



Maraetai Beach School Principal Application Pack 2024



INTRODUCTION TO THE APPLICATION PACK

Thank you for expressing interest in the position of Principal | Tumuaki at Maraetai Beach School.

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

- Covering Letter
- Letter from the Presiding Member
- School Profile
- Criteria for the Appointment
- Information For Applicants
- Recruitment Process Timeline
- Principal Job Description

The following separate documents accompany this application pack:

- Application Form
- Referee Report
- Self-Assessment Form

Further information about Maraetai Beach School can be found on the school website:

<https://www.maraetaibeach.school.nz/>

The application for appointment is to be returned with your CV and covering letter via email to: admin@educationgroup.co.nz (Subject Line: Maraetai Beach School Principal Appointment), by

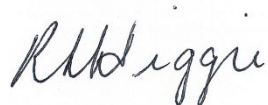
3:00 pm Friday 17th May 2024

Referee Report Forms are to be given to your **three** referees for them to return directly to The Education Group Ltd at the same email as above, also by:

3:00 pm Friday 17th May 2024

For any further queries please contact Tanya Prentice at the Education Group office (Ph: 09 953 0523, email admin@educationgroup.co.nz), or Roween Higgie, the Appointment Advisor email roweenhiggie@educationgroup.co.nz).

Once again, thank you for your interest in applying for this very exciting position.



Roween Higgie
The Education Group
Appointment Advisor to the Maraetai Beach School Board



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Maraetai, Auckland 2018
www.maraetaibeach.school.nz
Ph +64(0)536 6570

April 2024

Tēnā koe

Thank you for your interest in applying for the position of Tumuaki (Principal) at Maraetai Beach School.

As Principal of Maraetai Beach School, you will enjoy working with our highly valued teaching staff and support staff to deliver an exciting and challenging curriculum to our akonga (learners) in an inclusive, supportive and welcoming environment.

In 2023 the Board developed our Strategic Plan with the following three goals:

- Strengthen student and teacher agency
- Deliver a responsive local curriculum
- Encourage a commitment to sustainable practices

You will be supported in the delivery of this Strategic Plan by a dedicated Board. Our board is made up of five parent representatives and one staff representative and we are proud to represent the community and staff at our kura. We are looking to appoint an inspiring leader at our school who will embrace our school culture which is built on our four values of Whakaute (Respect), Manawaroa (Resilience), Rawe (Excellence) and Ngākau Tapatahi (Integrity).

We have an engaged community of parents and caregivers who are enthusiastically involved in school events and activities. You will foster an ongoing relationship with whanau, our local iwi Ngāi Tai ki Tāmaki, community groups and stakeholders.

Additionally, our kura is a member of the Howick Coast Kāhui Ako, Community of Learning consisting of two primary schools, three full primary schools and one intermediate school, providing a strong transition pathway for our students through to Howick College.

Thank you again for your interest in the role of Tumuaki (Principal) at Maraetai Beach School. We look forward to receiving your application.

Ngā mihi nui

Simone Beesley
Presiding Member
Maraetai Beach School Board



SCHOOL PROFILE

Introduction - Kia Ora and Welcome!

Maraetai Beach School is a Meeting place by the Sea – Ngāi Tai Ki Tāmaki

We stand on the whenua of Ngāi Tai ki Tāmaki (Ngāi Tai) who are the original inhabitants and Iwi of Tāmaki Makaurau. We give effect to Te Tiriti o Waitangi through our strategic goals and annual plan.

Learning in an exciting, challenging, secure and safe environment

Maraetai Beach School is a full primary (Years 1 to 8) situated at the beautiful Pohutukawa Coast in East Auckland. The current school roll is 470 students, and it will grow to 510 – 520 by the end of the year.



The school is a learning community that provides an exciting and challenging curriculum designed to extend all children’s horizons in a secure, safe and learner focused environment.

Our students are a remarkable group of friendly, confident and strongly motivated learners. We encourage them to be agentic learners. At Maraetai Beach School we structure and plan all we do around our strategic focus.

Our Vision: Our Way - People, Potential, Planet

This sets the strategic direction for the school with key goals:

- Strengthen student and teacher agency
- Deliver a responsive local curriculum
- Encourage a commitment to sustainable practices



Tō Tātou Ara - Our Way

Our school culture is built on our four values:

- Respect- Whakaute
- Resilience- Manawaroa
- Excellence- Rawe
- Integrity- Ngākau Tapatahi

