CENTRAL NORMAL SCHOOL
TE KURA TUATAHI O PAPAIOEA

Whaia Kia Tutuki - strive to your potential

Here's your ultimate leadership position...

Deputy Principal

Central Normal School
Te Kura Tuatahi o Papaioea

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Dear Potential Deputy Principal

Thank you very much for your interest in this very exciting and once in a generation opportunity.

This position is an outstanding opportunity for someone who wants to be involved in strategic leadership, be able to lead and shape curriculum, pedagogy and culture.

The Deputy Principal will be a forward thinking leader, who will work alongside the Principal to contribute to schoolwide leadership.

As a school, we pride ourselves on:

- adhering to and implementing culturally sustaining practices
- strong commitment to Tikanga Māori and Te Tiriti o Waitangi
- delivering strong pedagogical programmes, based on best evidence
- a positive strong school culture, lead by our vision of Whaia Kia Tutuki - Strive to your potential
- Implementing high expectations, routine and structural support systems
- doing the best we possibly can for our tamariki

As the Deputy Principal, you will be a key leader of curriculum development and implementation, assessment, mentoring and coaching, and leadership administration. The Deputy Principal will also be highly organised, adaptable and confident with supporting the day to day leadership of the school. You will also be a member of the Manawatū Leadership team alongside the Principal, Assistant Principals and Team Leaders.

As a Normal School, the Deputy Principal is also the lead liaison with Massey University (and other ITE providers) for the induction and mentoring of graduate trainee teachers.

The Deputy Principal also plays a part in the pastoral and wellbeing support of our tamariki, kaiako and whānau.

Central Normal is more than 'just a school' and this is an excellent leadership opportunity for someone who wants to support the leadership of a rich and diverse school. Our school is comprised of three core elements that makes us unique:

- We are a fund holder school for the provision of special education for our ORS learners, one of only five primary schools in New Zealand to have this.
- We operate 6 Māori Immersion classes, that teach at Level 1 Māori Immersion and from Te Marautanga o Aotearoa
- We are a Normal School, which means we have a close relationship with Massey University to support graduate trainee teachers.

These core elements make us who we are and the Deputy Principal will further develop their leadership skills by working in such a uniquely rich kura.

The complexity of the role requires the applicant to be an incredibly relational person, who builds positive and trusting relationships with tamariki, kaiako, whānau and external agencies. This person also needs to demonstrate highly effective organisational skills. A sense of humour is also highly desirable!

Staff are very well supported in our school, where they have access to outstanding professional learning and development to support them with our teaching and learning approach.

Attached is the application pack for the position at our school. Should you have any further questions about the positions or would like to make a time to visit our school, you are welcome to contact me on (06) 359 3337 or principal@centralnormal.school.nz

I look forward to hearing from you.

Ngā Mihi Nui



Regan Orr
Principal | Tumuaki

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GAZETTE ADVERTISEMENT

Deputy Principal (6PMU + Normal School Allowance)

Here is the leadership position you have been waiting for, the next Deputy Principal of Central Normal School!

This is an exciting opportunity for a collaborative and forward-thinking leader, who will work alongside the principal to contribute to school-wide leadership and strategic direction and be involved in leading and shaping curriculum, pedagogy and culture.

As a school, we pride ourselves on:

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As a Normal School, the Deputy Principal is also the lead liaison with Massey University (and other ITE providers) for the induction and mentoring of graduate trainee teachers.

The Deputy Principal also plays a part in the pastoral and wellbeing support of our tamariki, kaiako and whānau. The Deputy Principal must be highly relational, values focused and demonstrate a good sense of humour.

Position to commence first day of Term 2, 2027 (Tuesday 27 April 2027)

Information and application forms can be found on our website www.centralnormal.school.nz/vacancies Please send your application and CV to the Principal, either via email or mail (marked confidential). Applications close 3.00pm, Wednesday 15 February.

TIMELINE FOR APPOINTMENT

Positions advertised online	Tuesday 24 November 2026
Applications for positions close	Tuesday 16 February 2027, 3.00pm
Shortlisting of applicants	Wednesday 17 February 2027
Interviews	Saturday 20 February 2027
Offer of appointment made/ Successful applicants notified	Saturday 20 February 2027
Letters exchanged	Monday 22 February 2027
Position Commences	Tuesday 27 April, 2027

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JOB DESCRIPTION

Position	Deputy Principal
Reports to	Principal
Working Relationships	Internal: • Tamariki of Central Normal School | Te Kura Tuatahi o Papaioea • Whanau of Central Normal School | Te Kura Tuatahi o Papaioea • Staff of Central Normal School | Te Kura Tuatahi o Papaioea • Manawatū Leadership Team
Employer	Central Normal School Board of Trustees
Tenure	Permanent
Appraiser	Regan Orr

Key Responsibilities	**Appraisal/Performance Indicators**
Curriculum Leadership	• With the Principal, lead the ongoing review and implementation of the New Zealand Curriculum and Te Marautanga o Aotearoa • Be a Lead Learner and responsive to evolving pedagogical evidence, for effective curriculum implementation • Mentor and Coach the kaiako with the implementation of the curriculum • Lead and oversee the undertaking of assessment and aromatawai and use assessment information to inform next steps and programmes
Transition In/Out of school	• With the principal, oversee enrolments into school, including the termly ballot and tono process for Māori Immersion classes • With the principal, review the Enrolment scheme as and when needed • Manage relationships between whānau and kura for enrolment • Oversee transition processes out of school for our Year 6 tamariki, moving on to Intermediate
SMS/HERO	• Lead and manage the schools SMS system and be conversant of updates and best practices to ensure the school uses the system to the best of its capability

