



Maraetai Beach School

Deputy Principal

Application Pack 2025



INTRODUCTION TO THE APPLICATION PACK

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

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

- Covering Letter
- School Profile
- Criteria for the Appointment
- Information For Applicants
- Recruitment Process Timeline
- Deputy 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 Deputy Principal Appointment), by

1:00 pm Wednesday 14th May 2025

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

1:00 pm Wednesday 14th May 2025

For any further queries please contact Tanya Prentice at the Education Group office, Ph: 09 953 0523, email admin@educationgroup.co.nz, or Julie Schumacher, the Appointment Advisor email jschumacher@educationgroup.co.nz.

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



Julie Schumacher
The Education Group
Appointment Advisor to the Maraetai Beach School Appointment Committee



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



Tō Tātou Ara Our Way





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 Deputy Principal will meet the following criteria which have been created by the Maraetai Beach School Appointment Committee.

We aspire to appoint a Deputy Principal who:

1. Embodies our Maraetai Beach School vision and values
2. Demonstrates a commitment to Te Tiriti o Waitangi and brings an understanding of cultural capability to their leadership
3. Demonstrates a commitment to nurturing a positive, culturally responsive school culture aligned with the school's values.
4. Has strong, relational skills and can build strong relationships with all stakeholders
5. Is an experienced and capable strategic leader who contributes constructively to the leadership of the school
6. Can lead reporting and assessment, including data analysis and reporting to the Board
7. Brings experience that will further strengthen phase 2 and 3 teaching and pastoral care
8. Can work collaboratively with others to lead the development and implementation of our changing curriculum and strengthen our current pedagogy
9. Can support literacy development across phase 2 and 3; experience in the English curriculum is highly desirable
10. Has excellent communication skills, both oral and written
11. Actively supports and contributes to the broader life of the school
12. Promotes an inclusive approach to supporting our diverse learners
13. Engages with and inspires the school community
14. Values teamwork and works collaboratively with the staff and students
15. Shows empathy, integrity, is trustworthy and approachable
16. Demonstrates high emotional intelligence

INFORMATION FOR APPLICANTS



Thank you for applying for the position of Deputy 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 referee reports from two 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 Appointment Committee. All information collected from referees will be destroyed at the end of the selection process.
10. All information received will be confidential to the Appointments Committee and The Education Group Ltd.
11. **We encourage you to visit the school at a time negotiated. Please contact Steph White the Deputy Principal on swhite@maraetaibeach.school.nz to organise a suitable day and time.**

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 2025

Education Gazette Advertisement	Tuesday 22 nd April 2025
Candidates Visiting Maraetai Beach School	Please make an appointment by contacting Steph White on 022 044 3759 or swhite@maraetaibeach.school.nz
Closing Date for Applications	1.00pm Wednesday 14 th May 2025
Closing Date for Referee Reports	1.00pm Wednesday 14 th May 2025
Shortlisting Completed	Friday 16 th May 2025
Visits to Short-Listed Candidates' Schools	Monday 19 th – Friday 23 rd May 2025
Interviews with an Applicant Presentation	Saturday 24 th May 2025
Appointment Commences	Monday 14 th July 2025 (or as negotiated)

We need to receive:

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

Completed applications to be received by 1:00 pm Wednesday 14th May 2025

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

Subject Line: Maraetai Beach School Deputy 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 Julie Schumacher, the Appointment Advisor at jschumacher@educationgroup.co.nz



DEPUTY PRINCIPAL JOB DESCRIPTION 2025

TITLE: Deputy Principal (Units: 5 Permanent)

RESPONSIBLE TO: Board of Trustees and Principal

DIRECTLY RESPONSIBLE FOR: The ākonga/learners, school staff (teachers and support staff)

RESPONSIBLE FOR: The effective operation of the school, as per the job description and negotiated areas of responsibility

EFFECTIVE RELATIONSHIPS WITH: The Board of Trustees, ākonga/learners, staff, parents, community, education agencies, neighbouring schools

PRIMARY OBJECTIVES:

1. To support the principal to ensure National Educational Learning Priorities are met.
2. To contribute to a full staff team and maintain policies and foster high levels of relational trust across the school.
3. To provide professional leadership with direct responsibility for staff across the school.
4. Support the Principal to achieve strategic and annual goals.
5. To meet the Professional Standards: Primary School Deputy/Assistant Principals, Primary School Teachers as per the requirements Primary Teachers (including Deputy and assistant Principals' and other unit holders) Collective Agreement.
6. To contribute to the Senior Leadership Team and support the Principal in leadership, administration and curriculum across the school.
7. To monitor teacher performance and support professional learning across the school
8. To be deputised for the Principal in the absence of the Principal
9. To abide by the Teachers Council Code of Ethics.



