted with the understanding that any further information given is for the use of the employer and their authorised representatives who may at any time have access to this information.

Furthermore, consent is given for members of the St Canice's School Appointments Committee or its advisor to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position of Principal at this school including accessing any information used by the Education Council of Aotearoa New Zealand (EDUCANZ)

APPLICANT'S SIGNATURE: _____

DATE: _____

DECLARATION:

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from minor traffic offences)

Have you received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment?

If YES, please provide date and details of offence(s) on a separate sheet. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.

I certify that I know of no reason why I would not be suitable to work with children/young people.

I certify that I am registered (or provisionally registered) as a New Zealand teacher.

I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my CV is correct.

APPLICANT'S SIGNATURE: _____

DATE: _____



S467 FORM

Education (Update) Amendment Act 2017, Section 467

APPLICATION FOR A POSITION RELATED TO SPECIAL CHARACTER IN A CATHOLIC SCHOOL

Deputy Principal

Important: This position requires particular capabilities related to the special character of the school. Please read carefully the notes at the end of this form before completing it.

A. Position being applied for

Position:
School:
Address:

B. Personal details

First names:
Surname:
Address:
Religion or religious affiliation/tradition:
Telephone number:(Day)(Night)
Mobile phone:
Email address:

Previously S66 Form, Private Schools Conditional Integration Act 1975, Section 66

C. Qualifications relevant to the position

Please include any qualifications or training relevant to the particular capabilities for the position, as described in the notes. (For example, Certification in Catholic special character or Religious Education, courses in Religious Education, Theology, Bible Studies, Leadership, etc.)

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D. Experience relevant to the school's special character

Please include any previous experience you have had teaching in a Catholic school, or involvement in parish and school groups or other religious organisations, etc.

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E. Referees

Three referees are required. At least one of them needs to be able to comment on your understanding and appreciation of the special character of a Catholic school.

Referee 1

Name	
Address	
Email	
Phone	(day)(night)
Mobile	

Referee 2

Name	
Address	
Email	
Phone	(day)(night)
Mobile	

Referee 3

Name	
Address	
Email	
Phone	(day)(night)
Mobile	



F. Applicant's attestation

I acknowledge and accept that the information I have supplied will be used by the Proprietor in terms of the Private Schools Conditional Integration Act 1975 Section 66, to assess my **acceptability** for this position and by the Board of Trustees to determine my **suitability**.

Signed:

Date:

NOTES

Particular capabilities for the position

Section 467 (Primary) Deputy Principal – applicants for this position must be able to maintain programmes and activities that reflect the special character of the school.

Section 467 (Secondary) Deputy Principal – applicants for this position must be able to assist in planning and organising courses and programmes to ensure that they reflect the special character of the School.

Completing this form

The information contained in this form may be the only written information available to the Proprietor of the school for its statutory role of determining the **acceptability** of the applicant. Therefore it is important that you complete all sections of this form, even if it means repeating information you have supplied in your CV or elsewhere.

Acceptability

The Board of Trustees of a primary school is legally bound to appoint a candidate only from the list of applicants acceptable to the Proprietor. When appointing a candidate, the Board of Trustees will also consider the information on this form. In a secondary school, acceptability is determined by the Board of Trustees, or its appointments committee.

NZCEO

May 2017



St Canice's School has set the following timeline for the appointment. Every effort will be made to keep to the following schedule in determining the successful candidate.

TIMELINE FOR APPOINTMENT	
Advertisement	Friday 14 th August 2020
Applications close	Monday 31 st August 2020
Shortlisting of candidates and sign off on acceptability by Catholic Schools office completed	Week beginning Monday 31 st August
Interviews	Week beginning Monday 7 th September
Appointment decision made, and candidates notified	Week beginning Monday 14 th September
Appointment commences	Term 1, 2021

Please ensure you have enclosed the following completed documentation:

- A Covering Letter
- Application form
- Curriculum Vitae
- S467 form