

# **Appointment of the Deputy Principal 2019**

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Dear Applicant

Thank you for expressing interest in the position of Deputy Principal at Pasadena Intermediate School.

The following documents are included in this application pack:

- Criteria for appointment
- The Deputy Principal's Job Description and Professional Standards
- Information for applicants
- Recruitment process timeline and checklist
- Application for appointment

Information about our school can be obtained from the school website [www.pasadena.school.nz](http://www.pasadena.school.nz). The 2019 – 2021 Charter is also available from the school's website.

The application for appointment is to be returned with your CV by **3.00pm on Friday 12 April** .

The appointment commences mid-term 2, 2019 or by a negotiated date.

If you have any further questions please contact Jonathan Hughes.

Jonathan Hughes  
Principal  
Mobile: 021349993  
School: 09 8462169

Yours sincerely

Jonathan Hughes  
**Principal**

# Criteria for Appointment

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*The Deputy Principal we appoint will be:*

- A future focused, visionary leader who is prepared to take risks who is keen to follow and add to the school's strategic direction.
- An effective strategic thinker keen to advance their professional skills and career.
- A team player with a sense of humour who is flexible in outlook, resilient and resourceful.
- Knowledgeable in developing an integrated curriculum through modern learning pedagogies.
- Competent in the use of data to improve student learning outcomes. t
- An effective communicator who is open to new and innovative ideas with the ability to initiate and lead change.
- Committed to the school's positive culture and collaborative approach to learning.
- Able to set and maintain high expectations and standards for staff and students.
- Able to build positive relationships with the students, staff and parent community
- An efficient and organised worker with a dynamic and motivated approach to their work.

# Deputy Principal's Role Description

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**NAME:**

**RESPONSIBLE TO:** Principal

- PERSON SPECIFICATIONS:**
- To be an effective Deputy Principal at Pasadena Intermediate
  - Uphold the school's vision, beliefs and values
  - Undertake the components of this job description to a high level.
  - Meet the Interim Professional Standards and the Registered Teacher Criteria

**REMUNERATION:** 4 Units (3PMU and 1 FTMU)

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## PRIMARY OBJECTIVES:

1. **Culture:** Take a lead role in contributing to professional leadership that focuses the school culture and on enhancing teaching and learning.
2. **Pedagogy:** Take a lead role in creating a learning environment in which there is an expectation that all akonga/learners will experience success in their learning.
3. **Systems:** Create the systems and conditions in which staff and akonga/learners can function effectively and in which learning can occur.
4. **Partnerships and Networks:** Ensure that relationships and practices support teacher and student learning

## LEADERSHIP COMPONENTS

## KEY ROLES

### 1. Culture:

What we value

- Develop and implement shared goals and vision, as reflected in the charter;
- Develop targets which set an expectation that all students will experience success in learning;
- Create a culture in which teamwork is expected and valued, and leadership capacity is developed;
- Ensure that the language, identity and culture of students and their families are acknowledged and valued;
- Ensure a safe and well-organised environment that allows teachers to focus on their teaching, and students on their learning.

### 2. Pedagogy:

Teacher knowledge and actions that promote learning

- Participate in professional learning and be recognised as a 'leading learner' in the school;
- Have direct, hands-on involvement with curriculum design and implementation;
- Model up to date pedagogical practices that are effective for all students;
- Ensure that teaching and learning programs are informed by ongoing self-review and student achievement data;
- Encourage innovative teacher practice linked to each student's learning needs and outcomes.

