



**Te Kura o Aorere
Collingwood Area School**

Application Deputy Principal



New teaching and learning block in foreground and completed administration block to the right. Old school with a green roof will be demolished.



Application Form: Deputy Principal

Kia ora Applicant

Thank you for applying for the Deputy Principal position at Collingwood Area School.

We are seeking an aspirational educational leader who will join our team and help lead us through the next phase in our school's development.

Collingwood Area School is a U4 Area School situated in rural Golden Bay. Our community serves a wide area from Onekaka, Aorere Valley, and out as far as Puponga and Westhaven. Our students and staff are friendly, have a great sense of fun and are committed to learning in a spectacular environment. We will open a brand new school in December 2023 and have developed a renewed Vision and set of Values.

A school house is potentially available at a below market rental.

The position commences in Term 1 2024. You must be a currently registered New Zealand Teacher. This is a full time position..

The timeline for appointment:

Gazette: 28 August 2023

Applications Close: 8 September 2023 at 3.00pm

We have included a Person Specification which outlines some key traits we are looking for. It also outlines a number of key tasks associated with the position. The Person Specification will form the criteria from which we will appoint.

Please clearly address the points in the Person Specification. You may add a CV.

Applications must be emailed in PDF format to: hugh.gully@collingwood.school.nz

We look forward to receiving your application.

Yours sincerely



Hugh Gully
Principal

hugh.gully@collingwood.school.nz

027 392 2669

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 Job Description and person specification before completing this application.

1. 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.
2. If you are selected for an interview you may bring whanau / support people at your expense. Please advise if this is your intention.
3. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
4. All applicants will be required to give consent to a Police Vet.
5. 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 Vulnerable Children Act 2014](#), 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 seven years of being sentenced for the offence
 - you did not serve a custodial sentence at any time
 - the offence was neither a specified [offence under the Clean Slate Act 2004](#) nor a
 - [specified offence under the Vulnerable Children 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.

6. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (eg Passport) and a secondary identity document (eg New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the [Vulnerable Children regulations 2015](#).
7. This information will be held by the employer. For the successful candidate this document will be held on their personnel file otherwise the information provided will be securely destroyed after ninety days. You may access it in accordance with the provisions of the Privacy Act 1993.

APPLICATION FOR EMPLOYMENT

Position applied for: Deputy Principal

Tick One

Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Miss	<input type="checkbox"/>
----	--------------------------	-----	--------------------------	----	--------------------------	------	--------------------------

Or other preferred title:

Surname / Family Name	First Names (in full)
<input type="text"/>	<input type="text"/>

Birth Name (if applicable)
<input type="text"/>

Are you known by any other name(s)? (if yes please provide below)	Yes	No
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Full Postal Address
<input type="text"/>

Email Address
<input type="text"/>

Contact telephone Numbers				
<table><tr><td>Personal:</td><td>Business:</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Personal:	Business:	<input type="text"/>	<input type="text"/>
Personal:	Business:			
<input type="text"/>	<input type="text"/>			

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 a resident status, or

Yes ☐ No ☐

A current work permit

Yes ☐ No ☐

Have you ever had a criminal conviction? If "Yes", please detail:

Yes ☐ No ☐

(A Board may not employ or engage a children's worker who has been convicted of an offence specified in [Schedule 2 of the Vulnerable Children Act 2014](#). 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:

Have you ever been discharged without conviction for an offence?

Yes ☐ No ☐

If "Yes", please detail:

Do you have a current New Zealand driver's license?

Yes ☐ No ☐

Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of license, or imprisonment?

Yes ☐ No ☐

If "Yes", please detail:

Are you awaiting sentencing or do you have charges pending?

Yes ☐ No ☐

If "Yes", please state the nature of the convictions / cases pending:

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 ☐

Are you aware of any injury or medical condition that could impact on your ability to perform this job effectively? If "Yes", please detail:

Yes ☐ No ☐

For teaching / Principal positions:

Do you hold a current practising certificate from the Education Council of Aotearoa New Zealand? 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 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.

[illegible]

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 / previous employer in the table below.

Name	Organisation	Position / Relationship	Landline (preferred)	Mobile

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 _____

Person Specification

This is a unique opportunity for a capable and innovative educational leader to work across all year levels 1 -13. The applicant could have a Primary, Secondary or Area School experience and the teaching component of the position will be negotiated. This would involve either covering classes for teachers non contacts in Year 1 - 8 for a maximum of 8 hours OR a Secondary subject specialist with a maximum of 8 hours contact (2 classes). Please specify subjects that could be taught.

1. An experienced leader who will collaborate with the Principal to:

- Lead pedagogy
- Embed the renewed vision and values (below)
- Continue the development of schoolwide culture
- Continue to implement the revised curriculum schoolwide including local curriculum
- Lead Assessment for Learning Year 1 - 10 **AND/ OR** NCEA implementation Year 11-13
- Be a visible and accessible leader
- Plan effective PLD priorities
- Shared responsibility for the pastoral care of students

2. Strong relational and communication skills

- Respectful relationships within the school and wider community
- Collaborate with the Principal within the school and wider community
- Excellent written and verbal communication
- Supporting the Leadership Team and Staff culture

3. Personal Traits:

- Energetic and strong work ethic
- Sense of humour
- Flexible and calm under pressure
- Highly organised

4. Administrative tasks may include and not limited to:

- Deputising for Principal
- Day to day relievers
- Special Needs Co ordinator working closely with Learning Support CoOrdinator
- Day to day smooth running of school (calendars , events, visitors, meetings)

5. Teaching role: (Primary OR Secondary)

- Primary: A maximum of 8 hours releasing classroom teachers in non contact time
- Secondary: A maximum of 8 hours classroom teaching. Please specify subjects

Draft Vision Document:



Te Kura o Aorere Collingwood Area School

Connecting to others, our environment and the future
Te whanaungatanga ki te tangata, te taio, te anamata koki

<i>Manaakitanga</i>	<i>Ako</i>	<i>Kaitiakitanga</i>
<i>A culture of care</i>	Passionate engaged learning	Nurture and protect
<ul style="list-style-type: none">• respectful relationships• whānau culture• sense of belonging• Diversity and inclusion	<ul style="list-style-type: none">• critical thinking• localised curriculum• foundation skills• personal excellence	<ul style="list-style-type: none">• Environmental sustainability• community inclusion• being upstanders for people, space and environment• Sense of purpose

