

Tēnā koe

Thank you for expressing interest in the position of Principal | Tumuaiki at Westmere School | Te Rehu.

We are looking for a new Principal | Tumuaiki to lead our school from the beginning of 2018. Applying proven and inspiring leadership, the successful applicant will be well supported by a committed and dynamic leadership team, a dedicated and professional staff, a motivated board, an engaged parent body and a welcoming local community.

Westmere School | Te Rehu is a 103-year old school that recently underwent a total redevelopment into an innovative learning environment. We are a dedicated and passionate team of professional leaders who value honest and respectful relationships, supported by an actively engaged and vibrant community. We are committed to our Te Tiriti o Waitangi-based partnership with Ngā Uri o Ngā Iwi, the school's long-standing Māori medium education whānau and support the development of a bicultural and bilingual environment.

We are now seeking applications from passionate educators with an inclusive leadership style that inspires, motivates and empowers others, keeping student wellbeing and achievement at the heart of decision making. Our new Principal | Tumuaiki will be a dynamic and engaging leader who is passionate about inspiring learning in a well-researched, planned and collaborative way. They will guide our school through its next phase of development by ensuring we continue to advance modern learning pedagogy and curriculum within our learning studios.

The following documents and links are included with this application pack:

- Information about our school
- Criteria for appointment
- Information for applicants
- Recruitment process timeline
- Job description

The following separate documents accompany this application pack:

- Application for appointment
- Referee report template

Further information about the school can be obtained from the school website <http://www.westmere.school.nz/>

The application for appointment is to be returned with your CV and covering letter by **1:00 pm on Monday 27 November 2017** either by:

Email to: admin@educationgroup.co.nz (subject line: Westmere School | Te Rehu Principal | Tumuaki position) OR

Deliver to: Jan Hill, The Education Group Ltd, Level 1, 24 Manukau Road, Epsom

Referee report forms are to be given to your **three** referees for them to return directly to The Education Group Ltd by 1:00 pm on **Monday 27 November**. The new Principal | Tumuaki appointee will commence at the beginning of Term 1, 2018 unless otherwise negotiated.

For any further queries please contact the Education Group office (Ph: 09 920 2173; Email admin@educationgroup.co.nz) or Jan Hill, the appointment advisor (Ph: 021 507 684; email: janhill@educationgroup.co.nz).

Once again, thank you for your interest in the position.

Ngā mihi nui

A handwritten signature in blue ink, appearing to read 'Ivanna Thomson', is enclosed in a light blue rectangular box.

Ivanna Thomson
Chairperson,
Westmere School | Te Rehu Board of Trustees

AN INTRODUCTION TO WESTMERE SCHOOL | TE REHU

Westmere School | Te Rehu has a roll of approximately 650 students including our Māori medium education unit, Ngā Uri o Ngā Iwi, which has a roll of 70.

“We are a community of successful, confident, connected lifelong learners”

Westmere School | Te Rehu works in partnership with our community, providing the best learning opportunities for our children and preparing them to be well educated, creative, thoughtful and responsible citizens in an ever-changing world.

It is a nurturing place where students are excited by learning, aim to be the best they can be and where the talents and skills of each individual are valued and developed.

At Westmere School | Te Rehu, we ensure that a variety of opportunities are available to promote children's physical, emotional, academic and social development. We also believe that success is measured beyond just academic measures - we believe in educating the whole child.

Our staff are dedicated, skilled and experienced and enjoy working collaboratively as a team. We are proud of our positive school tone and the sense of community we feel children experience when they relate in teina-tuakana roles. The core values of our school are reinforced and encouraged in all aspects of our school life.


‘Westmere Way of Learning’

In consultation with teachers, learners, Board of Trustees and school community we created a metaphor which represented our school vision, core values, three key vision principles and learner dispositions at Westmere School | Te Rehu.




A visual metaphor has been created to incorporate the school mission statement and pictorial representation which together forms all aspects of the school vision:









Core Values

	Respect Manaakita	We respect ourselves, each other.
	Inclusion Kotahitanga	We accept, value and celebrate each other's difference.
	Excellence Hiranga	We always try our best.
	Care Whānaungatanga	We encourage, support and care for each other.

Three Key Vision Principles

	Learning Pathways Huarahi Ako	The waves represent our 'Learning Pathways'. Each of the 7 waves represents an area of the curriculum. Through the learning pathways Westmere learners have engaging, challenging and relevant learning experiences to promote curiosity, inquiry and motivation to learn.
	Learning to Learn Tikanga Ako	The hoe represents the 6 learner dispositions of 'Learning to Learn'. Our learners are taught a range of strategies for any learning situation to empower them to make the right choices, problem solve, make links to prior learning, set goals, achieve them successfully and reflect on their learning throughout the process.
	Working Together Mahitahi	The waka represents the core principle of collaboration - through contributing and working collaboratively together greater learning, goals and outcomes can be accomplished.

