



PRINCIPAL | TUMUAKI APPLICATION PACK 2025



THANK YOU FOR EXPRESSING AN INTEREST IN THE POSITION OF PRINCIPAL/TUMUAKI AT PASADENA INTERMEDIATE SCHOOL

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

- Welcome letter from the Presiding Member
- School Profile
- Criteria for the appointment
- Instructions for completing the application
- Timeline for applicants
- Job Description
- Application form (a separate document)
- Referee report (a separate document)

Further information about Pasadena Intermediate School can be found on the school website:

<https://pasadena.school.nz/>

The application for appointment form is to be returned with your CV and covering letter by: **1:00 pm, Friday 7 March 2025**

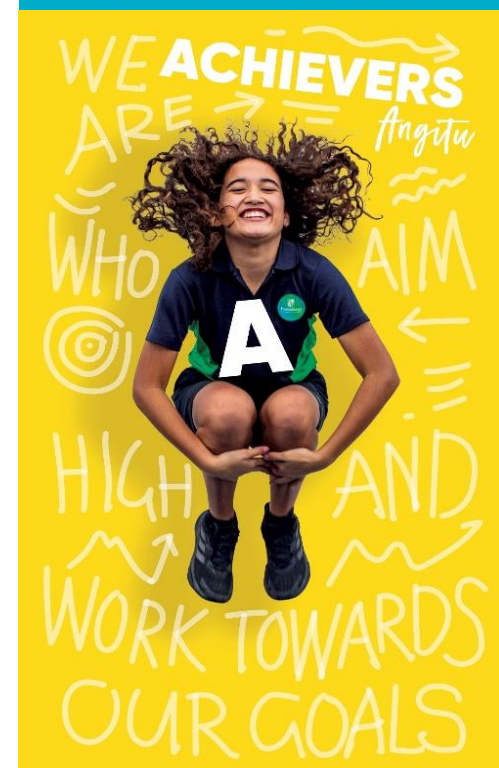
- Email to: admin@educationgroup.co.nz (subject line: Pasadena Intermediate School Principal position) OR
- Deliver to: Tanya Prentice, Office Manager, The Education Group Ltd, Level 2, 24 Manukau Road, Epsom

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, Wednesday 5 March 2025**

For any further queries please contact Tanya Prentice at the Education Group office (Ph: 09 953 0523) email admin@educationgroup.co.nz or Nicky Knight, the Appointment Advisor (Ph: 021 420 299) email nickyknight@educationgroup.co.nz

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

Dr Nicky Knight
Director, The Education Group
Appointment Advisor to the Pasadena Intermediate School Board



February 2025

Tēnā koe,

On behalf of the Board of Pasadena Intermediate, thank you for your interest in the Principal/Tumuaki role. We are eager to learn more about your leadership vision and how it aligns with our school's aspirations.

Pasadena Intermediate fosters a dynamic and supportive learning environment, shaping students during this crucial stage of their development. We emphasise respect, responsibility, and resilience to ensure they are confident and prepared for their future. Our commitment to inclusivity and cultural responsiveness is deeply valued by both our school and the wider community. We are proud to offer an environment where Te Reo Māori and tikanga are integrated into learning, supporting our students in becoming bicultural, globally aware citizens.

Jonathan Hughes led our school with dedication for 10 years before moving on to new opportunities with our full support. His leadership played a key role in developing the school's strong culture, and we now seek an inspirational leader to build on this foundation and continue fostering innovation, collaboration, and student success.

We are looking for a forward-thinking leader who will champion Te Tiriti o Waitangi and integrate Te Reo Māori, Te Ao Māori, and Tikanga Māori throughout our kura. A commitment to fostering an inclusive learning environment is essential. Your leadership should inspire and empower both students and staff, ensuring every learner thrives.

We appreciate your application and look forward to understanding how your experience and vision align with Pasadena Intermediate's values.