### 3. Systems:

Structures and management support

- Know about effective management systems, and model consistent use of them;
  - Prioritise and resource areas targeted for improvement;
  - Use evidence to monitor progress, plan and manage change;
  - Provide pastoral care to students and staff;
  - Liaise with outside student agencies;
  - Track student progress and achievement through quality assessment, evidence and data analysis;
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**LEADERSHIP COMPONENTS****KEY ROLES****4. Partnerships and networks:**

Links that support learning

- Be knowledgeable and strategic about wider trends and opportunities in education;
  - Show initiative in developing informal or formal partnerships that promote learning opportunities for students;
  - Demonstrate the interpersonal skills needed for building strong relationships with key stakeholder groups such as trustees, parents, whanau, local organisations and agencies;
  - Manage conflicts and dilemmas should they arise in the school community;
  - Continue with ongoing learning, attending conferences and belonging to committees and networks;
  - Network across schools to share ideas and challenge practices.
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Signed: \_\_\_\_\_  
Employee\_\_\_\_\_  
DateSigned: \_\_\_\_\_  
Appraiser\_\_\_\_\_  
Date

# Deputy Principal's Professional Standards

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DIMENSION	STANDARDS
<b>Professional Leadership</b>	<ul style="list-style-type: none"> <li>• demonstrates a thorough understanding of current approaches to effective teaching and learning</li> <li>• provides professional leadership to staff within the delegated areas of responsibility</li> <li>• makes constructive contributions to the work of the senior management team in a manner which supports effective school organisation and improved learning outcomes for students</li> <li>• understands, and applies where appropriate, current practices for effective management from both within and beyond education</li> <li>• supports the principal in the leadership and management of the school and deputises when required</li> <li>• identifies and acts on opportunities for improving teaching and learning</li> <li>• reflects on own performance assessment and demonstrates a commitment to own on-going learning in order to improve performance</li> </ul>
<b>Policy and Programme Management</b>	<ul style="list-style-type: none"> <li>• initiates, plans and manages in association with the principal and other staff, policies and management programmes which meet national requirements, are consistent with the school's charter and strategic planning, and which reflect the school's commitment to effective teaching and learning</li> <li>• understands the implications of New Zealand's changing cultural, social and economic context and ensures that these changes are reflected in the policies and programmes within the delegated areas of responsibility</li> </ul>
<b>Staff Management</b>	<ul style="list-style-type: none"> <li>• participates in the school's performance management systems and makes recommendations to the principal on appropriate professional development opportunities for staff</li> <li>• motivates and encourages staff to improve the quality of teaching and learning</li> <li>• devolves responsibilities and delegates tasks when appropriate</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• fosters relationships between the school and the community</li> <li>• communicates effectively both orally and in writing to a range of audiences</li> <li>• provides information to the principal on areas of delegated responsibility in order to assist with effective day to day management and strategic planning in the school</li> <li>• understands and operates within the limits of the delegated authorities and adopts a consultative approach with the principal and other staff on issues relating to school policy</li> <li>• establishes and maintains good communication processes with staff, and between staff and members of the senior management team</li> </ul>
<b>Financial and Asset Management</b>	<ul style="list-style-type: none"> <li>• effectively and efficiently uses available financial resources and assets, within delegated management areas of authority, to support improved learning outcomes for students.</li> </ul>

# Information for Applicants

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Thank you for applying for the position of Deputy Principal of Pasadena Intermediate School.

1. Please complete these forms personally. Read it through first and then answer all questions. Make sure you sign and date where indicated.
2. Attach a *curriculum vitae* containing any additional information relevant to the position. If you include written references, please note that we may contact the writer of the reference.
3. Copies of qualification certificates should be attached. If successful in your application, you will be required to provide originals as proof of qualifications.
4. 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.
5. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 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 **and**
  - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
  - The offence was not a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children Act 2014
  - You have paid any fine or costs

Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible, contact the Ministry of Justice.
6. 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 licence). A list of acceptable primary and secondary documents is available in the last section of the Vulnerable Children Regulations 2015.
7. This application form and supporting documents received from the successful applicant will be held by the school. That person may access it in accordance with the provisions of the Privacy Act 1993.
8. All information received will be confidential to the Principal of Pasadena Intermediate School.

# Recruitment Process, Timeline and Checklist

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The Pasadena Intermediate School Appointment's Committee has set the following timeline for the appointment of the Deputy Principal. Every effort will be made to keep to the following schedule in determining the successful candidate.