Our Learner Dispositions

	<p>Resilient</p>	<p>The image in the hoe is of the Māori Pattern "Poutama" it resembles the figurative stairs Tanenui-a-rangi climbed to obtain knowledge. The mountain represents the heights you can climb if you give it your all! The stars act like the guide to reach the top.</p>
	<p>Thinker</p>	<p>The hoe shows the inner workers of a child's mind, the cogs and gears all turn together to create ideas and aspirations.</p>
	<p>Question</p>	<p>The image is of a question mark surrounded by a maze. This is to represent the many pathways a student might take to achieve the answer to a question.</p>
	<p>Creative</p>	<p>The images represent creative thinking and the different components of this. The ink spill shows that children can be messy and it's all part of being creative, the music notes represent the ability to create and use music. The masks represent the different personalities you create upon performing. The light bulb represents different ideas and thinking.</p>
	<p>Make Connections</p>	<p>The image shows the inner weaves of harakeke flax. This represents the coming together of two things to create one beautiful idea. As the flax continues to connect so do the connections of the students.</p>
	<p>Communicate</p>	<p>The image is a mixture of the different ways used by children when they communicate. Through digital world, sign language and interacting face to face.</p>

More About Us

Westmere School | Te Rehu pursues excellence in a supportive environment. We offer quality education where students are encouraged to further their passions and interests. Teachers and students strive for on-going high standards resulting in strong academic performance across the curriculum. We develop children's key competencies and create well-rounded and life-long learners.

The school is a vibrant hub in the community. We view high quality education of children as being the responsibility of a community, therefore we have an open-door policy and actively encourage parental involvement. We pride ourselves on effective communication. Children, parents and teachers are able to share and discuss learning. We embrace difference and foster a strong sense of inclusion. A Westmere learner recognises they are part of something larger than themselves and contributes back to the wider community.

We are committed to our Te Tiriti o Waitangi based partnership with Ngā Uri o Ngā Iwi, the school's long-standing Māori medium education whānau and support the development of a bicultural and bilingual school environment. Tikanga Māori and Te Reo Māori are integrated as part of the curriculum and everyday school life. Our school is a place where everyone can confidently stand proud of who they are, regardless of any cultural, gender, intellectual or social difference.

A Westmere learner is able to articulate their learning and progress. They are emotionally intelligent and resilient. Our students are respectful of themselves, others and the environment. They are genuinely caring and thoughtful. While pursuing excellence they are passionate and self-directed and able to use modern technologies to help them explore their interests. They participate in a diverse range of activities. A Westmere learner does not stand alone. They are supported and guided through effective teaching and learning relationships. They work, engage in, and contribute to a creative and sustainable environment where personal excellence and innovation are the norm.

E-learning supports highly effective teaching practice. Teaching nurtures and reflects the differentiated needs, skills and talents of students. Children are active in their learning - doing, making and creating. Tailored learning programs offer extension for higher-achievers and support for those who require it.

Westmere teaching staff are life-long learners. They actively seek opportunities to grow and challenge themselves. They are reflective practitioners and work collaboratively. There is constant investment in the professional development of staff to ensure they are skilled in effective practice across their teaching.

Ngā Uri o Ngā Iwi

Established in 1991, Ngā Uri o Ngā Iwi, is categorised as a 'Special Programme' by the Ministry of Education and is currently licensed to accept 80 enrolments. Employing five kaiako and a Paeārahi, students are grouped into two tuakana classes (Y4 -6) and two teina (Y1-3). The school web site has a Prospectus outlining the history, unique pedagogy and curriculum of this Māori medium education unit which enjoys strong support from its parent body:

[Ngā Uri o Ngā Iwi Prospectus](#)

Current Board of Trustees' Strategic Priorities

The Board's strategic priorities align with the school's vision, values and three key vision principals. Our strategic plan can be found as part of the 2017 Charter and Annual plan on our school website:

<https://hail.to/westmere-school-te-rehu/publication/POZPWgZ/article/Kn2m25o>

2016 ERO report

The 2016 ERO report states *"Westmere School's curriculum and other organisational processes and practices positively develop and enact the school's vision, values, goals and priorities for equity and excellence."*

Strengths of the school include:

'Leaders and teachers know the children whose learning and achievement needs to be accelerated; they respond effectively to the strengths, needs and interests of each child; they regularly evaluate how well teaching is working for these children and act on what they know works well for each child. Westmere School is well placed to achieve and sustain equitable and excellent outcomes for all children'.