Ngā mihi nui,

Nick Allan
Presiding Member
Pasadena Intermediate Board



PASADENA INTERMEDIATE SCHOOL PROFILE

Overview

Pasadena Intermediate School is a high-performing school situated in the vibrant community of central Point Chevalier. We provide education for ākonga in Years 7 and 8 through both English Medium and full immersion te reo Māori. Our full immersion te reo Māori programme enables students within our Kāhui Ako to pursue a continuous Māori Immersion Pathway, ensuring strong connections to language, culture, and identity, as well as a broad intermediate schooling experience

At PASA, we are proud of the inclusive, warm, and welcoming atmosphere we create, where both students and whānau feel valued, respected, and supported. We celebrate diversity within our school and strive to build strong relationships with whānau and the wider community. Our localised curriculum integrates cultural and environmental contexts, enabling our students to feel connected to their surroundings and heritage.

Our school values of Proud (Whakahīhi), Active (Takatū), Safe (Haumarū), and Achiever (Angitu) are the foundation for everything we do. These values are woven throughout our curriculum and are critical to achieving our vision: Poipoia te tangata kia eke kairangi – "Nurture the whole person and excellence is achieved."

We place a high priority on ensuring ākonga develop necessary skills and strategies to be effective 21st century learners whilst providing an inclusive, innovative and holistic education that prioritises student well-being, collaboration, and being an active part of the community.

Our programmes include:

- **Specialist Subjects:** Students are exposed to a broad curriculum, including Performing Arts, Technology, Food & Nutrition and Visual Arts. These classes allow students to transfer knowledge between subjects through an integrated approach while fostering creativity, critical thinking, and problem-solving.
- **Extra-Curricular Opportunities:** Students are encouraged to take part in a wide array of extracurricular activities that are on offer culturally, academically and socially, including te reo Māori/bilingual, kapa haka, sports teams, drama productions, and environmental initiatives.
- **Community Engagement:** Pasadena Intermediate School encourages students to actively contribute to their community, with opportunities to participate in activities and local events.
- **Well-Being and Support:** We prioritise pastoral care through targeted programs and initiatives that promote resilience, positive relationships, and mental health.

We aim to nurture global citizens by equipping our students to face challenges and opportunities with confidence and curiosity. Pasadena Intermediate School is a supportive environment where every learner is inspired to achieve their best.



CRITERIA FOR THE APPOINTMENT

The Principal will meet the 'Aotearoa New Zealand Principal Eligibility Criteria' as published by the Ministry of Education and the following criteria which have been created by the Pasadena Intermediate School Board following consultation with our staff, students and wider community.

POU TANGATA - LEADER PEOPLE

We seek a Principal who:

- Is experienced in leadership, self-assured, strategic, decisive and forward thinking
- Creates and maintains positive relationships with staff, students, and the wider community
- Is a highly effective communicator who fosters a sense of belonging for students, staff, whānau and the community
- Is culturally competent and upholds and values tikanga Māori
- Values diversity and ensures all cultures and perspectives are respected and reflected in school life

POU AKO - LEADER OF LEARNING

- Ensures the effective teaching of our broad, rich curriculum that provides multiple opportunities to develop the skills and talents of our ākonga
- Values staff professional learning and development including building leadership in others
- Has current in-depth content and pedagogical knowledge and can lead learning
- Committed to supporting diverse learners to access the curriculum
- Upholds the value of bilingual pathways

POU TIKANGA MĀORI

- Demonstrates knowledge of Te Tiriti o Waitangi and its integration into school life
- Is committed to continuing the ongoing success of the rumaki
- Has a strong commitment to te reo Māori and tikanga Māori across the school

POU MAHI - LEADER OF OPERATIONS

- Has experience in finance, property, health and safety, and leading people
- Has strategic acumen to build on the school's direction and vision

STUDENTS WOULD LIKE A PRINCIPAL WHO...

- Ensures all voices are heard and respected
- Creates a safe and supportive environment
- Celebrates diversity
- Is empathetic
- Leads by example and upholds the Pasadena Intermediate School values
- Is visible and accessible to students



INFORMATION FOR APPLICANTS

Thank you for applying for the position of Principal of Pasadena Intermediate 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.

