

February 2019

Kia ora applicant,



Thank you for your interest in our school. Please find enclosed all the information you'll need to apply for this position.

Lincoln Heights School prides itself in inspiring our students to achieve their full potential which is reflected in our school vision 'Step by Step together we reach new heights'.

The school is located in Massey, West Auckland and is only 20 minutes from Auckland CBD and 25 minutes from the beautiful Waitakere Ranges, Piha and the renowned West Coast beaches.

We are proudly bicultural and multicultural. The current school roll of 410 students comprises of Māori 18%, Pākehā 20%, Pacific 45%, Other European 2%, Middle Eastern 3%, Asian 12%. Our school has a Samoan language bilingual unit called Moemoe Fou and a specialist ORS funded unit for high needs learners called Kahukura Centre. Our students see our school as a positive and inclusive place to learn and grow.

Our new Principal will be a passionate, motivational, inspiring leader who is committed to raising success for all students. They will be an effective communicator who will continue to build strong relationships with students, staff, parents and the wider community and able to embrace all cultures that make up our unique school.

The following documents in this application pack provide more information about our school and the application process:

- School Profile
- Criteria for the Appointment
- Self-Assessment
- Principal's Role Description
- Timeline for the Recruitment Process
- Application Form (Separate Document)
- Referee's Report template (Separate document)

The application for appointment is to be returned electronically with your CV and covering letter by **12:00 pm Friday 8 March 2019** to Nicky Knight at admin@educationgroup.co.nz

If you have any queries, please direct these to:

Tanya Prentice, The Education Group Ltd
Level 1, 24 Manukau Road, Epsom; OR PO Box 26480, Epsom, Auckland 1023; OR
admin@educationgroup.co.nz; OR Phone: 09 920 2173

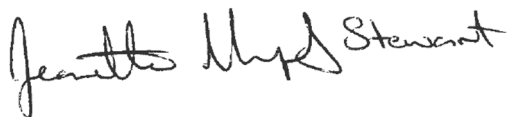
OR

Nicky Knight, Director of The Education Group and Advisor to the BOT
Phone: 021 420 299

The referee's report is to be given to your three referees for them to return directly to The Education Group Ltd by **12.00 pm Wednesday 6 March 2019**.

If you are confident you are the inclusive, dynamic and visionary leader we are seeking, then we look forward to your application.

Ngā mihi

A handwritten signature in black ink, reading "Jeanette Murphy-Stewart". The signature is written in a cursive style with a large initial 'J'.

Jeanette Murphy-Stewart
Lincoln Heights School Board of Trustees

LINCOLN HEIGHTS SCHOOL PROFILE

Introduction

Lincoln Heights School prides itself in inspiring our students to achieve their full potential which is reflected in our school vision 'Step by Step together we reach new heights'.

The school is located in Massey, West Auckland and is only 20 minutes from Auckland CBD and 25 minutes from the beautiful Waitakere Ranges, Piha and the renowned West Coast beaches.

We are proudly bicultural and multicultural. The current school roll of 410 students comprises of Māori 18%, Pākehā 20%, Pacific 45%, Other European 2%, Middle Eastern 3%, Asian 12%. Our school has a Samoan language bilingual unit called Moemoe Fou and a specialist ORS funded unit for high needs learners called Kahukura Centre. Our students see our school as a positive and inclusive place to learn and grow.

Description of the School

Our school values underpin everything we do and supports a high learning environment. Our school values are 'We think and learn together. We value and appreciate each other. We have a 'can do' attitude. We celebrate diversity'.

We are a PB4L school and all students and teachers place a high value on the Lincoln Heights School expectations we call REACH - Respect, Engage, Aware, Celebrate, Honest. We believe in and look for the best in all our students.

Team Structure

The Senior Leadership team consists of: Principal; Deputy Principal; Associate Principal and an Executive Officer. We have 3 year levels, a Samoan Bilingual unit and Special needs unit which are all lead by a Senior Teacher. The Senior leadership team promote leadership and actively encourages its teachers and students to take advantage of these opportunities. There are 18 teachers and a good number of support and administrative staff.

The Board continues to grow from strength to strength, it's recent ERO report commented that the board was very inclusive and collegial. The Board provides effective leadership in the areas of school governance. They are fully committed to the school vision and our school goals and have provided the school with a strategy for Māori development within the school.

Culture

The school has a strong set of values and a clear vision for its learners; to be critical, able and creative thinkers; connected to and engaged with their community; sense of self; strength of character.

The staff culture is collegial, professional and passionate about learning. Significant school wide Professional Development is encouraged by the Senior Leadership team. Our teachers improve their knowledge and practice which is reflected in our students' progression.

Curriculum/achievement

The school has implemented the NZ Curriculum. It has robust planning and procedures in place and regularly surveys its students, teachers and parents to gain data that can assist the planning process. The school provides extra-curricular activities and non-core activities and programmes.

As a decile 2 school we have actively engaged the services of professionals that can inspire our teaching staff to continue to develop their practices, ensuring our students enjoy their learning and are able to reach their full potential.

The school is a member of the Te Kāhui Ako O Tiriwā

Facilities and Grounds

The school is committed to 21st century learning and each student can access a computer in their classroom. We endeavour to provide each student with access to a wide range of resources and digital hardware. The school has Media boards, data projectors, lap tops and other equipment that is made available to students. The school library is well resourced with the latest books available and computers for the students to utilise for research purposes.

The school buildings and grounds are well maintained. Recently opening a second playground for our students and the community to enjoy.

For further information please visit our website: <http://www.lincolnheights.school.nz/>

CRITERIA FOR APPOINTMENT - SPECIFICATIONS

Experience and Knowledge

- Have proven leadership skills
- A visionary strategic thinker and planner with a proven record of being able to deliver the strategic vision set the Board
- Committed to upholding Aotearoa/New Zealand bi-cultural heritage and our multi-cultural school community,
- Strengthen our strong family culture and encourage the community to be more involved in the school

Skills and Competencies

- A highly effective communicator who builds positive relationships with students, staff, the Board of Trustees, parents, the local and wider community
- A team builder who is skilled in working collaboratively
- Empowers others, grows leaders, and inspires all to reach high standards
- A love of children and learning
- A strong but calm and measured decision maker
- Caring, compassionate with a sense of fun ensuring our Tamariki will enjoy coming to school each day
- Be approachable and value respectful relationships with learners
- Embraces diversity
- Strong organisation and administration skills
- Excellent financial knowledge and business acumen
- Is open to bilingual education

Personal Attributes and Qualities

- A person of integrity who leads by example
- Able to motivate and inspire
- Acknowledges and appreciates the strengths, talents and contributions of staff, students and Board of Trustees
- Open to new ideas, innovative and responsive to needs, continuing to explore new and exciting opportunities for our school
- Culturally responsive

Learning

- Committed to raising educational outcomes for all students
- Sets high standards for teaching and learning and is committed to quality educational outcomes for all students
- Committed to professional learning for themselves and their staff
- Up to date pedagogical knowledge associated with innovative learning practices and the integration and effective use of digital technologies
- Committed to continuing our focus on a broad education that promotes our REACH values (respect, engaged, aware, celebrate, honest), the environment, sport, the arts, as well as academic learning
- Committed to ongoing improvement
- Raising the profile of extra-curricular activities

SELF ASSESSMENT

Please complete the following self-assessment. Please limit your responses to the space provided. Bullet points are acceptable.

1. Outline three initiatives that **you** have implemented that have improved student achievement or outcomes.

2. How have you experienced the concept of Whanaungatanga (a shared sense of belonging) with students, staff, board, whānau, hapu and iwi?

3. Outline two strategies that you would utilise to shape the learning environment and continue to foster and build collaboration at Lincoln Heights School?"

4. How would you implement and further develop the Lincoln Heights School Strategic Plan 2019 and beyond?

PRINCIPAL ROLE DESCRIPTION

<p>Role</p> <p>Responsible to</p> <p>Directly Responsible for</p>	<p>Principal</p> <p>Lincoln Heights School Board of Trustees</p> <p>All school staff including senior leaders, teachers, support and property staff</p>
<p>Primary Objectives</p>	<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 students 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>
<p>Primary Functions</p>	<p>To act as the Board's chief adviser in policy and strategic issues.</p> <p>To implement the school's Charter and policy objectives.</p> <p>To ensure professional performance and development of self and all staff.</p> <p>To ensure delivery of a balanced curriculum in line with National Curriculum Framework and to maintain programmes of assessment and reporting of student progress.</p> <p>To lead the school's staff effectively and to staff the school appropriately.</p> <p>To develop and maintain effective relationships and communications within the school and its community and appropriate agencies.</p> <p>To manage the school's administrative systems and its staff and resources effectively and efficiently.</p>