Westmere School | Te Rehu is on a four to five-year ERO review cycle. You can find the full and latest ERO report on the ERO website:

<http://www.ero.govt.nz/review-reports/westmere-school-auckland-30-06-2016/>

For more information please visit our school website:

<http://www.westmere.school.nz/>



CRITERIA FOR APPOINTMENT

Westmere School | Te Rehu is looking for a Principal | Tumuaki who:

Learning Pathways | Huarahi Ako

- Upholds the special character and builds on the existing strengths of our school
- Honours Te Tiriti o Waitangi and champions Te Reo and tikanga Māori
- Is a passionate educator and a courageous, inspiring and empowering leader
- Is a visionary, a strategic thinker and successful implementer
- Sets high expectations and is committed to raising student achievement
- Effectively leads a complex and diverse environment
- Nurtures talent and build on strengths
- Is a highly effective communicator, approachable and a good listener
- Has a track record of success

Learning to Learn | Takanga Ako

- Is knowledgeable about and has practical experience with modern learning pedagogy
- Is a professional leader of innovative practice and makes sound, evidence-based decisions
- Embraces the seamless use of digital technology in teaching and learning
- Values a well-rounded, holistic curriculum
- Has a deep commitment to student agency
- Is reflective and values ongoing professional development of staff and self

Working Together | Mahitahi

- Honours the bi-cultural partnership with Ngā Uri o Ngā Iwi and their place as tangata whenua
- Values difference and is committed to inclusion
- Nurtures collaboration across all levels and groups within the school and our community
- Gives their time and is visible around the school and in our learning studios
- Builds strong, respectful relationships with students, staff, whānau and the community
- Is willing to fully engage and collaborate with the local Community of Learning | Kāhui Ako

PRINCIPAL | TUMUAKI JOB DESCRIPTION WESTMERE SCHOOL | TE REHU

"We are a community of successful, confident, connected lifelong learners"

At Westmere School | Te Rehu we are committed to honouring and implementing Te Tiriti o Waitangi with Ngā Uri o Ngā Iwi

TITLE:	Principal Tumuaki
RESPONSIBLE TO:	Board of Trustees
DIRECTLY RESPONSIBLE FOR:	The akonga/learners, school staff (senior managers, teachers, support, ancillary, property staff)
PRIMARY OBJECTIVES:	<p>Culture: Provide professional leadership that focuses the school culture on enhancing learning and teaching</p> <p>Pedagogy: Create a learning environment in which there is an expectation that all akonga/learners will experience success in learning</p> <p>Systems: Develop and use management systems to support and enhance student learning</p> <p>Partnerships and Networks: Strengthen communication and relationships to enhance student learning</p>
RESPONSIBLE FOR:	The effective operation of the school, as per the job description
EFFECTIVE RELATIONSHIPS WITH:	The Board of Trustees; akonga/learners; staff; parents/caregivers; community; education agencies; neighbouring schools and community of learning, out of school care provider, local early childhood centres

APPRAISAL PROCESS OVERVIEW:

An annual performance appraisal of the Principal | Tumuaki will be undertaken by the Chairperson and/or an external consultant and will include a review of performance against:

- The Professional Standards
- The job description
- The Performance Agreement goals for the year
- Career Structure Criteria (see the Primary Principals' Collective Agreement 2013-2016, Clause 4.4)

Annual reports on the performance of the Principal | Tumuaki will be made to the Board of Trustees.

Performance Agreement goals will be set annually based on:

- The School Charter
- Strategic and Annual Goals
- Annual targets for student achievement
- The Principal's previous performance review

INFORMATION FOR APPLICANTS

Thank you for applying for the position of Principal | Tumuaki of Westmere School | Te Rehu. Please ensure you read all material provided before completing this application.

1. Please complete this form 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. These will be needed to verify the copies which will be retained for the school's records.
 4. If you are selected for 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. **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 7 consecutive 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 fine 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.
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. CVs provided from non-successful applicants will not be returned, unless a stamped self-addressed envelope is provided. Application forms and CVs from non-successful applicants will be held until the appointments process is completed and will then be destroyed.
 9. You are required to request referees reports from three referees. The report template is included in this pack as a separate attachment. It is your responsibility to contact referees and provide them with a copy of the report template and the information that they need to complete and return it. These remain confidential to The Education Group and the Board of Trustees. All information collected from referees will be destroyed at the end of the selection process.
 10. All information received will be confidential to the Board of Trustees and The Education Group Ltd.

Prearranged visits to the school are welcome, once the shortlisting process is completed. Please contact the school office to arrange your visit.

APPOINTMENT TIMELINE

The Westmere School | Te Rehu Board of Trustees has set the following timeline for the appointment of the Principal | Tumuaki. Every effort will be made to keep to the following schedule in determining the successful candidate.

Timeline for the appointment of the Principal Tumuaki of Westmere School Te Rehu	
Gazette Advertisement	30 October online; 13 November print
Closing date for Referee Reports	1:00 pm Monday 27 November
Closing date for applications	1:00 pm Monday 27 November
Shortlisting completed	By 30 November
Interviews with an applicant's presentation*	Sunday 10 December
Appointment commences	Start of Term 1, 2018

* The Board reserves the right to conduct a 2nd interview if required.

Checklist - We need to receive completed:

- Application form
- Curriculum Vitae – with a covering letter and copies of verified qualification certificates attached
- Reports from three referees

Completed applications to be received by **1:00 pm on Monday 27 November 2017** and should be emailed (preferred) to: admin@educationgroup.co.nz

OR delivered to: Level 1, 24 Manukau Road, Epsom, Auckland 1023

If you have any queries, please contact Tanya Prentice (Office Manager for The Education Group) by phoning: 09 920 2173 OR Jan Hill 021 507 684