MELLONS BAY SCHOOL

Deputy Principal Application Pack



Kia ora and welcome,

Thank you for expressing an interest in the position of Deputy Principal at Mellons Bay School.

Mellons Bay School is a vibrant, high-performing primary school located in East Auckland. At the heart of our philosophy is our overarching vision: *"Learning to navigate our changing world" / "Kia ako ki te whakatere tō tātou ao hurihuri."* We are committed to fostering an inclusive, forward-thinking environment where every learner is front and centre, inspired to strive for excellence, and equipped to thrive in the 21st century and beyond.

Through **The Mellons Bay Way**, our school community is guided by three core values that underpin everyday life and decision-making: **Respect**, **Resilience**, and **Responsibility**. Furthermore, our **Learner Profile** defines our aspiration for all students to grow as **Confident**, **Connected**, **Caring**, **Communicative**, and **Creative** individuals (our 5 Cs).

We are seeking an inspiring, strategic, and collaborative Deputy Principal to join our Senior Leadership Team. The successful candidate will work alongside the Principal, Board, and leadership team to drive student achievement, strengthen teaching practice, model our core values, and empower our students as they navigate their learning journeys.

Ngā Mihi,
Steve Harper-Travers
Principal / Tumuaki

Our Community Voice: What Staff & Students Value

In preparing for this appointment, we consulted our staff and students to understand the qualities and priorities that matter most in our next Deputy Principal:

What Our Staff Value:

- An approachable, collaborative, trustworthy, kind, and well-organised leader.
- Actively present in classrooms, across the playground, and around the school to connect with staff, students, and whānau.
- Building strong relationships
- Supporting curriculum teams and ensuring seamless, school-wide behaviour and operational systems.
- Culturally competent practitioner

What Our Students Value:

- A leader who is kind, caring, fun, smart, and committed.
- Being visible, approachable, and genuinely involved with students.
- Protecting *"how we learn at MBS"* and caring for our school environment.
- Championing our **3Rs** (Respect, Resilience, Responsibility), our **5 Cs** (Confident, Connected, Caring, Communicative, Creative),



Position Overview & Timeline

Position Title	Deputy Principal (Permanent, Full-Time)
Employer	Mellons Bay School Board of Trustees
Conditions of Employment	Primary Teachers' Collective Agreement (PTCA)
Applications Close	5 February
Shortlisting Announced	12 February
Interviews Held	TBC
Position Starts	Term 2, 2027 (or by mutual agreement)

Key Leadership Capabilities

Applicants should clearly demonstrate evidence of capability and success across the following domains:

- **Strategic and Collaborative School Leadership:** Experienced, trustworthy leadership that contributes constructively to the Senior Leadership Team, advances school targets and values (Respect, Resilience, Responsibility), honours school history, and brings stability and clear communication.
- **Visible Presence & Relational Communication:** An approachable, kind, and solutions-focused leader who builds genuine relationships with students, staff, and whānau, listens deeply, and maintains an active everyday presence across classrooms and the wider school.
- **High-Quality Teaching, Learning and Curriculum Leadership:** Ability to set and maintain high expectations for teaching and learning, driving curriculum design and student extension opportunities that nurture our 5 Cs Learner Profile (Confident, Connected, Caring, Communicative, Creative).
- **Assessment, Data Analysis and Reporting:** Strong knowledge and practice in assessment for learning, alongside the ability to lead coherent formative and summative assessment processes to accelerate student achievement.
- **Professional Learning, Staff Voice & Collaborative Inquiry:** Ability to lead school-wide professional learning, curriculum teams, and collaborative inquiry in ways that empower staff voice, respect teacher expertise, and remain mindful of workload.
- **Leadership of Leaders & Specialist Teams:** Capability to lead, mentor, and support specialist teachers and team leaders, building confidence and leadership capacity across staff.
- **Consistent Pastoral Care & Restorative Practice:** A strong commitment to student wellbeing, underpinned by consistent, seamless school-wide behaviour systems, restorative practice, and *The Mellons Bay Way*.
- **Commitment to Te Tiriti o Waitangi:** A clear commitment to Te Tiriti o Waitangi, supported by cultural capability and culturally responsive practices.
- **Operational & Digital Systems Fluency:** Strong organisation and digital fluency, ensuring smooth timetabling, administrative efficiency, and compliant documentation so teachers can focus on teaching.

Information for Applicants & Checklist

Please ensure you have read all material provided before completing the application form:

1. **Application Form:** Fully complete and sign Section 6 below.
2. **Cover Letter:** Outline your leadership philosophy, alignment with our vision, values, and community priorities, and suitability for the role.
3. **Curriculum Vitae (CV):** Highlight your relevant professional background and leadership experience against the Key Leadership Capabilities.
4. **Qualification Certificates:** Attach copies of relevant qualification certificates (originals required if appointed).
5. **Confidential Referee Reports:** Request reports from **three referees** (at least two from senior leaders/principals at your most recent education-based employers) using Section 7 below, to be sent directly to **steveh@mellonsbay.school.nz**.

School Visits & Enquiries: Prospective applicants are warmly encouraged to arrange a school visit by emailing **steveh@mellonsbay.school.nz**. During the holidays visits can be arranged from 22 January 2027.

Note for Shortlisted Candidates: If selected for an interview, you may bring whānau/support people (please advise us in advance) and will be required to bring originals and copies of your current Practising Teacher Certificate and two forms of identification (e.g., Passport and NZ Driver Licence).