

# MARIST SCHOOL, MT ALBERT

## Application Package

For the position of:  
Principal

### **Marist, Mt Albert School Board of Trustees**

**Advisor to the Board:**

**Dr Deanna Johnston**

EdD, MEd, BEd, DipTchg

**Director**

The Education Group Ltd



**Marist School**  
**Mt Albert**  
TE WAIRUA O MARIA  
THE SPIRIT OF MARY

Dear Applicant,

Thank you for expressing interest in the position of Principal of Marist School, Mt Albert. We hope to receive your completed application to become our new Principal.

Marist School is a Catholic integrated school (Years 1 to 6) situated in the beautiful suburb of Mt Albert. The School reflects the values of Christ as portrayed and lived by Mary. Marist School provides a child-centered, Catholic and nurturing learning environment. Staff are enthusiastic, and parents are supportive. The Board of Trustees, staff, students and school community have a clear understanding of the school's goals and live by the Marist charism (Catholic Character Review, 2015).

Please find enclosed the following items:

- Description of School Community
- Criteria for appointment
- Job Description
- Information for applicants
- Application for appointment including Self-Assessment
- Statement re Special Character of a Catholic School
- Special Character (S) Form
- Referee report template (separate document)

We require the following enclosed documentation to be completed:

- Application for appointment including Self-Assessment
- S464 Form
- Referee report from 3 referees

The S464 Form is required to be completed by all applicants for a Tagged position in a Catholic School. It asks the applicant to specify qualifications related to Catholic Special Character and to nominate referees who will be consulted by the Proprietor's agent. The attached 'S Form' is a very important document. It determines an applicant's 'acceptability' to be appointed to a tagged position in a Catholic School. This form should be filled in as thoroughly as possible. The notes accompanying the 'S Form' are important and will assist in filling out the form.

Please note that information in the 'S Form' is the only information available to the Proprietor when determining 'acceptability', in terms of Catholic Special Character. The Catholic Schools Office in Auckland can be contacted for further advice and guidance.

Please return the above documents along with the following:

- Curriculum Vitae
- Evidence of current teacher registration

We welcome your enquiry and encourage you to visit our website which details information about our School and Parish. We encourage you to visit our school. Please contact the school, phone (09) 846 7480 to arrange a suitable time.

If you have any other queries in relation to the School or the Principal's position, please do not hesitate to contact Dr Deanna Johnston (advisor to the Board). We look forward to receiving your application and thank you for taking the time to consider the position of Principal at Marist School.

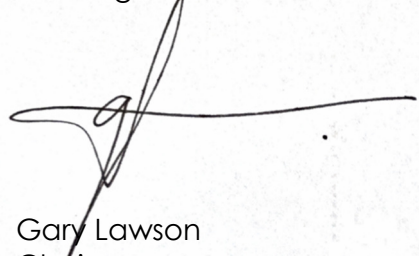
Applications close on **Monday 11 February 2019, midday** and should be emailed or mailed to:

**Dr Deanna Johnston**  
**Director**  
**The Education Group Ltd**  
**PO Box 26480, Epsom, Auckland 1023**

**Or e-mail to:**  
**[admin@educationgroup.co.nz](mailto:admin@educationgroup.co.nz)**

If you have any further questions, please contact Dr Deanna Johnston, Director of The Education Group Ltd, 027 281 7625.

Kind regards,

A handwritten signature in black ink, appearing to read 'Gary Lawson', written over a light grey background.

Gary Lawson  
Chairperson  
Marist School Board of Trustees

## Description of Marist School, Mt Albert Community

### Te Wairua o Maria - The Spirit of Mary

Marist Primary Catholic School is a state-integrated school situated in Mt Albert, Auckland. The school caters for children from Years 1 to 6. The current school roll is approximately 300.

The School offers faith-based learning programmes. The 'Marist Way' underpins the School's culture for learning, where kindness and compassion are valued.

It is from Mary's example of grace, obedience, humility, compassion, faith, and love, that we strengthen the bridge for our children to encounter God.

Our vision and hope is for each child to be inspired by the Marist Way, becoming lifelong learners and disciples of the church. The simple acts of morning prayers, playground angels, weekly masses, Marist meals, service within the wider community, and many more actions, are the opportunities for our children to experience God's love and actively promote it.

Children and their parents experience a welcoming and inclusive school.