We encourage you to visit the school between 17 and 20 February 2025. To arrange a suitable time, please contact the Acting Principal Christine Abercrombie on 09 846 2169 or email christine@pasadena.school.nz

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



PRINCIPAL'S JOB DESCRIPTION 2025

ROLE TITLE: Principal

RESPONSIBLE TO: The Board of Pasadena Intermediate School

DIRECTLY RESPONSIBLE FOR: The students and school staff (teachers, support, ancillary, property staff)

PRIMARY OBJECTIVES:

- **Culture:** Provide professional leadership that creates a school culture of continual improvement which enhancing learning and teaching
- **Pedagogy:** Ensure a learning environment in which there is an expectation that all students will experience success in learning
- **Systems:** Develop and use management systems to support and enhance student learning
- **Partnership and Networks:** Strengthen communication and relationships to enhance student learning

PRIMARY FUNCTIONS:

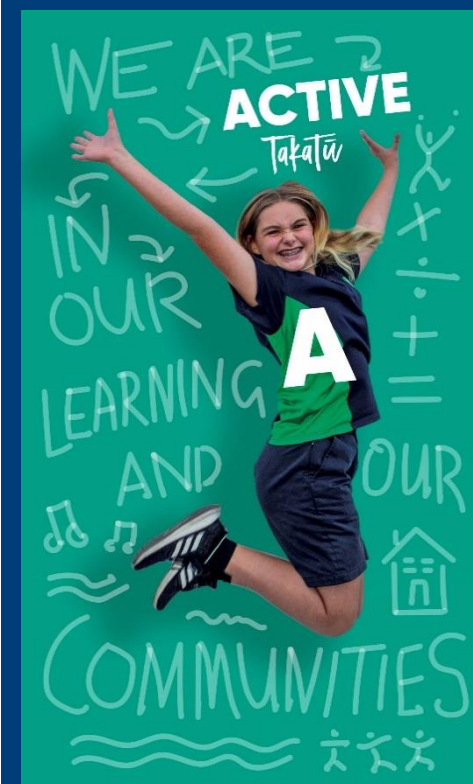
- To act as the Board's chief advisor on policy and strategic issues
- To implement the school's Strategic Plan and policy objectives
- To ensure delivery of a balanced curriculum in line with the National Curriculum Framework and to maintain programmes of assessment and reporting of student progress
- To develop and maintain effective relationships and communications within the school and its community and appropriate agencies
- To manage the schools finance and administrative systems, staff and resources effectively and efficiently

RESPONSIBLE FOR:

The effective operation of the school, as per the job description and the Primary Principal's Professional Standards

AREAS OF AUTHORITY:

- The Board acknowledges that the Principal has the control of school day to day management, subject to policy guidelines, delegated authority policy, and accurate scheduled reports on progress against controlling documents;
- Financial Control within annual budget limits and financial control
- Responsive maintenance programme
- Employment of staff
- Management of health and safety requirements
- Personnel management applying to performance, delegations and duties
- Curriculum management
- Student welfare



PRINCIPAL PROFESSIONAL STANDARDS AT PASADENA INTERMEDIATE SCHOOL

1. **Culture:** Provide professional leadership that focuses the school culture on enhancing teaching and learning

Professional Standards	Indicators
<p>In conjunction with the Board, develop and implement a school vision and shared goals focused on enhanced engagement and achievement for all students</p>	<ul style="list-style-type: none"> • Demonstrates the ability to take a strategic view of the school, including its strengths and weaknesses, to plan and lead the school's on-going development to achieve excellent outcomes in children's learning • Demonstrates the ability to drive an idea from inception to completion engaging the community, staff, and students in achieving the vision • Takes the time to understand and value Pasadena Intermediate School and demonstrates understanding of what makes the school unique • Works with the Board to develop an inspirational strategic plan ensuring it reflects identified needs and changing circumstances
<p>Promote a culture whereby staff members take on appropriate leadership roles and work collaboratively to improve teaching and learning</p>	<ul style="list-style-type: none"> • Shows the ability to inspire and develop all staff and promote a team approach to decisions that affect teaching and learning • Values and enables the potential of students to contribute and lead in our school and the broader community • Shows an openness and willingness to engage with new and different ideas in balance with the unique culture of the school • A strong partnership is evident between students, teachers, and parents in achieving improved learning outcomes for students • Appropriately delegates responsibilities to staff
<p>Model respect for others in interactions with adults and students</p>	<ul style="list-style-type: none"> • Is fair and professional with an ability to bring out the best in people • Acts as a role model and sets clear expectations for others • Ensures all staff model constructive relationships with students, with each other and with other adults
<p>Promote the bicultural nature of New Zealand by ensuring that it is evident in the school culture</p>	<ul style="list-style-type: none"> • Demonstrates a willingness to build on the unique philosophy and culture of the school • Ensures Tikanga Māori and Te Reo are incorporated into the day-to-day life of the school and into classroom programmes • Supports and values the school's rumaki to ensure students have strong connections to their language, culture and identity