## **TIMELINE FOR THE APPOINTMENT OF THE DEPUTY PRINCIPAL OF Pasadena Intermediate School**

<b>ONLINE GAZETTE ADVERTISEMENT</b>	FRIDAY 15 MARCH 2019
<b>PRINTED GAZETTE ADVERTISEMENT</b>	Monday 25 March 2019
<b>CLOSING DATE FOR APPLICATIONS</b>	Friday 12 April 2019 at 3pm
<b>SHORTLISTING COMPLETED</b>	Monday 15 April 2019 at 3pm
<b>SHORTLISTED CANDIDATES NOTIFIED</b>	Wednesday 17 April 2019
<b>INTERVIEWS</b>	Tuesday 23 April 2019
<b>SUCCESSFUL CANDIDATE ANNOUNCED</b>	Thursday 25 April 2019
<b>APPOINTMENT BEGINS</b>	Mid Term Two or by a negotiated date

### **Checklist - We need to receive completed:**

- Application form
- Curriculum Vitae – with copies of qualification certificates attached

**Completed applications to be received by 3pm Friday 12 April 2019 and should be emailed to:**

**Jonathan Hughes**

**Principal**

[jhughes@pasadena.school.nz](mailto:jhughes@pasadena.school.nz)



# PASADENA INTERMEDIATE SCHOOL

## Application for Appointment

Please include these forms with your CV.

TO: PASADENA PRINCIPAL

POSTION APPLIED FOR: DEPUTY PRINCIPAL: PERMANENT

APPLICATIONS CLOSE: FRIDAY 12 APRIL 2019 BY 3pm

### PERSONAL DETAILS

Name:	_____	Home Phone:	_____
Address:	_____	Work Phone:	_____
	_____	Mobile:	_____
	_____	Business:	_____
Citizenship:	_____	Registration no:	_____
Email:	_____	Registration Expiry:	_____
Date of Birth:	_____		

### PRESENT EMPLOYER

School Name:	_____	Work Phone:	_____
Address:	_____	Other Phone:	_____
	_____		_____
Position held:	_____	Date appointed:	_____

### REFEREES DETAILS

Please provide the names of three people who can act as referees. One of these should be your current or most recent employer.

Name:	_____	Home Phone:	_____
Address:	_____	Work Phone:	_____
	_____	Mobile Phone:	_____
Email:	_____	Relationship:	_____

Name:	_____	Home Phone:	_____
Address:	_____	Work Phone:	_____
	_____	Mobile Phone:	_____
Email:	_____	Relationship:	_____

Name:	_____	Home Phone:	_____
Address:	_____	Work Phone:	_____
	_____	Mobile Phone:	_____
Email:	_____	Relationship:	_____

## EDUCATIONAL QUALIFICATIONS

Institution Attended	Year	Qualifications Attained	Date Awarded

## EMPLOYMENT HISTORY

Position held	Employer's name	Period worked	Reason for leaving

## OTHER INFORMATION

Have you had any injury or medical condition which the tasks of this job may aggravate or contribute to, or know of any reason why you might have difficulty carrying out the advertised position?  Yes  No

*If yes, please give details below:*

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Do you have any matters relating to yourself currently or previously before the Teachers Council?  Yes  No

Do you have a current New Zealand driver's licence?  Yes  No

Do you give permission for your police record to be checked?  Yes  No

Have you changed your name by deed poll/statutory declaration?  Yes  No

Other names known by: \_\_\_\_\_

## PRIVACY ACT 1993 (TO BE SIGNED BY THE APPLICANT)

This Application is submitted with the understanding that any further information given is for the use of the employer and their authorised representatives who may at any time have access to this information.

Furthermore consent is given for members of the Pasadena Intermediate School Appointments Committee or its advisor to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position of Teacher at this school.

I authorize the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organization, including information regarding matter under investigation, to gather information related to my suitability for appointment to the position.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## DECLARATION

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from minor traffic offences)  
Received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment?

Yes     No

Have you ever been the subject of any concerns involving child safety?

Yes     No

If YES to any of the answers above, please provide date and details of offence(s), complaint(s) below. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.

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I certify that I am registered (or provisionally registered) as a New Zealand teacher. I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my C.V. is correct.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_