#### **MISSION STATEMENT**

*Inspired by Mary, we use our Head, Heart and Hands to know, live and share the joy of the gospel.*

#### **VISION**

*With the loving, faith-filled support of their whānau, school and parish, our Marist tamariki learn and grow towards becoming all God created them to be.*

#### **VALUES**

*We are called to be courageous, loving and compassionate. Ka karangatia tātou kia hauoa, kia aroha tētahi ki tētahi, kia ngākau mahaki.*

#### **THE MARIST WAY**

*With Mary beside us, we pray each and every day, to follow her son, to follow His way.*

#### **The ERO review 2017 noted:**

*The school fosters and celebrates a range of positive educational outcomes stated in the charter. The 'Marist Way' vision guides all aspects of learning, underpinned by the school's special character. Children demonstrate a strong sense of belonging and confidence in their Catholic identity. They have many formal and informal opportunities to act with care and empathy within the school, parish and wider global environments.*



## Criteria for Principal Marist School, Mount Albert

Below is a list of criteria that the students, staff, community and Board of Trustees believe to be important attributes and skills for anyone considering their suitability for the role.

<b>Our new Principal will be:</b>	<b>Indicators of Effectiveness</b>
<b><i>Committed to our Special Character</i></b>	<ul style="list-style-type: none"><li>• Able to provide spiritual leadership</li><li>• Committed to modelling and living the Gospel values, both personally and professionally</li><li>• Able to weave the Special Catholic Character into every aspect of school life</li><li>• Committed to maintaining the strong relationship between the school and parish</li></ul>
<b><i>An excellent leader</i></b>	<ul style="list-style-type: none"><li>• Focused on developing strong relationships with staff, parents and children</li><li>• A person of integrity who leads by example and is able to motivate others</li><li>• An exceptional leader who is visionary and can, articulate ideas and communicate effectively</li><li>• Committed to their own ongoing learning</li><li>• Experienced and skilled in strategic planning, managing finances, property and administrative systems</li></ul>
<b><i>Fully engaged with students and their families</i></b>	<ul style="list-style-type: none"><li>• Able to call every child by their name and will relate well to all children in our school</li><li>• A passionate and visible advocate for the students and their families</li><li>• Able to work with the community to develop a strong sense of community - including children being involved in community outside of school</li></ul>
<b><i>Collaborative</i></b>	<ul style="list-style-type: none"><li>• An empowering educator who brings out the best in others, trusts and delegates</li><li>• Able to motivate staff</li><li>• Will have a commitment to providing meaningful professional development and learning for all staff</li></ul>
<b><i>Highly Effective Communicator</i></b>	<ul style="list-style-type: none"><li>• A strong communicator who can build and maintain positive and respectful relationships with students, staff, families, the Parish, the Board of Trustees and the local and wider community</li><li>• Can effectively communicate across all aspects and to all stakeholders, demonstrating active listening and reasoning skills</li></ul>

Our new Principal will be:	Indicators of Effectiveness
<b><i>Future focused leader</i></b>	<ul style="list-style-type: none"> <li>• Committed to developing and strengthening broad educational opportunities, that promote the environment, sport, the Arts, EOTC, as well as academic learning</li> <li>• Able to embrace the principles of digital citizenship and understand the value of technology in enhancing learning opportunities for teachers, students and their families</li> <li>• Empowers learners to inquire and be critical/creative learners who turn knowledge into knowing - who are active learners.</li> </ul>

***The students have said, 'we want our new principal to be':***

- Kind, caring, welcoming
- Positive, encouraging, joyful, smiley
- Loving; loves teachers and children
- Gentle, thoughtful, peaceful
- Awesome, cool, enthusiastic, creative
- Helpful; supports our learning journey; has a growth mindset
- Fun; joins in games with us
- There to talk and listen with us
- Eco friendly; caring about our 'travelwise'
- Fair, respectful
- Trustworthy, loyal
- "A hard worker, like Jesus"
- "The Marist Way"

## **Principal's Job Description and Professional Standards**

### **Marist School, Mt Albert**

#### **PURPOSE**

The Principal assumes a major leadership role at Marist School and because of this undertakes an important religious, pastoral and professional responsibility in the local Catholic Community. The person appointed must be a practising Catholic, committed to Catholic religious practices, have a passionate focus on maintaining and developing Catholic education, and strive to fulfil the School's vision.

**Responsible to:** The Chairperson of the Board of Trustees.

#### **Responsible for:**

- The overall management and professional leadership of the School, for the implementation of policies and programmes, direction **and** supervision of all staff, including administrative and all other non-teaching personnel.
- The day to day operations of the School, taking direction from the Integration Agreement, the School's Charter, its policies, and the Board of Trustees. The Principal is a Board member in his/her own right and as the chief executive officer of the Board, advises the Board and its committees.