Professional Standards	Indicators
Maintain a safe, learning focused environment	<ul style="list-style-type: none"> • Ensures a safe physical environment • Ensures the class environments are conducive to teaching and learning • Maintains an awareness of staff workloads, challenges, and stress • Ensures all staff feel comfortable in identifying successes, issues or concerns with themselves or a member of the senior leadership team
Promote an inclusive environment in which the diversity and prior experiences of students are acknowledged and respected	<ul style="list-style-type: none"> • Shows a passion for all students as learners including students with special education needs, the gifted and talented, and students with different cultural backgrounds • Proactively builds positive, fun, friendly and professional relationships with students • Provides opportunities for individual success and excellence • Enhances the multicultural dimensions of the school.
Manage conflict and other challenging situations effectively and actively work to achieve solutions	<ul style="list-style-type: none"> • Identifies issues in a timely and consistent manner and promptly undertakes appropriate actions • Negotiates and facilitates to achieve a solution and/or a mutually acceptable resolution wherever possible • Encourages staff and the community to share concerns before they become big issues • Maintains a 'no surprises' approach with the Board
Demonstrate leadership through participating in professional learning	<ul style="list-style-type: none"> • Actively seeks professional development that supports personal leadership growth • Understands own strengths and weaknesses to inform professional development • Integrate professional learning and development into the leadership role

2. **Pedagogy:** Create a learning environment in which there is an expectation that all students will experience success in learning

Professional Standards	Indicators
Promote, participate in and support ongoing professional learning linked to student progress	<ul style="list-style-type: none"> • Keeps abreast of current thinking and research via professional reading, professional learning groups, and personal learning • Drives innovative learning practices within the school
Demonstrate leadership through engaging with staff and sharing knowledge about effective teaching and learning in the context of the New Zealand curriculum documents	<ul style="list-style-type: none"> • Demonstrates the ability to lead learning, with a clear focus on excellent outcomes for students, through effective, up to date and evidence-based teaching and learning principles and pedagogy • Ensures all staff are actively involved in professional learning and development, with goals based on effective teaching and learning practices, leading to improved learning outcomes for students
Ensure staff members engage in professional learning to establish and sustain effective teacher/learner relationships with all students, with a particular focus on Māori students	<ul style="list-style-type: none"> • Demonstrates the skills and experience to mentor and guide others by actively participating and interacting with students • Demonstrates the ability to ensure effective relationships with Māori and Pacific students
Ensure that the review and design of school programmes is informed by school-based and other evidence.	<ul style="list-style-type: none"> • Ensures decisions are data and evidence driven • Links professional learning and development is to student achievement • Reviews and considers innovative practices for inclusion in school programmes
Maintain a professional learning community within which staff members are provided with feedback and support on their professional practice.	<ul style="list-style-type: none"> • Demonstrates the skills and experience to mentor and guide others by actively participating and interacting with staff • Ensures staff are provided with individual feedback, coaching, encouragement, and support • Supports and oversees staff as they observe and mentor each other regarding best practice in teaching and learning
Analyse and act upon school-wide evidence on student learning to maximise learning for all students with a particular focus on Māori and Pasifika students.	<ul style="list-style-type: none"> • Shows a passion for education, and demonstrates a thorough understanding of teaching and learning for diverse students • Has a clear focus in classrooms, teams, and professional discussions on ongoing student achievement improvement

3. **Systems:** Develop and use management systems to support and enhance student learning

