

Telephone: 09 828 7227 10 Herdman Street

Email:[office@waterview.school.nz](mailto:office@waterview.school.nz) Waterview 1026

<https://www.waterview.school.nz/> Auckland, New Zealand

Dear Applicant

Thank you for expressing an interest in the position of Deputy Principal at Waterview Primary School.

This is a fully released position, however the Assistant and Deputy Principals at Waterview Primary School are required to cover classes or take groups when required.

School visits are welcomed. Please phone to arrange a suitable time on 09 828 7227.

The following are included in this application pack:

1. Information about our school
2. Application for Employment
3. Deputy Principal Job Description
4. Key qualities
5. Key criteria

The application for appointment is to be returned with your C.V. by Thursday 12th December 2019

Timeline for appointment:

Applications close Thursday 12th December 2019

Shortlisted candidates notified by Tuesday 17th December 2019

Interviews completed Wednesday 18th December – Saturday 21st December 2019

Candidates notified of outcome Monday 23rd December 2019

The appointment commences at the beginning of the 2020 school year, Thursday 30th January 2020.

Please return, by the due date to [principal@waterview.school.nz](mailto:principal@waterview.school.nz)

Kind Regards

Brett Skeen

Principal



School Information

Waterview Primary School is a vibrant Multicultural Innovative Learning Environment (ILE) school in Central West Auckland.

Our dedicated and highly skilled staff pride themselves in teaching all curriculum areas to a high standard to nurture lifelong learners.

Waterview Primary is fortunate in having parents/caregivers, Board of Trustees, PTA and community that are committed and supportive of our school and children.

At Waterview we believe education is a shared partnership between school and home. As a P.B.4.L School we encourage parents/caregivers to participate in their child’s learning to improve children’s wellbeing and educational achievement.

Waterview Primary currently provides quality education for 337 students from Years 1-6. Currently we are experiencing roll growth and this will continue due to a large number of residential developments in our community.

Stage two new build for block two will begin in December 2019 providing four new learning Hubs (12 classrooms) catering for 280 children.

The 4 Hubs will hopefully be ready for Term 1 2021.

**APPLICATION FOR EMPLOYMENT**

Important Notes for Applicants

Thank you for applying for a position with our school. Please ensure you have a copy of the position description before completing this application.

1. Please fully complete this form personally. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) containing any additional information, if necessary.
3. 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.
4. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
5. 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.
6. All applicants will be required to give consent to a Police vet.
7. a) Applicants may not be employed as a children’s worker if they have been convicted of a specified offence listed in [Schedule 2 of the Children’s Act 2014](http://www.legislation.govt.nz/act/public/2014/0040/latest/DLM5501909.html), unless they obtain 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 offence within 7 consecutive years of being sentenced for the offence
    - you did not serve a custodial sentence[[1]](#footnote-1) at any time
    - the offence was neither a [specified offence under the Clean Slate Act 2004](http://www.legislation.govt.nz/act/public/2004/0036/latest/DLM280848.html) nor a [specified offence under the Children’s Act 2014](http://www.legislation.govt.nz/act/public/2014/0040/latest/DLM5501909.html)
    - 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.

1. 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 Regulations 2015](http://www.legislation.govt.nz/regulation/public/2015/0106/latest/whole.html#DLM6482207).
2. This information will be held by the employer. For the successful candidate this document will be held on their personal file, otherwise the information provided will be securely destroyed after 90 days. You may access it in accordance with the provisions of the Privacy Act 1993.

**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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| **DEPUTY PRINCIPAL APPLICATION FORM** | | | | | | |
| **Personal Details** | | | | | | |
| Surname: | | | Preferred title (please circle)  Mr/Mrs/Ms/Miss | | | |
| First Name: | | | | | | |
| **Contact Details** | | | | | | |
| Address: | | | | | | |
| Telephone – Home: | | | Work: | | | |
| Mobile: | | |  | | | |
| Email: | | |  | | | |
| Teacher Registration No.: | | | Expiry Date: | | | |
| **Present Position** | | | | | | |
| School: | | | Location: | | | |
| Position Held: | | | Time Position Held: | | | |
| **Employment History** | | | | | | |
| Please outline your experience in relation to this teaching position: | | | | | | |
| School | Year Level | Positions Held | | Units | Date From | Date To |
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| **Educational Qualifications** | | | | | | |
| Type of Qualification | | Date Received | Educational Institution | | | |
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**Identity Verification, Criminal Record and Right to Work**