The Professional Standards for Principals are included in this schedule and form part of the Principal's performance agreement, which will reflect the School/Board goals, the Principal's job description and more specific objectives. Included in the development of the performance agreement will be the identification and development of appropriate indicators. The performance agreement must also include the New Zealand Teaching Council criteria for registration as a teacher.

Areas of Practice	Professional Standards	Indicators
<b>CATHOLIC SPECIAL CHARACTER</b>	<b>Maintain and enhance the Catholic Special Character of the school as outlined in Charter.</b>	<ul style="list-style-type: none"> <li>• Provides professional direction and leadership in Catholic Special Character and the School's charism</li> <li>• Ensures Catholic Special Character is integrated into the total curriculum and daily life of the school.</li> <li>• Promotes, participates in and supports professional development in Catholic Special Character and Religious Education.</li> <li>• Ensures all staff actively work to gain appropriate levels of Certification in Religious Education.</li> <li>• Develops in the School a community of faith, by providing opportunities for daily prayer and meaningful liturgical celebrations.</li> <li>• Maintains an ongoing positive relationship with the parish/diocese</li> <li>• Provides a warm, open welcoming environment for parents, children and community</li> <li>• Reports to the Board of Trustees as required in matters of Catholic Special Character</li> <li>• Assists the Board of Trustees in the annual self-review of Catholic Special Character</li> <li>• Maintains a commitment to the Treaty of Waitangi</li> </ul>



<b>Areas of Practice</b>	<b>Professional Standards</b>	<b>Indicators</b>
<b>CULTURE</b>	<b>Provide professional leadership that focuses the school culture on enhancing learning and teaching.</b>	<ul style="list-style-type: none"> <li>• In conjunction with the Board, develops and implements a school vision and shared goals focused on enhanced engagement and achievement for all students</li> <li>• Articulates the School's ethos to staff</li> <li>• Encourages vision and innovation</li> <li>• Promotes a culture whereby staff members take on appropriate leadership roles and work collaboratively to improve teaching and learning</li> <li>• Supports a school ethos that sets high expectations for student achievement through implementation of policies and procedures</li> <li>• Maintains a safe, learning-focused environment.</li> <li>• Promotes an inclusive environment in which the diversity and prior experiences of students are acknowledged and respected</li> <li>• Demonstrates leadership through participating in professional learning</li> <li>• Shares with staff recent research and developments in education</li> <li>• Promotes the bi-cultural nature of New Zealand by ensuring that it is evident in the school culture</li> <li>• Models respect for others in interactions with adults and students</li> </ul>

<b>Areas of Practice</b>	<b>Professional Standards</b>	<b>Indicators</b>
<b>SYSTEMS</b>	<b>Develop and use management systems to support and enhance student learning.</b>	<ul style="list-style-type: none"> <li>• Exhibits leadership that results in the effective day-to-day operation of the School</li> <li>• The aims and objectives of the school's charter are implemented and reviewed</li> <li>• Ensures that an appropriate system of assessment and evaluation operates across the School and within syndicates.</li> <li>• Operates within board policy and in accordance with legislative requirements</li> <li>• Provides the Board with timely and accurate information and advice on student learning and school operation.</li> <li>• Effectively manages and administers finance, property and health and safety systems</li> <li>• Oversees the acquisition, management and maintenance of the school's equipment and resources</li> <li>• Effectively manages personnel with a focus on maximising the effectiveness of all staff members</li> <li>• Future staffing needs are identified, and appointments reflect these needs</li> <li>• Uses school / external evidence to inform planning for future action, monitor progress and manage change</li> <li>• Prioritises resource allocation on the basis of the school's annual and strategic objectives</li> <li>• Ensures that the above procedures are adhered to by all</li> <li>• Ensures that the Board of Trustees is meeting all its monitoring and reporting requirements</li> <li>• Monitors and assists the Board of Trustees to meet all of its legal obligations</li> </ul>

Areas of Practice	Professional Standards	Indicators
PEDAGOGY	<p><b>Create a learning environment in which there is an expectation that all students will experience success in learning.</b></p>	<ul style="list-style-type: none"> <li>• Promotes, participates in and supports ongoing professional learning linked to student progress</li> <li>• Reflects on own performance appraisal and demonstrates a commitment to own ongoing learning</li> <li>• in order to improve performance</li> <li>• Leads learning by engaging with staff and sharing knowledge about effective teaching and learning in the context of the New Zealand curriculum documents</li> <li>• Ensures that teaching programmes are planned, implemented and evaluated in line with National Education Guidelines, the New Zealand Curriculum, the School's Charter, policies and plans</li> <li>• Ensures that school curriculum design and review is informed by school-based and other evidence</li> <li>• Oversees the regular review of the school curriculum to ensure teaching and learning is relevant to students</li> <li>• Ensures staff members engage in professional learning to establish and sustain effective teacher/learner relationships with all students</li> <li>• Maintains a professional learning community within which staff members are provided with feedback and support on their professional practice</li> <li>• Analyses and acts upon school-wide evidence on student learning to maximise learning for all students with a particular focus on Māori and Pasifika students</li> <li>• Oversees and identifies the individual learning needs of students and provides quality programmes to meet those needs</li> <li>• Oversees the monitoring and reporting of every student's progress and achievements in accordance with national guidelines developed in conjunction with staff</li> <li>• Demonstrates an understanding of the effects of ethnicity and gender on approaches to teaching and learning</li> </ul>

