



RANDWICK PARK SCHOOL

Kia tapu, kia mohio taahi tatau - Growing and Learning Together

APPLICATION PACK

RANDWICK PARK SCHOOL

ASSOCIATE PRINCIPAL (6 MU)



66 Riverton Drive
Manurewa
Auckland 2105



26 February 2025

Dear applicant

Thank you for expressing an interest in the position of Associate Principal at Randwick Park School. We are a multicultural, full primary school in Manurewa, with a roll of 670 tamariki and 75 passionate staff.

With the promotion of our dedicated Associate Principal, the Randwick Park School Board are seeking an innovative colleague to join the school's leadership team.

We offer:

- A collaborative, team-based learning environment
- Opportunities for professional learning both within the school and across our Kahui Ako
- Motivated and enthusiastic staff and students
- Innovative approaches to leading and learning
- A chance to grow and play a key role in the strategic direction of the school

The right applicant will have a proven ability to build strong interpersonal relationships, lead quality teaching and learning programmes, be dynamic, collaborative, positive and most importantly passionate about tamariki, and their education. You will be a solution focussed person who initiates and responds positively to change and challenges.

If you believe you can engage and lead others in an evolving world, we look forward to hearing from you.

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

- School profile
- Criteria for appointment
- Information for applicants
- Recruitment process timeline
- Application form (a separate document)
- Position description
- Referee report template (a separate document)
- Randwick Park School's Strategic Plan (a separate document)

Further queries or information can be obtained by contacting Karen McMurray on 027 596 5439 or k.mcmurray@randwickpark.school.nz.

We welcome candidates to visit our school. Please contact Kim Pastars, the Principal's PA on 09 267 0112 or email k.pastars@randwickpark.school.nz to arrange a suitable day and time.

We encourage you to visit our school website at: www.randwickpark.school.nz

Please ensure your application reflects the criteria for appointment outlined in this application pack and all documents are enclosed. Completed applications, including a copy of your CV and evidence of your current teacher registration should be submitted electronically to:

Julie Schumacher, The Education Group Limited

admin@educationgroup.co.nz

Level 1, 24 Manukau Road, Epsom

PO Box 26480, Epsom, Auckland 1023

Applications close 1:00pm Friday 28 March 2025.

We thank you for taking the time to consider this opportunity and wish you every success in your application.

Ngā mihi nui



Karen McMurray

Principal

Randwick Park School



SCHOOL PROFILE



Randwick Park School caters for children in Years 1 to 8. The school is culturally diverse with a roll of 670 children, of which 30 percent are of Māori descent and 54 percent have Pacific heritage. 40 percent of students speak languages other than English. The school vision is for learners to succeed in an evolving world.

The key areas that underpin teaching and learning at Randwick Park School are our learner dispositions which are: **Responsible and Resilient**, **Positive and Kind**, and **Succeeding as Collaborative, Curious and Creative Thinkers**. Our values of respect for learning, respect for ourselves, respect for others and respect for the environment which are strongly embedded in our kura. Thirdly, The Responsible Thinking Process is a behaviour support programme that teaches tamariki to take responsibility for their actions.

The school is part of the Alfriston Kahui Ako. The focus of the Community of Learning (CoL) is creating capable, connected, and engaged learners.

Randwick Park School has adopted the BSLA approach to structured literacy. This is our third year and we are training our Year 3 teachers. This year we have started implementing the Oxford structured Mathematics programme school wide. Alongside these, learner agency and refinement of our Discovery (student inquiry) process continue to be a focus.

To achieve our mission of having all tamariki succeed in an evolving world, our ESOL programme caters for 260 tamariki. We have two Sports Academy classes (a Year 7 and Year 8) where learning is done through a sporting lens. Students apply to be part of these classes. A Year 7/8 technology programme is run on site over three days by specialist Technology teachers. We have a play-based reception room called Nga Kakano, which focuses on supporting students in their transition to school.

Celebrating cultural diversity with our community is a significant part of our school and we believe tamariki should be given a range of opportunities and experiences during their time at Randwick Park School. This includes biennial camps for Years 5-8 and a wide range of EOTC events. We participate in a variety of sporting codes and competitions within Counties, with our children excelling. The AIMS games in Tauranga are a highlight in our sporting calendar. Tamariki are given the opportunity to take part in the Auckland APPA speech competitions, choir festivals (in 2024 we achieved gold status at the Auckland Kids Sing competition) to name but a few. Every second year there is a school production that showcases our student's amazing talents.

We have strong community supportive, an example of which is our 94% attendance at whanau conferences in 2024. Finally, and key to Randwick Park School, is our dedicated staff and always at the centre of what we do and why we do it, are our beautiful tamariki.





CRITERIA FOR THE APPOINTMENT

Personal Qualities and Attributes	<ul style="list-style-type: none">· Demonstrates strong, relational skills including being approachable, trustworthy, fair, supportive, positive and honest· Effective interpersonal and time management skills· Embodies our disposition and values· Effective communicator with tamariki, staff and the community· Strong work ethic· Plays an active role in the corporate life of the school
Knowledge and Practice	<ul style="list-style-type: none">· Confident educational leader who is capable of contributing to the strategic direction of the school· Current pedagogical and curriculum knowledge· Engages with and inspires the school community· Values teamwork and works collaboratively with the staff and students· Demonstrates an empathy and understanding of tamariki with a range of learning and behavioural needs· Proven ability to build on culturally responsive practices and promote cultural diversity· Someone who builds connections with learners and whānau· A leader who is passionate about inclusion· Visible in the classrooms and the playground· Identifies and grows leadership of both adults and students
Skills and Competencies	<ul style="list-style-type: none">· Strategic and solution focused thinker who maintains high standards· Student focused emphasising wellbeing and academic excellence· A leader who demonstrates collegiality across the school and community· Data and digitally literate



INFORMATION FOR APPLICANTS



Thank you for applying for the position of Associate Principal of Randwick Park School. Please ensure you read the role description and criteria for the appointment carefully 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 are to be attached. If successful in your application, you will be required to provide originals as proof of qualifications. The documents of the successful applicant will be verified and retained for our school's records.
4. If you are selected for an 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. **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 (2004) provides certain convictions do not have to be disclosed providing:
 - You have not committed any offence within seven 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 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.