	• Lead staff with how to effectively use the SMS system
Normal Schools Lead	• Lead the induction, mentoring and coaching of graduate trainee teachers in our kura • Work closely with Massey University with the SOTP and Graduate programmes • Support School Mentor teachers with supporting the Graduate Trainee teachers
Mentoring and Coaching	• With the Mentor Teacher, support, coach and guide Provisionally Registered Teachers
Timetables	• Develop termly timetables/calendars for release and relievers
Pastoral Wellbeing	• Support staff with the pastoral, educational and behavioural needs of our tamariki • Be a passionate advocate for our tamariki • With the principal, employment of support staff to work with children
Manawatū Team	• Be a member of the Manawatū Leadership Team • Contribute to Manawatū meetings and strategic direction • Support with assessment and collation practices and the tracking and monitoring of student learning and behaviour, • Support the Principal to plan, implement and review PLD within the school • Provide guidance and support to staff members • Develop positive and professional relationships with staff
Deputise	• Deputise for the Principal in the absence of the Principal
Other	• Other roles and responsibilities as negotiated with the Principal

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APPLICATION FOR APPOINTMENT

Important Notes for Applicants

Thank you for applying for a teaching position with our school. Please ensure you have a copy of the position (job) description before completing this application and read the following notes:

1. You need to fill out this form yourself.

2. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.

3. Attach a current curriculum vitae (CV) containing any additional information, if necessary.

4. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.

5. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.

6. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.

7. All applicants are required to give consent to a Police vet:

a) You cannot be employed as a children's worker if you have been convicted of a specified offence listed in Schedule 2 of the Children's Act 2014 (unless you have obtained an exemption). The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.

b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:

- you have not committed any further offence within 7 consecutive years of being sentenced
- you did not serve a custodial sentence[1] at any time
- the offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Children's Act 2014
- you have paid any fines or costs

Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

8. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g., passport) and a secondary identity document (e.g., New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015.

9. For the successful candidate, this document will be held on their personal file, otherwise the information provided will be securely destroyed after 30 days. You may access it in accordance with the provisions of the Privacy Act 2020.

10. The information you provide may be disclosed to GovHub School Board Services (the service delivery arm of Te Whakarōpūtanga Kaitiaki Kura o Aotearoa – NZ School Boards Association) for the purposes of seeking advice related to this recruitment process. This information will be handled in accordance with their privacy statement.

Custodial sentence means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. **Non-custodial sentence** includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.

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APPLICATION FOR EMPLOYMENT: DEPUTY PRINCIPAL

Surname/Family name	First names (in full)

Are you known by any other name(s)? If yes, please provide details below	Yes ▢ No ▢

Full postal address

Email address

Contact telephone numbers	
Personal:	**Mobile:**

IDENTITY VERIFICATION, CRIMINAL RECORD AND RIGHT TO WORK

Please tick the appropriate boxes

Immigration information Are you a New Zealand citizen?	**Yes** ▢ **No** ▢
If not, do you have resident status, or	**Yes** ▢ **No** ▢
A current work permit	**Yes** ▢ **No** ▢
Have you ever had a criminal conviction? If Yes, please provide detail: *A board may not employ or engage a children's worker who has been convicted of an offence specified in Section 2 of the Vulnerable Children Act 2014. The Clean Slate Act does not apply to schedule 2 offences.*	**Yes** ▢ **No** ▢

Have you ever received a police diversion for an offence? If Yes, please provide detail:	**Yes** ▢ **No** ▢
Have you ever been discharged without a conviction for an offence? If Yes, please provide detail:	**Yes** ▢ **No** ▢
Do you have a current New Zealand Driver's Licence	**Yes** ▢ **No** ▢
Have you ever been convicted of a driving offence which resulted in a temporary or permanent loss of licence, or imprisonment? If Yes, please provide detail:	**Yes** ▢ **No** ▢
Are you awaiting sentencing or do you have charges pending? If Yes, please state the nature of the conviction/cases pending:	**Yes** ▢ **No** ▢
In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and your ability to do the job? If Yes, please detail:	**Yes** ▢ **No** ▢
Have you ever been the subject of any concerns involving child safety? If Yes, please detail:	**Yes** ▢ **No** ▢
Have you had an injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, which the tasks of this position may aggravate or contribute to? If Yes, please detail:	**Yes** ▢ **No** ▢
Teacher Registration Do you hold a current practising certificate from the Education Council? If Yes, please enter your registration number: _____	**Yes** ▢ **No** ▢

EDUCATIONAL QUALIFICATIONS

	Name	Location	Number of years completed	Highest Qualification gained
Secondary School				
University				
Other				

EMPLOYMENT HISTORY

Please list your work experience for the last five years beginning with your most recent position. Please explain any gaps in employment. If you were self-employed, give details. Attach additional sheets if necessary.

Period worked (please state start and end date) Start date		End date	**Employer's Name** (or reason for employment gap)	**Position held**	**Reason for leaving**
	to				
	to				
	to				
	to				
	to				

REFEREES

Please provide the names of three people who could act as referees for you. One of these should be your current or most recent employer. Please indicate which referee is your current/recent employer in the table below. If you have included written references from people other than those listed below, please note that we may contact the writers of those references.

Name	Organisation	Position/Relationship	Best number to contact

Authority to approach other referees

I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.	**Yes** ▢ **No** ▢
I authorise the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa (EDUCANZ) or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.	**Yes** ▢ **No** ▢

STRENGTHS, SKILLS AND SUITABILITY

Please describe how you meet our criteria/philosophy and describe what strengths you would bring to our school to support our philosophy:

Continue on a separate sheet of paper if necessary.

DECLARATION

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 1993 that I have authorised access to referees
- I know of no reason why I would not be suitable to work with children/young people.
- I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to dismissal.

Signature:

Date: