Tumuaki Tuarua/ Deputy Principal

Forest Lake School / Te Kura o Roto Ngahere
Dual-Medium Primary Setting

*Are you an inspiring, relational, and culturally capable educational leader looking to make a meaningful difference? Forest Lake School / Te Kura o Roto Ngahere is seeking an exceptional **Tumuaki Tuarua** to join our passionate leadership team in guiding our dual-medium primary setting (Rumaki and Auraki pathways).*

About the Role

As Tumuaki Tuarua, you will work alongside the Principal as an active collaborative partner, shaping curriculum leadership, enhancing school-wide operations, and fostering an inclusive culture where every tamaiti thrives. You will play a pivotal role in honoring Te Tiriti o Waitangi across all kura operations while supporting both Māori-medium and English-medium pathways.

Key Responsibilities & Core Areas

- **Cultural Capability & Te Tiriti o Waitangi Partnership:** Champion bicultural equity, lead cultural protocols with tikanga proficiency, and support culturally responsive capabilities across both pathways.
- **Curriculum & Instructional Leadership:** Guide implementation of Te Marautanga o Aotearoa and NZC, mentor teaching staff, lead Professional Growth Cycles, and utilize achievement data to drive strategic outcomes.
- **Inclusive Education, Pastoral Care & Wellbeing:** Foster Aahurutanga (safety & belonging), oversee SENCO/learning support systems, and utilize restorative practices for behavior and pastoral care.
- **Operational & Property Management:** Manage day-to-day administrative functions, EOTC safety, emergency planning, and property/caretaking oversight.
- **School Wide Leadership and Community Unity:** Foster kotahitanga and equity across the Rumaki and Auraki learning pathways while honouring their unique cultural and pedagogical foundations.

What We Are Looking For

- Full NZ Teaching Registration & proven primary middle or senior leadership experience.
- Conversational to fluent Te Reo Māori and strong understanding of tikanga Māori.
- A calm, solutions-focused, highly organized leader who models visible and relational leadership.
- Postgraduate qualifications in educational leadership or bilingual education are desirable.

If you are ready to bring your leadership, energy, and vision to a vibrant dual-medium community, we would love to hear from you!

Person Specification — Deputy Principal / Tumuaki Tuarua

Forest Lake School / Te Kura o Roto Ngahere — Dual-Medium Primary Setting

The Person Specification outlines the essential and desirable qualifications, skills, experience, cultural capabilities, and personal attributes required for the role of Deputy Principal / Tumuaki Tuarua in a primary dual-medium kura (operating both Rumaki and Auraki pathways).

Professional Qualifications & Registration

Requirement	Essential / Desirable	Assessment Method
Teaching Qualification — Recognized Bachelor of Teaching / Education or postgraduate equivalent.	Essential	Application & Verification
Full NZ Practising Certificate — Active registration with the Teaching Council of Aotearoa New Zealand.	Essential	Application & Verification
Senior Leadership Experience — Proven middle or senior leadership success in a primary context.	Essential	CV & Interview
Postgraduate Qualifications — Relevant qualifications in educational leadership, bilingual education, or inclusive education.	Desirable	Application

1. Cultural Capability & Te Tiriti o Waitangi Partnership

Capability	Essential / Desirable	Description
Commitment to Te Tiriti o Waitangi	Essential	Active commitment to bicultural partnership, equity, and honoring Te Tiriti o Waitangi across all school operations and policies.
Te Reo Māori & Tikanga Proficiency	Essential	Conversational to fluent proficiency in Te Reo Māori with a deep understanding of tikanga Māori, capable of engaging respectfully with Rumaki whānau and leading cultural protocol.
Dual-Medium Context Understanding	Essential	Deep appreciation for the distinct learning environments of both Rumaki (Māori-medium) and Auraki (English-medium) pathways.
Culturally Sustaining Pedagogy	Essential	Ability to support teachers to implement culturally responsive and sustaining pedagogies across both pathways.

2. Curriculum & Instructional Leadership

Competency Area	Details & Requirements
Curriculum Knowledge	Strong working knowledge of *Te Marautanga o Aotearoa* and *The New Zealand Curriculum*, including recent curriculum refreshes.
Instructional Leadership	Ability to mentor teachers, lead Professional Growth Cycles, deliver targeted PLD, and model high-quality teaching practices.
Data Analysis & Achievement	Skilled in gathering, collating, and analyzing school-wide achievement and wellbeing data to inform strategic priorities and Board reporting.
Environmental & Localized Curriculum	Capability to support localized environmental initiatives such as *Kura Taiao* and *Enviroschools* philosophy integrated into reporting and outdoor spaces: to support the introduction of the Kaupapa Māori programme. .

3. Operational & Property Management Skills

Skill Area	Requirements
EOTC & Safety Systems	Experience in leading Education Outside the Classroom (EOTC) planning, RAMS approval processes, and staff compliance.
Health, Safety & Emergency Planning	Sound understanding of school health & safety, risk management, emergency drill management, and site safety.
Day-to-Day Operations	Capability to oversee timetabling, relief teacher cover, staff duties, and weekly administrative operational requirements.
Property & Property Caretaker Oversight	Ability to collaborate with the Principal on property management, maintenance projects, contractor oversight, and support for caretaking staff.

4. Inclusive Education, Pastoral Care & Wellbeing

Focus Area	Key Expectation
Aahurutanga (Safety & Belonging)	Experience leading school-wide culture of care and proactive wellbeing initiatives.
Learning Support & SENCO	Experience in managing learning support processes, ESOL testing/funding, and SENCO.
Restorative Practice	Skilled in restorative practices, managing Tier 2/3 behavioral challenges, and maintaining calm, supportive environments.

5.School Wide Leadership and Community Unity

Focus Area	**Key Expectation**
Kotahitanga & Dual-Pathway Integration	Foster "One Kura, Two Pathways" by building shared trust, alignment, and collaborative practice between Rumaki and Auraki, ensuring both learning pathways are equally valued and visible across all kura activities.
Cultural & Relational Leadership (Ngāti Māhanga Tikanga)	Embed Ngāti Māhanga tikanga, te ao Māori, and Āhurutanga across whole-school practices, establishing clear cultural expectations and consistent leadership messaging across both pathways.
Authentic Whānau Partnerships & Community Voice	Strengthen home-school engagement through regular whānau hui, transparent communication,

	and structured opportunities for community voice to guide strategic priorities and school culture.
Leadership Coherence & Professional Growth	Align Senior and Middle Leadership layers to drive consistent teaching, behaviour management (PB4L), and curriculum implementation while supporting ongoing professional learning across all staff.

6. Personal Qualities & Leadership Style

- **Relational & Collegial:** Builds strong, trusting relationships with tamariki, staff, whānau, and community through manaakitanga and open communication.
- **Calm & Solutions-Focused:** Demonstrates composure under pressure, strategic problem-solving capabilities, and a growth mindset.
- **Highly Organized:** Strong self-management, effective prioritization, excellent follow-through on commitments, and structured weekly planning.
- **Active Sounding Board & Partner:** Acts as a proactive collaborative partner to the Principal, sharing leadership responsibilities transparently.
- **Visible Leadership:** Maintains high visibility across the school through duties, classroom walk-throughs, and active presence at kura events.