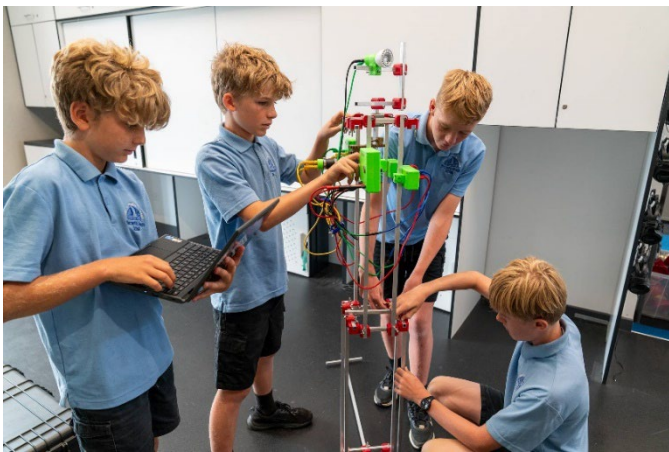


We have developed an expectations matrix with a number of indicators for each value and this details what we see each value looking and sounding like for our students. We teach, model and acknowledge these positive behaviours at our school and throughout our school community to make Our Way - Tō Tātou Ara, working together, learning together. The school continually shares these with the family/whānau/community and everyone is encouraged to use them at home so that there are strong home-school partnerships with a shared language and shared set of expectations.

The Board is highly engaged with the school and work in close partnership with the school and the community to ensure that the students receive a high-quality education and that everyone achieves their best. Maraetai Beach School has very strong parent and community involvement and highly values these partnerships including those with our local iwi, Takutai Charitable Trust and other stakeholders.

The school works collaboratively within the Howick Coast Kāhui Ako and has built strong relationships with local pre-schools and community services and support.

Do visit our website to learn more about our Strategic Plan, Our Way and our students, the staff and the community <https://www.maraetaibeach.school.nz/>



CRITERIA FOR THE APPOINTMENT

The Principal will meet the 'Aotearoa New Zealand Principal Eligibility Criteria' as published by the Ministry of Education [Principal Eligibility Criteria](#) and the following criteria which have been created by the Maraetai Beach School Board following consultation.

We aspire to appoint a principal who:

Pou Tāngata – Leader of People

- Is able to build on the current strengths of the staff, the students and the school including our local iwi, Takutai Charitable Trust and other stakeholders
- Can continue to grow the capacity of our highly valued staff and leadership team and leverage their current strengths and expertise
- Will foster an environment of growth and excellence for staff and students
- Will be engaged with, know and enjoy the MBS students, whānau and the community, the iwi and local stakeholder groups
- Understands the need to connect before making changes (whanaungatanga)
- Will build and maintain our inclusive and culturally responsive school culture
- Brings experience with and a commitment to coaching

Pou Ako – Leader of Vision for Learning

- Is a strong, visionary and inspiring leader who can deliver on our current Strategic Intent and will live our school values – Tō Tātou Ara – Our Way
- Has a proven track record of being focused on student learning, teacher pedagogical practice and improved achievement
- Is currently engaged in ensuring that students continue to achieve their best and excel
- Can lead change with the NZ Curriculum using an evidence informed approach
- Is able to make evidence based and student centred decisions
- Brings ideas to strengthen and support the Year 7 and 8 programme
- Will support our current environmental and sustainability initiatives

Pou Tikanga Māori

- Will honour and give effect to Te Tiriti o Waitangi and has an ongoing commitment to their personal and professional growth in te reo and tikanga

Pou Mahi – Leader of Operations

- Has experience in all school operational elements – Finance, Personnel, Property Management, Health and Safety and compliance
- Will foster and further develop our International Student offering

Personal Attributes and Qualities

- Is highly approachable, friendly and empathetic
- Is a clear and transparent communicator

INFORMATION FOR APPLICANTS

Thank you for applying for the position of Principal of Maraetai Beach School.

Please ensure you have a copy of the job description, the appointment criteria and have read all material provided, before completing the separate application form.

1. Please fully 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* 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 the 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. All applicants will be required to give consent to a Police Vet (if required).
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 Children's 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 Children's 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.

8. Application forms and CVs of unsuccessful applicants will be held until the appointment process is completed and will then be securely destroyed after 90 days. For the successful candidate these documents will be held in their personnel file. The successful candidate may access it in accordance with the provisions of the Privacy Act 2020.
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 Ltd and the Board. 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 and The Education Group Ltd.
11. **We encourage you to visit the school preferable from Friday 3rd May through the following week or at another time as negotiated. Please contact Simone Beesley the Board Presiding Member on bot@maraetaibeach.school.nz to organise a suitable time with the Board.**