Position Description

Areas of Practice	Key Performance Indicators
<p>1. CULTURE – Provide professional leadership that focuses the school culture on enhancing learning and teaching</p>	<p>1.1 Maintain a school where students, staff and community feel safe, valued and committed to a positive learning environment</p> <p>1.2 Ensure the school is an orderly place where resources are well managed</p> <p>1.3 Recognise individual differences and provide a variety of methodologies to meet these</p> <p>1.4 Provide leadership that promotes staff member's growth in leadership roles</p> <p>1.5 Manage conflict and challenging situations effectively towards a resolution</p> <p>1.6 Understand the implications of NZ's changing cultural, social and economic context</p>
<p>2. PEDAGOGY – create a learning environment in which there is an expectation that all students experience success in learning</p>	<p>2.1 Ensure the school is staffed to effectively deliver the curriculum and to implement the charter and strategic plan</p> <p>2.2 Provide professional learning opportunities to sustain effective relationships with staff and all students</p> <p>2.3 Ensure the school review and design of the school curriculum and programmes are informed by the evidence of the school achievements</p> <p>2.4 Maintain professional learning community that provides staff with professional feedback and feed forward on their practices and progress</p>
<p>3. SYSTEMS – develop and use management systems to assist and enhance student learning</p>	<p>3.1 Act as chief executive to the Board of Trustees</p> <p>3.2 Ensure all relevant statutes and regulations will be complied with alongside policies</p> <p>3.3 Actively implement the school's charter and strategic plan</p> <p>3.4 Effectively use financial resources and assets to support student outcomes and operate effective budget planning</p> <p>3.5 Work in partnership with the Board in monitoring and reporting on the use of finances and assets</p>

Areas of Practice	Key Performance Indicators
<p>4. PARTNERSHIPS and NETWORKING – strengthen communication and relationships to enhance student learning</p>	<p>4.1 Establish and maintain an effective and efficient communications network with the Board of Trustees and the school community including local iwi</p> <p>4.2 Ensure the Board of Trustees is a part of the communication networks and is used to promote the school</p> <p>4.3 Ensure staff are consulted on matters that relate to them</p> <p>4.4 Be an identifiable leader of the school's community and to represent the school and its interests locally and nationally</p>

INFORMATION FOR APPLICANTS

Thank you for applying for the position of Principal of Lincoln Heights School. Please ensure you have a copy of the job description and criteria for the appointment before completing this application.

1. Please complete the application form personally. Read it through first and then answer all questions. Make sure you sign and date where indicated.
2. Attach a curriculum vitae (CV) 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. 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.
 - a) The 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; and
 - The offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children Act 2014; and
 - You have paid any fine or costsPlease 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 Lincoln Heights school. You may access these 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 referee report template is included in the 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 the report. Your three referees' reports are to be emailed to **admin@educationgroup.co.nz** by **12:00 noon on Wednesday 6 March 2019**. These remain confidential to The Education Group Ltd and the Lincoln Heights Board of Trustees. All information collected from referees will be destroyed at the end of the appointment process.

10. All information received will be confidential to the Lincoln Heights Board of Trustees and The Education Group Ltd.
11. Candidates may undertake a school visit if they wish, which will be organised through the Lincoln Heights Board of Trustees. Please contact Gordon (Staff Trustee) on 027 808 1056 to arrange a visit. Visits can take place anytime from 13 February 2019 to 1 March 2019.

If shortlisted, you will be required to bring to your interview, **the originals and copies** of the following:

1. Your current Practising Teacher Certificate
2. Two types of identification
 - If possible, this should be photo ID e.g. passport and a NZ Driver Licence
 - If you do not have one or other of the above documents, please supply a birth certificate, bank statement or IRD number

RECRUITMENT PROCESS TIMELINE	
Gazette/Online Advertisement	Monday 11 February 2019
Interested applicants can visit the school if they wish	13 February 2019 to 1 March 2019 Contact Gordon 027 808 1056
Closing date for Referees' Reports	Wednesday 6 March 2019 12.00 pm (noon)
Closing date for applications	Friday 8 March 2019 12.00 pm (noon)
Shortlisting completed	Saturday 9 March 2019
Visits to shortlisted candidates' schools	Week beginning Monday 18 March 2019
Interview and presentation*	Saturday 23 March 2019
Appointment commences	Term 2 2019 or as negotiated

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

The Lincoln Heights School Board of Trustees has set the above timeline for the appointment of the Principal. Every effort will be made to keep to the above schedule in determining the successful candidate. Visits to Lincoln Heights School are welcome. Please contact Gordon (Staff Trustee) on 027 808 1056 to arrange a visit.

Checklist - We need to receive completed:

- Application form and self-assessment
- Curriculum Vitae – with verified copies of qualification certificates attached
- Reports from three referees

Completed applications to be received by **Friday 8 March 2019** and should be emailed (preferred) or posted to:

Nicky Knight, The Education Group Ltd, PO Box 26480, Epsom, Auckland 1344

Email: admin@educationgroup.co.nz; OR

Deliver to: The Education Group Ltd, Level 1, 24 Manukau Road, Epsom 1023

If you have any queries, please contact Tanya Prentice (Office Manager of The Education Group) by phoning: 09 920 2173
OR Nicky Knight: 021 420 299