Please tick the appropriate boxes:

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| 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? Yes  No  If “Yes” please detail:  Click or tap here to enter text.  *(A board may not employ or engage a children’s worker who has been convicted of an offence specified in* [*Schedule 2 of the Children’s Act 2014*](http://www.legislation.govt.nz/act/public/2014/0040/latest/DLM5501909.html)*. The Clean Slate Act does not apply to schedule 2 offences.)* |
| Have you ever received a police diversion for an offence? Yes  No  If “Yes”’ please detail:  Click or tap here to enter text. |
| Have you ever been discharged without conviction for an offence? Yes  No  If “Yes” please detail:  Click or tap here to enter text. |
| Do you have a current New Zealand driver’s licence? Yes  No |
| Have you ever been convicted of a driving offence which resulted in Yes  No  temporary or permanent loss of licence, or imprisonment?  If “Yes”’ please detail:  Click or tap here to enter text. |
| Are you awaiting sentencing or do you have charges pending? Yes  No  If “Yes”’ please state, the nature of the conviction/cases pending:  Click or tap here to enter text. |
| In addition to other information provided are there any other factors Yes  No  that we should know to assess your suitability for appointment  and your ability to do the job?  If “Yes”, please detail:  Click or tap here to enter text. |
| Have you ever been the subject of any concerns involving child safety? Yes  No  If “Yes” please detail:  Click or tap here to enter text. |
| Are you aware of any injury or medical condition that could impact Yes  No  on your ability to perform this job effectively?  If “Yes”, please detail  Click or tap here to enter text. |
| **For teaching/principal positions:**  Do you hold a current practising certificate from the Teaching Council Yes  No  of Aotearoa New Zealand?  Please enter your registration number: Click or tap here to enter text. |

**Educational Qualifications**

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| --- | --- | --- | --- | --- |
|  | **Name** | **Location** | **Number of years completed** | **Highest Qualification Gained** |
| **Secondary School** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **University** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Other** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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**Employment History**

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

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| **Period worked**  **(please specify the start and end dates)**  **Start date End date** | | | **Employer’s name**  **(or reason for gap in employment)** | **Position held** | **Reason for leaving** |
| Click or tap here to enter text. | to | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| **Referees** | | |
| Please provide the names and contact details of three referees overleaf. Referee’s reports are confidential to the Board. Referees will only be contacted for candidates who are short listed. | | |
| **Referee’s Details** | |  |
| Full Name:  Position:  Relationship to applicant: | | |
| Contact Details: Home | | Work |
| Mobile | | Email |
|  | | |
| Full Name:  Position:  Relationship to applicant: | | |
| Contact Details: Home | Work | |
| Mobile | Email | |
|  | | |
| Full Name:  Position:  Relationship to applicant | | |
| Contact Details: Home | Work | |
| Mobile | Email | |
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**CONFIRMATION**

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|  | **Yes/No** |
| I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked.  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 dismissed. |  |
| I am currently registered to teach in New Zealand. |  |
| In accordance with the Privacy Act, I authorise the board of trustees to:   * Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board. * Obtain information in relation to my application from persons not listed as referees, and I consent to these persons disclosing pertinent information to the board. * Contact the Education Council. |  |
| Student safety   * I have never been the subject of a complaint about the safety of a student. * Do you have any matters relating to yourself currently or previously before the Teachers Council?   If yes, please comment. Insert another sheet of paper with more detail. |  |
| Offences against the law   * I have never been convicted of an offence against the law (excluding minor traffic convictions). * I have no pending charges of an offence against the law. * I have pending charges of an offence against the law   If yes, please comment. Insert another sheet of paper with more detail. |  |
| Do you have any known health condition that may affect your ability to carry out the duties and responsibilities outlined in the job description?  If yes, please comment. Insert another sheet of paper with more detail. |  |
| Have you changed your name by deed poll / statutory declaration?  If so, other names known as: |  |
| I know of no reason why I would not be suitable to work with children or young people. | True  False |

Signature of applicant: Date:

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Waterview Primary School

**Deputy Principal Job Description 4MU**

Name:

