Forest Lake School – Te Kura o Roto Ngahere

Application Form: Tumuaki Tuarua/ Deputy Principal

Please complete all sections of this form and return it alongside your Curriculum Vitae and a tailored Cover Letter.

Section A: Personal Details

Field	Applicant Response
Full Name	
Contact Phone Number	
Email Address	
Physical Address	
NZ Teaching Registration Number	
Practising Certificate Expiry Date	
Current Position / Title	
Current School / Employer	

Section B: Academic & Professional Qualifications

Qualification / Degree	Institution	Year Awarded

Section C: Criteria Self-Assessment Statements

Please provide concise responses (approx. 150–250 words per domain) demonstrating how your professional background meets the Person Specification requirements.

1. Cultural Capability & Te Tiriti o Waitangi Partnership

Describe your proficiency in Te Reo Māori and Tikanga, and how you foster strong relationships with Rumaki whānau and support dual-medium pathways.

Applicant Response:

2. Curriculum & Instructional Leadership

Outline your experience leading Te Marautanga o Aotearoa and/or The NZ Curriculum, mentoring teachers through Professional Growth Cycles, and using achievement data to drive progress.

Applicant Response:

3. Operational & Property Management

Detail your experience with EOTC safety systems (RAMS), health and safety leadership, daily operational management, and property/caretaker oversight.

Applicant Response:

4. Inclusive Education, Pastoral Care & Wellbeing

Provide examples of how you embed Aahurutanga (safety & belonging), manage SENCO/ESOL systems, and utilize restorative practices for complex behavioral needs.

Applicant Response:

5. School-Wide Leadership & Community Unity

Detail how you will cultivate kotahitanga and equity across the Rumaki and Auraki learning pathways, uniting both streams into a cohesive kura while honoring their unique cultural and pedagogical foundations.

Applicant Response:

Section D: Professional Referees

Please provide details for three professional referees who can speak directly to your leadership capabilities, cultural competence, and operational experience. One referee must be your current or most recent line manager/Principal.

Referee 1 (Current / Recent Principal or Line Manager)

Field	Detail
Full Name	
Position / Title	
School / Organization	
Relationship to Applicant	
Phone Number	
Email Address	

Referee 2

Field	Detail
Full Name	
Position / Title	

Field	Detail
School / Organization	
Relationship to Applicant	
Phone Number	
Email Address	

Referee 3

Field	Detail
Full Name	
Position / Title	
School / Organization	
Relationship to Applicant	
Phone Number	
Email Address	

Section E: Health & Medical Declaration

Do you have any known medical conditions, physical or mental health conditions, injuries, or disabilities that may affect your ability to carry out the duties and responsibilities of the Deputy Principal / Tumuaki Tuarua role safely and effectively, or that may be aggravated by the duties of the position?

Declaration Item	Applicant Response
Medical / Health Declaration	[ ] No known conditions [ ] Yes (please provide details below)
Details & Accommodation Requirements (if applicable)	

Declaration Item	Applicant Response
Applicant Signature	
Date	

Section F: Declaration & Sign-Off

I certify that the information provided in this application form, along with my attached Curriculum Vitae and supporting documentation, is true, correct, and complete to the best of my knowledge. I understand that any false or misleading information may result in the rejection of this application or dismissal if employed.

I authorize the Forest Lake School Appointment Committee to contact my nominated referees and make relevant inquiries regarding my professional suitability and registration standing.

Formal Declaration	Details
Applicant Name	
Signature	
Date	