Areas of Practice	Professional Standards	Indicators
<b>PARTNERSHIPS and NETWORKS</b>	<b>Strengthen communication and relationships to enhance student learning.</b>	<ul style="list-style-type: none"> <li>• Works with the Board to facilitate strategic decision making and develop a strategic plan which reflects identified needs and changing circumstances</li> <li>• Actively fosters relationships with the school's community and local iwi</li> <li>• Interacts regularly with parents and the School community on student progress and other school-related matters</li> <li>• Nurtures a climate of confidence, co-operation, support and goodwill between the School and the community</li> <li>• Initiates and maintains a system of effective communication amongst the school, parents and community</li> <li>• Gives parents and staff the opportunity to express their ideas and preferences through good consultation practices</li> <li>• Consultative procedures are in place and there is input from staff on decisions that affect them</li> <li>• Assists the Board of Trustees to maintain good community relationships by being available at all school functions and activities</li> <li>• Ensures all parental inquiries and complaints are handled promptly and in the appropriate manner according to Board of Trustees policy</li> <li>• Assists the Board of Trustees in the development of an Annual School Development Plan and long-term Strategic Plan</li> <li>• Assists the Board of Trustees in the ongoing programme of self-review</li> <li>• Complies with, and reply to, on behalf of the Board of Trustees, all Ministry of Education directives and information requirements</li> <li>• Advises the Board of Trustees in its liaison with the Ministry of Education, the Education Review Office and the Catholic School's Office</li> </ul>



## Information for applicants

Thank you for applying for the position **Principal at Marist School, Mt Albert**. Please ensure you have read the Criteria for Appointment and Position Description, contained within this application pack, before completing the application form.

**We welcome school visits from all prospective applicants before completing this application. Please contact the school to arrange a visit, (09) 846 7408.**

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. Complete the S464 form attached to this application pack.
4. 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.
5. If you are selected for 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. **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 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.
8. 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.
9. 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.

10. You are required to request referees' reports from three referees. The referee report template is included 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 as instructed. These remain confidential to The Education Group Ltd and the Board of Trustees. All information collected from referees will be destroyed at the end of the selection process.
11. All information received will be confidential to the Board of Trustees and The Education Group Ltd.

**N.B. Identification:**

**If shortlisted, you will be required to bring to your interview, copies of two types of identification along with the originals to be sighted.**

- 1. If possible, this should be photo ID e.g. passport and a NZ Drivers Licence**
- 2. If you do not have one or other of the above documents, please supply a birth certificate, bank statement or IRD number**

Marist School, Mt Albert has set the following timeline for the appointment. Every effort will be made to keep to the following schedule in determining the successful candidate.

TIMELINE FOR APPOINTMENT	
Gazette Advertisement	Monday 28 January 2019 (Gazette) Online, one week earlier
Applications close and Referee reports due	Monday 11 February 2019
Shortlisting of candidates and sign off on acceptability by Catholic Schools office completed	Week beginning 11 February 2019
Visit to shortlisted candidates' schools	Week beginning 25 February 2019
Interviews	Saturday 2 March 2019
Appointment decision made, and candidates notified	By the end of Saturday 2 or Sunday 3 March 2019
Appointment commences	Term 2, 2019

**Please ensure you have enclosed the following completed documentation:**

- Application form and self-assessment
- Curriculum Vitae – with copies of verified qualification certificates attached
- Reports from three referees
- S464 form

**Completed applications are to be **received by midday, Monday 11 February 2019** and should be emailed or mailed to:**

**Dr Deanna Johnston**  
**EdD, MEd, BEd, DipTchg**  
**Director**  
**The Education Group Ltd**  
**PO Box 26480, Epsom, Auckland 1023**  
**Or e-mail to: [admin@educationgroup.co.nz](mailto:admin@educationgroup.co.nz)**

**Please contact Deanna on 027 281 7625 should you require any further information.**