Responsible to: Principal

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| Key Tasks | Expected Results |
| 1. Professional Learning & Development | * Undertake professional support and guidance * Actively participate in all PLD opportunities offered * Be open to learning * Commit to making on-going improvements to practice in order to improve outcomes for students |
| 1. Professional Leadership | Professional Development   * Actively support, strengthen and develop the capacity of teacher leaders throughout the school * Be a role model for staff on professional behaviour * Keep up to date with current management and professional practices * Manage and support induction of new staff members * Actively support the Principal and deputise in the absence of the Principal   Assessment   * Work alongside the Principal to monitor school-wide achievement and Annual goals * Work with the Principal to compile school-wide assessment and reporting systems   School Climate/Pastoral Care   * Maintain positive school tone- in conjunction with other senior leaders * Support teachers with behavioural management * Work with students and support them with our school-wide values/expectations as required * Maintain a high profile in the playground to ensure that the duty pattern is working effectively * Work alongside the Principal to ensure that complaints and issues at all levels are dealt with promptly and in accordance with complaints procedure   School Administration   * Oversee the timetabling and organisation of school events with relevant staff * Complete appraisals of staff as indicated by school documentation * Undertake informal and formal observations of teachers as required |
| 1. Policy & Programme Management | Planning and Assessment   * Provide guidelines and guidance for teacher planning and assessment specifying: * Format and Structure * Quality * Timetables * Work in partnership with all staff to ensure that the students’ progress is monitored and tracked * Work alongside the Principal to ensure there is a focus on the achievement of Maori and Pacific Island students * Ensure that planning and curriculum enable and foster excellence and that they cater for the needs of all students |
| 1. Staff Management | Appraisal/Performance Management   * Complete appraisals as indicated by school documentation * Undertake informal and formal observations of teachers as required   School Wide Communication   * Work with the Principal to maintain effective communication systems * Actively listen to and seek the views of the staff on relevant matters |
| 1. Relationship Management | * Take a full and active role in fostering and developing effective and supportive relationships both within the school and its community * Update SLT regularly on matters relating to school focus areas * Report regularly to the BOT on student achievement |
| 1. Finance & Asset Management | * Provide assistance to the Principal regarding the development of the annual budget and annual plan * Help oversee the effective and efficient use of financial resources and assets, to support teaching and learning programmes, within delegated areas of authority |
| 1. Additional Responsibilities | * SENCO * Managing Relievers * Updating School Calendar * School Policy reviews * Attending/Managing Parent Interviews |
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Employee Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_

Principal Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_

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**Key Qualities**

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| Key qualities for our deputy principal   * Excellent communication and people skills, a team leader, loyal and organised * Is committed to building strong relationships with leaders, whanau, staff, the wider community and all other stakeholders * Someone who is able to reflect on their own performance and adapt and make change where necessary * Has the ability and confidence to teach and model lessons across the school * A team player who leads by example and is willing to contribute to all areas of the school * A positive role model for others; caring, shows empathy, with a sense of humour * A leader of learning who will make a positive contribution to our school community * Is culturally responsive, ready to be fully involved in the culture and day to day effective leadership of the school * Gives support, and is able to challenge and grow our learners, teachers and leaders * Is motivated, and capable of building teacher capability, accelerating student achievement and able to drive the strategic direction of the school * The ability to facilitate and lead whole school professional development, assemblies and events * Committed to continuing/developing the best learning environments, holding high expectations for consistency across the school * Has the confidence to be a delegate authority in the absence of the principal |

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**Key Criteria**

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These key criteria are stated in the position description. Please outline below how you meet each of these attributes and abilities. Even if you are attaching a CV, please fill this out in full. The contact person cited in the advertisement can assist with any questions.

| **Criteria**  (*knowledge, skills, attributes, personal characteristics*) | **Past roles in which you have demonstrated the criteria** | **What did you do which demonstrated this** | **Key achievements** |
| --- | --- | --- | --- |
| Is committed to building strong relationships with leaders, whanau, staff, the community & all other stakeholders | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Support for learners, teachers and leaders. Evidence of building teacher capability and accelerating | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Examples of reflective practice and supporting the strategic direction of the school | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| School wide events leadership and support shown within school life | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Commitment to the Treaty of Waitangi & cultural responsiveness | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| A team player who leads by example and is willing to contribute to all areas of the school | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Has the ability and confidence to teach and model lessons across the school | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Committed to continuing/developing the best learning environments, holding high expectations for consistency across the school | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| I certify that:   * 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 be dismissed. |

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Click or tap here to enter date.

**Note: If completing this electronically a hard copy (signed) must be provided.**

1. [↑](#footnote-ref-1)