7. This application form and supporting documents received from the successful applicant will be held by the school. That person 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 **two** referees. The referee's 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 it. These remain confidential to The Education Group Ltd and the Randwick Park School Board All information collected from referees will be destroyed at the end of the appointment process.
10. All information received will be confidential to the Randwick Park School Board and The Education Group Ltd.
11. **If you wish to visit the school**, please contact Kim Pastars, Principal's PA on 09 267 0112 or email k.pastars@randwickpark.school.nz to arrange a suitable day and time.

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

1. **Your current Practising Certificate**
2. **Two types of identification**
 - a. **If possible, this should be photo ID e.g. passport and a NZ Drivers Licence**
 - b. **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

Advertising begins - Online and in the New Zealand Gazette	Online Tuesday 4 March 2025
Referees' Reports due	1:00 pm Friday 28 March 2025
Applications close	1:00 pm Friday 28 March 2025
Short listing completed and applicants advised	Thursday 3 rd April 2025
Presentation and interview	Saturday 12 April 2025
Position appointed and advised	Sunday 13 April 2025
Associate Principal takes up the appointment	Term 2 2025 (9 June or as negotiated)

The Appointment Committee reserves the right to have a second interview if this is deemed necessary.

We need to receive:

- A completed application form
- A current Curriculum Vitae
- Reports from **two** referees (applicant to organise)



**Completed applications to be received by
1:00 pm Friday 28th March 2025 and should be sent:**

Attn: Julie Schumacher



Emailed to (preferred): admin@educationgroup.co.nz

Posted to: The Education Group Ltd, PO Box 26480, Epsom, Auckland 1023

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

If you have any queries, please contact Karen McMurray, k.mcmurray@randwickpark.school.nz or phone 027 596 5439.

... OR ...

Julie Schumacher, jschumacher@educationgroup.co.nz or phone 021 0810 7226.



RANDWICK PARK SCHOOL

Associate Principal's Role Description 2025



(The role to be negotiated based on applicants' strengths but may include the following)

To support the Principal and other Associate Principal with curriculum delivery.

Responsibility for Strategic Planning with the Senior Leadership Team and BOT

- Contribute to the strategic plan
- Ensure that links are made from the strategic plan through to classroom practice
- To develop and implement shared goals and vision, as reflected in the Charter
- Work collaboratively to develop targets which set an expectation that all students will experience success in learning
- Use evidence to monitor progress, plan, and manage change. Assist in keeping the Board informed through reporting processes

Oversee teacher practice and class programme and when necessary, work with the Principal in addressing performance management issues within the school

- Regular class visits
- Know about effective management practice and systems, and model consistent use of them
- Encourage innovative teacher practice linked to each student's learning needs and outcomes
- Monitoring planning
- Work alongside teachers to embed best practices
- Support programmes are put in place for any teachers with concerns
- Formal letters, observations, modelling and time spent in rooms etc. is all documented

Support the strategic direction of the school including curriculum delivery, self-review, data collation and analysis

- Support Team Leaders with workload when necessary
- Participate in professional learning and be recognised as "leading learning" in the school
- Actively participate/initiate discussions at the Senior Leadership and Leadership Team meetings which contribute to our Professional Growth Cycle
- Ensure deadlines are met
- Use assessment data to inform actions and/or programmes
- Lead self-review – as identified on the strategic plan
- Have direct, hands-on involvement with curriculum design and implementation
- Facilitate staff meetings as required

Take on additional responsibilities in leading the school when the Principal and/or other Associate Principal are absent.

Assist with the leading of the school assembly programme and ensure high behaviour standards.

- Classes enter assembly quietly and follow the school expectations
- Regularly remind staff of the school expectations

Community engagement - support parent/whānau information sessions including hui and other community groups run by curriculum and cultural leaders

- Attend after school meetings, presenting data etc and its implications when required
- Actively engage parents/whānau in conversation and ensure they feel welcome.
- Establish and maintain relationships with organisations involved in supporting the Randwick Park Community
- Demonstrate the interpersonal skills needed for building strong relationships with key stakeholder groups such as Board members, parents, whānau and local organisations

Build positive relationships with tamariki

- As part of the leadership team, take responsibility for behaviour standards school-wide
- Discuss issues, including student behaviours that are affecting both the playground and classroom learning
- Meet with parents/whānau when behaviour or social concerns arise
- Be available to support teachers when required
- Investigate behavioural incidents and liaise with the Principal discuss appropriate next steps

Wellbeing/Pastoral Care

- Be aware of issues affecting teachers, both work and home. Offer support when required or advise the most appropriate person/organisation to deal with the situation
- Manage conflicts and dilemmas that can sometimes arise in a school community

Overall responsibility for designated teams within the school

- Create a culture in which teamwork is expected and valued, and in which teachers are enabled to take on appropriate leadership roles
- Work collaboratively with Team Leaders
- Lead and support the staff
- Provide guidance for individual teachers
- Ensure that the individual learning and behavioural needs of children are met through sound curriculum planning and delivery
- Responsible for the Professional Growth Cycle of teachers

