Application Package Information Principal Position
Te Mata School Raglan

8 October 2026

Tēnā koe

Ko Karioi te maunga
Ko Whaingāroa, ko Aotea ngā moana
Ko Tainui te waka
Ko Waikato te iwi (Or is it Māhanga?)
Ko Ngāti Whakamarurangi te hapū
Ko Mōtakotako te marae
Ko Te Ōhākī a Mahuta te whare tipuna
Ko Te Mata te Takiwā
Ko Te Mata te Kura e noho nei

"Ehara taku toa i te toa takitahi, engari he toa takitini e!"

Karioi is the mountain
Whaingāroa and Aotea are the harbours
Tainui is the canoe
Waikato is the tribe
Ngāti Whakamarurangi is the sub-tribe
Mōtakotako is the marae
Te Ōhākī a Mahuta is the ancestral meeting house
Te Mata is the district
Te Mata is the school where I am established

"My success is not that of an individual, but that of the collective!"
(School Whakataukī/Proverb)

We thank you for your interest in our principal position at Te Mata School (Raglan).

Te Mata School, with a current roll of 159, is located in Te Mata is on Te Mata Road, 15 kilometres from Raglan. Te Mata is a small rural area in the Waikato District. Our school is situated in a setting rich in history and opportunities for purposeful learning and teaching of the curriculum.

We are a small rural primary school with a wonderful heart. We are a full primary school with students from years 1 to 8. As of October 2026, there are seven teaching staff with six dedicated teaching spaces. There is also an acting principal and 3 support staff.

Our student cohort includes children from many different backgrounds. Our ethnic breakdown is - New Zealand European/Pākehā (73%) Māori (22%) and Pasifika (4%) MELLA (1%).

We are looking for a passionate and experienced leader with a strong passion for teaching and growing others. The suitable applicant to join us on the next stage of their career pathway and to support our continuing school journey of success will have multi-level teaching knowledge. The principal role is non-teaching, and you will be assisted by an engaged, supportive Board, staff and whānau.

We are also looking for someone who will have an affinity with the rural community, an interest in te Ao Māori and an ability in building and maintaining strong links between school, whānau and the community. We want someone who can ensure the school is part of the heartbeat of the community. Our Board, staff, tamariki and parents value relationships which are open, honest and are based in manaaki, respect and care. We want someone who can support our environment and people so everyone feels safe and respected and is able to achieve success in teaching and learning.

We offer you a stunning rural location, a hugely supportive community, passionate staff, amazing children, an incredible outdoor environment rich with opportunities for outdoor learning, and the opportunity to further your career in our awesome rural school, close to the amazing coastal opportunities nearby..

Te Mata School teaches and supports our young people using the framework of the "Fish Philosophy" to be united as an effective team, to show consideration, care and respect for others, to strive for potential and to be proud of who they are and where they come from.

Attributes, Qualities and Expertise of the applicant

We seek a calm and compassionate principal who has the desire to make a difference for the students and staff of our kura. A commitment to giving effect to enacting Te Tiriti o Waitangi and utilising Te Reo Māori is a desired area of ability and interest desired from the successful applicant.

We need someone who:

- Is relationship based and puts learners at the heart of all decisions
- Wellbeing: Fosters a collaborative and inclusive environment for all
- Cultural competence: Integrates culturally effective practices
- Innovative professional leadership: Inspires staff and students to progress with school vision
- Curriculum knowledge: Has a strong understanding of curriculum development and new educational initiatives.
- Is a role model for expected actions and behaviours for our school community. A leader who "walks the talk".

Desired qualities:

- Effective in all aspects of communication.
- Collaborative and inclusive, valuing input from staff, students and whānau
- Visible and hands-on, actively involved in school life
- Able to strengthen positive relationships with school staff, students, whānau and the wider community
- Has a desire to make a difference

This is an exciting and rewarding opportunity to lead an amazing learning community where relationships and learners are central to all decision-making. This position is due to officially start term one on 28 January 2026.
In applying for the position, it is also important that you align your practice, skills, attributes and qualities to the Person Specification document.
This is what our school whānau, Board, Staff, Families and students want their new principal to exhibit as the school leader.

We look forward to receiving your application.

Nāku iti nei
Regards

Claire Lever
Presiding Member
Te Mata School Board

This information package in the table below includes the document links to support your application.

Document	Important Dates	Purpose
Timeline for the Appointment Process Link		An overview of the timeframe for the appointment.
Principal Application Form Link	Due 13 November 5pm	This form is for each applicant to complete when applying for the position.
Person Specification Link		This form is to be used alongside the application as it outlines what the different stakeholders desire in the new principal.

Applicant Declaration Form **Link**	Due 13 November 5pm	This form must be completed alongside the application form. It is a confidential document for Board and the consultant.
Referee's Form **Link**	Due 10November 5pm	This form needs to be copied and forwarded to the applicant's referees.

Please download a "copy" of each of the Declaration and Principal's Application forms to your device. These are included as a pdf format. If you have difficulty converting this to a Google Doc format, contact Cheryl and she will send a copy of the Google Doc version to you.

Add your name to each form, by converting this to a Google Doc or Microsoft Word, eg "J. Browne Principal's Application Form" and J Browne, Application Declaration." Save this as a pdf and return it in this format please.

Complete both documents and attach these along with your **CV** or **resume** and a **covering letter** and email to:

Anaru Morgan (Auhekeroa Consultant, acting for the Board of Trustees)

anaru@auhekeroa.co.nz

A link to share with your referees for the "Referee's report form".

Please copy this link, separately and send it to each of your referees.
Ask that they make a copy, save this and then return to Anaru Morgan the consultant at

anaru@auhekeroa.co.nz

Two referees are required - these are due by **Tuesday 10 November.**

Include in your application submission a copy of your:

1. Curriculum Vitae (CV) or resume.
2. A covering letter
3. The completed "Application" and "Declaration Forms".

4. The two Referees Reports (completed by your referees need to be emailed directly to Anaru Morgan at anaru@auhekeroa.co.nz
   These are not collected and submitted by you as the applicant.

Your application needs to be received by **13 November at 5.00pm**.

Referees reports by **10 November 5pm.**

Nāku iti nei,
Anaru Morgan

Auhekeroa Consultant Support