Interim Professional Standards for Primary Associate and Deputy Principals

Based on the Framework of Professional Standards for Deputy Principals and Assistant Principals

Note: Deputy Principals and Assistant Principals with teaching responsibilities will also need to meet the requirements of the Interim Professional Standards for Primary School Teachers

Dimension	Indicators
Professional Leadership	<ul style="list-style-type: none">• demonstrates a thorough understanding of current approaches to effective teaching and learning• provides professional leadership to staff within the delegated areas of responsibility• makes constructive contributions to the work of the senior management team in a manner which supports effective school organisation and improved learning outcomes for students• understands, and applies where appropriate, current practices for effective management from both within and beyond education• supports the principal in the leadership and management of the school and deputises when required• identifies and acts on opportunities for improving teaching and learning• reflects on own performance assessment and demonstrates a commitment to own on-going learning in order to improve performance

Dimension	Indicators
Policy & programme management	<ul style="list-style-type: none"> initiates, plans and manages in association with the principal and other staff, policies and programmes which meet national requirements, are consistent with the school's charter and strategic planning, and which reflect the school's commitment to effective teaching and learning understands the implications of New Zealand's changing cultural, social and economic context and ensures that these changes are reflected in the policies and programmes within the delegated areas of responsibility
Staff management	<ul style="list-style-type: none"> participates in the school's performance management systems and makes recommendations to the principal on appropriate professional development opportunities for staff motivates and encourages staff to improve the quality of teaching and learning devolves responsibilities and delegates tasks when appropriate
Relationship management	<ul style="list-style-type: none"> fosters relationships between the school and the community communicates effectively both orally and in writing to a range of audiences provides information to the principal on areas of delegated responsibility in order to assist with effective day to day management and strategic planning in the school understands and operates within the limits of the delegated authorities and adopts a consultative approach with the principal and other staff on issues relating to school policy establishes and maintains good communication processes with staff, and between staff and members of the senior management team
Financial & asset management	<ul style="list-style-type: none"> effectively and efficiently uses available financial resources and assets, within delegated areas of authority, to support improved learning outcomes for students



DELEGATED RESPONSIBILITIES

(the delegated areas can be negotiated by the successful candidate)

KEY RESPONSIBILITIES:

LEADERSHIP AND STRATEGIC SUPPORT

- Support the Principal in leading the school's annual and strategic goals.
- Deputise for the Principal when they and the Phase 1a/1b Deputy Principals are unavailable.
- Collaborate with the leadership team to drive the strategic direction of the school and uphold the school's values.
- Lead and support the Year 4–8 team in delivering high-quality teaching and learning experiences.
- Build and maintain strong, positive relationships with staff, students, and their families/whānau, creating a supportive and inclusive school environment.
- Support the Phase 3 team leader and other stakeholders (whanau and high schools) to effectively transition students from year 8 to year 9.
- Collaborates with the SENCO team to support the needs of learners and provide inclusive pathways for tamariki at MBS.

CURRICULUM AND LEARNING

- Support curriculum development, learning programmes, and acceleration initiatives alongside curriculum leaders.
- Lead and support literacy development; experience in the English curriculum is highly desirable.
- Work closely with teachers to ensure effective curriculum implementation and achievement of student progress goals.
- Lead reporting and assessment, including data analysis and reporting to the Board in collaboration with the Principal.

CULTURAL RESPONSIVENESS AND INCLUSION

- Lead MASAM (Māori achieving success as Māori) and support culturally sustaining practices across the school to give effect to Te Tiriti o Waitangi.
- Support the development of the MBS Te Reo Māori programme, and other languages.
- Pastoral care of students in the Year 4 to 8 classes, liaising with students, whānau and key staff including SENCO.
- Promote inclusive practices that reflect the cultural diversity of our learners and uphold Tō Tātou Ara (Our Way).

PROFESSIONAL DEVELOPMENT AND STAFF SUPPORT

- Support the staff with their professional growth cycles, including coaching and mentoring of teachers and students.
- Oversee PRT (Provisionally Registered Teachers) and student teachers, engage with university practicum.
- Support staff development, scheduling, and general administration.
- Student Leadership and School Culture.
- Organise and lead student leadership initiatives (e.g. house leaders), school assemblies, and student awards.
- Support sports leaders and team events in collaboration with the leadership team.
- Coordinate extracurricular activities and student engagement opportunities.

EVENTS, EOTC AND ARTS

- Plan and coordinate school-wide events, including the Fun Run, Matariki celebrations, and Mother's/Father's Day, in collaboration with the Principal.
- Plan EOTC (Education Outside the Classroom) opportunities alongside Team Leaders.
- Lead the school's many ARTS programmes, supporting school leaders and external providers with Dance, Music, and school productions.

KEY SKILLS AND EXPERIENCE:

- Proven leadership experience within a school setting.
- Ability to have crucial conversations, built on trust at a senior leadership level.
- Strong communication and interpersonal skills to effectively engage with staff, students, and whānau.
- A collaborative and solution-focused approach to working with colleagues and the wider school community.
- Commitment to nurturing a positive, culturally responsive school culture aligned with the school's values.

REFERENCE DOCUMENTS:

- Interim Professional Standards for Primary Associate and Deputy Principals
- Primary Teachers Collective Agreement <https://assets.education.govt.nz/public/Documents/School/Collective-Employment-Agreements/Primary-Teachers-Collective-Agreement/PTCA-2023-2025-includes-variation-30-October-2023.pdf>
- Leading from the Middle
- Our Code Our Standards - Code of Professional Responsibility and Standards for the Teaching Profession

Signed: _____

Lou Reddy - Principal

Date:

Signed: _____

Phase 2 and 3 - Deputy Principal

Date: