



Person Specifications:

Our Assistant Principal will be:

1. An excellent classroom teacher

- Culturally responsive pedagogy that honours Te Tiriti provisions
- Recent successful teaching experience
- Builds effective relationships with students
- Strong management skills, including a good understanding of positive behaviour approaches
- Strong curriculum knowledge
- Comprehensive knowledge of process from planning through to assessment and reporting on the New Zealand Curriculum

2. A positive leader

- Ability and will to model the school values 'E manaaki ana mātou - We CARE' to colleagues, students and the community
- Honours Te Tiriti in all practice, has knowledge or experience and/or is ready to learn and develop in this area
- Passionate about developing action competent tamariki through our Enviro Schools special character
- A coach and a mentor - able to motivate and support colleagues
- Commitment to the strategic goals, vision and values of Manchester Street School
- Has had recent successful leadership experience (curriculum, team, across school)
- Team player – has the ability to build and lead a team
- Builds, values and maintains relationships with the community
- Positive, resilient, determined, inclusive, enthusiastic, passionate, genuine, organised
- Approachable and trustworthy - does what they say they will do
- Brings in new ideas that align with the strategic direction of our kura
- Open to learning and actively engaged in professional learning
- The ability and will to resolve conflicts quickly and professionally so that our focus can remain on quality teaching and learning and the success of our students. Will work honestly and openly with staff and whānau, resolving any issues or concerns professionally.

3. An excellent communicator

- Has excellent communication skills and interacts well with tamariki, kaimahi, whānau and outside agencies
- Is an active listener
- Is responsive, honest and reliable
- Is warm and welcoming to all

4. A great manager

- Clear communicator
- Demonstrates high professional standards
- Highly organised
- Solutions focussed - A problem solver

Timeline of events for the application process:

Date:	Event:
Thursday 16 November, 2023	Assistant Principal Position advertised on the Education Gazette
Thursday 30 November at 3pm	Applications close
By Friday 1 December	Short listing completed Referees contacted
Friday 1 December	Interviews
By Monday 4 December	Appointment made. Successful applicant informed. Unsuccessful applicants informed.
Term 1 2024	Successful applicant begins.

Important Notes for Applicants:

Thank you for applying for a teaching position with our school. Before completing this application please 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.

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.

Application Form:

PERSONAL DETAILS

Name in full (any alternative to naming conventions here?): _____

Preferred name: _____

Email: _____

Phone Number: _____

Address: _____

Postcode: _____

NZ Citizen: YES / NO If not, do you have a NZ Work Permit: YES / NO

Criminal Conviction: YES / NO Discharge without Conviction: YES / NO

Details:

Are there any health related conditions which could impact on your ability to perform the position applied for:

Details of the health related conditions, including what, if any, reasonable steps can be taken to accommodate these conditions:

EMPLOYMENT INFORMATION

Teacher Registration Number: _____

Teacher Registration Expiry Date: _____

Current and Previous Teaching Positions: Preferably for up to five years

From	To	Employer	Position
<i>Leaving Reason</i>			

From	To	Employer	Position
<i>Leaving Reason</i>			

From	To	Employer	Position
<i>Leaving Reason</i>			

Degree	University	Year

Other Qualifications:

Relevant Experience: _____

REFEREES (note - no contact will be made without first obtaining the consent of the applicant):

Name: _____

Phone: _____ **Email:** _____

Capacity in which you have known this person: _____

Name: _____

Phone: _____ **Email:** _____

Capacity in which you have known this person: _____

Name: _____

Phone: _____ **Email:** _____

Capacity in which you have known this person: _____

Any other additional information you consider relevant: _____

DECLARATION:

I declare that to the best of my knowledge the information provided in this application form and the information provided in the Curriculum Vitae and any accompanying documentation is correct.

I understand that if any false or misleading information is given, or any material information suppressed, I will not be employed, or if I am employed, my employment will be terminated:

Applicant's Full Name: _____

Applicant's Signature: _____

Date: _____