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 2024

Education Gazette Advertisement	Online Education Gazette Advertisement from 8th April 2024
Candidates Visiting Maraetai Beach School	Visits from 3rd – 10th May To book a time, please contact Simone Beesley the Board Presiding Member on bot@maraetaibeach.school.nz
Closing Date for Applications	3:00pm Friday 17th May 2024
Closing Date for Referee Reports	3:00pm Friday 17th May 2024
Shortlisting Completed Shortlisted candidates will be asked to undertake a DISC Psychometric Test	24th May 2024
Visits to Short-Listed Candidate's Schools (optional)	Following shortlisting
Interviews with an Applicant's Presentation <i>There may be a two-stage interview process</i>	Saturday 8th June 2024
Appointment Commences	Start of Term 3 2024 or as negotiated

We need to receive:

- Letter of Introduction
- Completed Application for Appointment Form
- Current Curriculum Vitae
- Completed Self-Review Questions
- Reports from **three** referees (applicant to organise)

Completed applications to be received by 3:00 pm Friday 17th May 2024

Email to: Tanya Prentice admin@educationgroup.co.nz

Subject Line: Maraetai Beach School Principal Appointment

If you have any queries, please contact: Tanya Prentice, the Office Manager for The Education Group at admin@educationgroup.co.nz or 09 953 0523, OR Roween Higgle, the Appointment Advisor at roweenhiggle@educationgroup.co.nz

PRINCIPAL JOB DESCRIPTION 2024

PRINCIPAL'S JOB DESCRIPTION 2024



Role	Principal
Responsible to	Maraetai Beach School Board
Directly Responsible for	The students, 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 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>
Primary Functions	<p>To act as the Board's chief adviser in policy and strategic issues.</p> <p>To implement the school's Strategic Plan 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 the 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>

To develop and maintain effective relationships and communications within the school and its community and appropriate agencies

To manage the school's administrative systems and its staff and resources effectively and efficiently

Responsibilities & Key Tasks

- To demonstrate commitment to Te Tiriti o Waitangi, tangata whenua and bicultural partnership and practice in Aotearoa New Zealand
- To use critical inquiry, collaborative problem-solving and professional learning to improve professional capability to impact on the learning and achievement of all learners
- To establish and maintain professional relationships and behaviours focused on the learning and well being of each learner
- To create and maintain learning-focused environments which are collaborative, inclusive and safe
- To design learning based on professional knowledge, assessment information and an understanding of each learner's strengths, interests, need, identity, language and cultures.
- To teach and respond to learners in a knowledgeable and adaptive way to progress their learning at an appropriate depth and pace.

Delegated Authorities

The Board delegates to the Principal the following powers and responsibilities, subject to accurate scheduled reports on an annual basis subject from change from time to time.

Areas of Practice	Key Performance Indicators
<p>1. CULTURE – Provide professional leadership that focuses the school culture on enhancing learning and teaching</p>	<ol style="list-style-type: none"> 1. Maintain a school where students, staff and community feel safe, valued and committed to a positive learning environment 2. Ensure the school is an orderly place where resources are well managed 3. Recognise individual differences and provide a variety of methodologies to meet these 4. Provide leadership that promotes staff member’s growth in leadership roles 5. Manage conflict and challenging situations effectively towards a resolution 6. Understand the implications of NZ’s changing cultural, social and economic context and give effect to Te Tiriti o Waitangi
<p>2. PEDAGOGY – create a learning environment in which there is an expectation that all students experience success in learning</p>	<ol style="list-style-type: none"> 1. Ensure the school is staffed to effectively deliver the curriculum and to implement the charter and strategic plan 2. Provide professional learning opportunities to sustain effective relationships with staff and all students 3. Ensure the school review and design of the school curriculum and programmes are informed by the evidence of the school achievements 4. Maintain a professional learning community that provides staff with professional feedback and feed forward on their practices and progress

Areas of Practice	Key Performance Indicators
<p>3. SYSTEMS – develop and use management systems to assist and enhance student learning</p>	<ol style="list-style-type: none"> 1. Act as chief executive to the Board 2. Ensure all relevant statutes and regulations will be complied with alongside policies 3. Actively implement the school's strategic and annual plan 4. Effectively use financial resources and assets to support student outcomes and operate effective budget planning 5. Work in partnership with the Board in monitoring and reporting on the use of finances and assets and maintain Health and Safety as per policy 6. Maintain a property masterplan and vision for the future development of the school assets
<p>4. PARTNERSHIPS and NETWORKING – strengthen communication and relationships to enhance student learning</p>	<ol style="list-style-type: none"> 1. Establish and maintain an effective and efficient communications network with the Board, the school community including local iwi and the Howick Coast Kāhui Ako 2. Ensure the Board is a part of the communication networks and is used to promote the school 3. Ensure staff are consulted on matters that relate to them 4. Be an identifiable leader of the school's community and to represent the school and its interests locally, nationally and internationally

Signatures:

(Principal)

Date

(Board Presiding Member)

Date