Professional Standards	Indicators
Exhibit leadership that results in the effective day-to-day operation of the school	<ul style="list-style-type: none"> • Is a strong, confident, committed, and passionate leader with an honest and clear communication style • Always demonstrates professionalism • Implements best practice systems for leadership and management • Ensures quality day to day management systems for a highly effective school operation
Operate within board policy and in accordance with legislative requirements	<ul style="list-style-type: none"> • Adheres to current legislation and deadlines are met • Understands and operates within Board policy
Provide the Board with timely and accurate information and advice on student learning and school operation	<ul style="list-style-type: none"> • The Board is informed of all areas of the school’s operation and student learning
Effectively manage and administer finance, property and health and safety systems	<ul style="list-style-type: none"> • Highly effective management systems are in place for finance, property and for health and safety • Ensures school buildings and facilities meet all Health & Safety regulations
Effectively manage personnel with a focus on maximizing the effectiveness of all staff members	<ul style="list-style-type: none"> • Performance management systems are in place that ensure a highly effective and motivated staff
Use school/external evidence to inform planning for future action monitor progress and manage change	<ul style="list-style-type: none"> • Is proactive in identifying, monitoring, and informing Board and staff of future changes, then instigates and coordinates agreed and/or required actions
Prioritise resource allocation on the basis of the school’s annual and strategic objectives	<ul style="list-style-type: none"> • The school budget is based on strategic and annual plans

4. **Partnerships and Networks:** Strengthen communication and relationships to enhance student learning

Professional Standards	Indicators
Work with the Board to facilitate strategic decision making	<ul style="list-style-type: none"> · Proactively builds positive, respectful, and professional relationships with the Board · Plays a proactive role on the Board as the educational leader · Supports the Board to focus on future thinking, strategic planning
Actively foster relationships with the school's community and local iwi	<ul style="list-style-type: none"> · Proactively builds positive, respectful, friendly, and professional relationships with students and parents/whānau · Positively builds trust between home and school to positively influence student learning and engagement
Actively foster professional relationships, with, and between colleagues, and with government agencies and others with expertise in the wider education community	<ul style="list-style-type: none"> · Passionately and confidently represents the school with other educators and government agencies
Interact regularly with parents and the school community on student progress and other school-related matters	<ul style="list-style-type: none"> · Passionately and confidently represents the school in the local community and with prospective parents/whānau · Is seen to be a 'visible' principal by the school community · Keeps parents/whānau well informed about student achievement and school related matters · Demonstrates an approachable, caring, fun, and respectful demeanour which encourages interaction with children and parents/whānau
Actively foster relationships with other schools and participate in appropriate school networks	<ul style="list-style-type: none"> · Passionately and confidently represents the school in our Kāhui Ako, and with other schools · Attends a variety of relevant principal and community networking opportunities and meetings

SIGNATURES: _____
(Principal)

(Nick Allan, Board Presiding Member)

Date:

RECRUITMENT PROCESS TIMELINE

Staff, student and Community Consultation	Late January – Early February 2025
Education Gazette Advertisement	Friday 14 February 2025
Candidates visiting Pasadena Intermediate School	17-20 February 2025 Please contact Acting Principal Christine Abercrombie on 09 846 2169 or email christine@pasadena.school.nz to organise a suitable time
Closing date for Referee Reports	Wednesday 5 March 2025
Closing date for applications	Friday 7 March 2025
Shortlisting completed	By Wednesday 12 March 2025
Visit to shortlisted candidates' schools by Board Members	18-20 March 2025
Interviews with an applicant's presentation <i>The Board reserves the right for second interviews to be conducted if needed</i>	Either Saturday 22 March 2025 1:30 pm – 5:30 pm OR Sunday 23 March 2025 12:00 pm – 4:00 pm
Appointment commences	Term 2, 2025 (28 April 2025), or as negotiated

We need to receive:

- Letter of introduction
- Completed Application for Appointment Form
- Current Curriculum Vitae
- Reports from **three** referees (applicant to organise)
Please ensure we receive your referees' reports by the due date of Wednesday 5 March 2025

Completed applications to be received by
1:00 pm, Friday 7 March 2025

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

Subject line: Pasadena Intermediate School Principal Appointment

Or deliver to: The Education Group Ltd, Level 2, 24 Manukau Road, Epsom, Auckland

If you have any queries, please contact: Tanya Prentice, the Office Manager for The Education Group on 09 953 0523 or admin@educationgroup.co.nz; or Nicky Knight, the Appointment Advisor on 021 420 299 or nickyknight@educationgroup.co.nz.

We welcome applicants to visit our school and to connect with our staff and students. Please contact Acting Principal Christine Abercrombie on 09 846 2169 or email christine@pasadena.school.nz to organise a suitable time between 17-20 February 2025.

