

ST FRANCIS
CATHOLIC SCHOOL



Te kura o Hato Paranihi

PRINCIPAL | TUMUAKI APPLICATION PACK 2025

'Learning to love and loving to Learn'



www.stfrancis-thames.school.nz

THANK YOU FOR EXPRESSING AN INTEREST IN THE POSITION OF PRINCIPAL AT ST FRANCIS CATHOLIC SCHOOL IN THAMES, AUCKLAND.

Talofa lava, Malo e lelei, Nau Mai Haere Mai, Welcome.

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

- Board Welcome
- School profile
- Criteria for the appointment
- Information for applicants
- Appointment Timeline
- Principal's Job description
- [School website](#)
- Strategic Plan

The following separate documents accompany this application pack:

- Special Character (Sch-6-Clause 47) Form F
- Referee Report Template
- Application Form

Further information about our school can be obtained from the [school website](#).

Please ensure your application reflects the criteria for appointment outlined in this application pack and that all documents required are enclosed. Completed applications, including a copy of your CV and evidence of your current Teacher Registration and Practising Certificate should be submitted no later than **1:00 pm Friday 14 November 2025**.

- Email to: admin@educationgroup.co.nz (subject line: St Francis Catholic School – Thames Principal Position) OR
- Deliver to: Nicky Knight, 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 12 November 2025**. **Please ensure we receive them by the due date.**

For any further queries please contact Tanya Prentice, 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)

Kind regards
Dr Nicky Knight
Advisor to the Board



BOARD WELCOME

Tēnā koe,

The St Francis Catholic School (Thames) Board thanks you for your interest in applying for the position of Principal.

St Francis Catholic School is a state-integrated Catholic primary school in the heart of Thames. Grounded in our Catholic Special Character and the charism of St Francis of Assisi – peace, simplicity, service, and care for creation, we partner with our parish and whānau to form learners of strong mind, generous heart and capable hands.

Our vision is that every learner grows in Catholic faith and character, achieves personal excellence, and serves others with courage and compassion. We nurture a learning environment where ākonga feel known and valued, and where each child's gifts are recognised and grown. In living our mission, we celebrate the cultural richness of our community, creating a place where all feel a deep sense of belonging and dignity.

We are seeking a Principal who will honour and extend the strong foundations laid by our outgoing Principal, whose leadership sets the benchmark for Catholic character, pastoral care, and learning.

The Principal will also serve as the Director of Religious Studies (DRS). In this combined role you will provide strategic and day to day leadership for our Catholic Special Character and Religious Education programme. Leading staff faith formation, ensuring effective delivery of the RE curriculum, guiding service and social action, while embedding our values so that faith, learning and pastoral care are fully integrated across the school.

This position is an exciting opportunity to lead a faithful, connected school community and to build on the positive relationships already established in our diverse parish and local community. Our new Principal will be well supported by a dedicated staff and motivated Board and will work closely with our parish to uphold and strengthen our Catholic Special Character.

We look forward to receiving your application.

Ngā manaakitanga,

Jenna Smith

Presiding Member

St Francis Catholic School (Thames)



SCHOOL PROFILE



School Profile

Inspired by St Francis' love of God, others and creation, St Francis School provides a nurturing learning environment which educates the whole child - mind, body and soul. St Francis is a full Catholic primary School set in the heart of the historic Thames township with a roll of around 85 Year 1-8 students. At St Francis, children are challenged to fulfil their God given gifts and talents to make a positive difference in our community.

The School Community works hard to ensure ALL children have opportunities to thrive and find success. Small class sizes and a caring staff and community make it a wonderful place to be.

Vision:

Learning to Love and Loving to Learn

Mission Statement:

A catholic faith community committed to quality learning.

Our School's Gospel Values

St Francis School Values come from the life and teachings of Jesus Christ and help us to live our faith through our words and actions. Our School Charter specifies indicators for each Value and what living each Value looks like.

Truth – Pono

Faith – Whakaponu

Respect – Manaakitanga

Love - Aroha

Description of School Community:

St Francis Primary School is located on Mackay Street in the heart of the Historic Thames township. Our school is an integral part of the Thames Catholic Community sharing the site with St Francis Catholic Parish.



The school has a Special Character which means that it aims to create an environment that allows each child to grow in knowledge of, and commitment to, their Catholic faith, through the inspiration and example of St Francis of Assisi. Students are provided opportunities to develop Catholic values which will provide the strength and integrity to make a positive difference in a rapidly changing world.

The school roll sits between 75 and 90 and represents an ethnically diverse student population which is acknowledged and celebrated. The staff consists of 6 passionate and dedicated teachers and 4 support staff. Learning environments are single teacher spaces with collaborative and supportive teachers who collectively take responsibility for the learning and well-being of all students.

We seek to meet the diverse needs of each student at St Francis Primary School. Our holistic curriculum provides students with a wide-ranging educational experience with contextualised learning framed by the Mason Drury's Whare Tapa Wha model. Staff and leadership ensure that academic achievement is closely monitored, and ALL students are challenged to be the best they can be.

Our school curriculum is well-resourced, including 1:1 access to digital devices for all Year 3-8. The school currently uses the IDEAL Literacy Platform to support the Literacy Curriculum as well as the Maths NO problem, Resource and Maths Whizz program to support the Maths Curriculum.

St Francis Primary School has a nurturing, safe and positive atmosphere where students experience a strong sense of belonging and pride. The School is currently in the beginning phases of the PB4L schoolwide journey. The school's cultural diversity is celebrated, and its inclusive ethos develops in our students, positive feelings about themselves and others. St Francis Primary School is committed to the formation of well-rounded individuals who are prepared for their future commitments to their family, their community, and the church.

St Francis Catholic Primary School Charism

Growing a stronger faith and relationship with Christ through the Spirituality, Charism and history of St Francis of Assisi School, Thames

The particular charism and spirituality of our school covers almost 150 years of Catholic education in Thames.

- 9 years Franciscan spirituality – Providence of God/care for the earth and creation.
- 30 plus years Lay Spirituality – love of the church, respect, care and concern for Family.
- 37 years Mercy Spirituality care for the poor and those on the margins of society.
- 75 years Josephite Spirituality –education for all, particularly for the underprivileged.
- 5 years Dominican Spirituality Promotion of truth.
- 8 years Marist Spirituality -Living as a community, being missionary in outlook.

How does it connect with our local area?

- The Coromandel area is known for its environmental awareness –a strong sense of being kaitiaki of our environment
- There is a ruggedness and determination to better conditions in the typical Thames persona. A care of the Earth / of all creation.

Prior to the Education Act 1877 the people of Thames prized education as a right for their children, this was evident in the setting up of the three schools by Father Nivard as early as 1874.

We ensure that this continues to be nurtured by ...

- Conservation and environmental awareness integrated into our curriculum. Green Gold Enviro-school status – we are living our school charism through protecting and cultivating our local environment towards sustainable living
- Involvement in the community- following the tradition established by Father Nivard who was one of the founders and the first Secretary of the Thames Hospital – Lay charism. Evangelization – Encouraging Baptism and whanau to join RCIA, non-preference children/ families becoming Catholic.
- Justice – strength of the Sisters of St Joseph, settling of differences, emphasis on working towards a just solution in particular for the rights of children and families and the poor and marginalized. Food collections for local Thames Baptist food bank
- Environmental sustainability is part of all our decisions and everything we do.



CRITERIA FOR APPOINTMENT

The Principal will meet the Special Character requirements and the following criteria which have been created by the St Francis Catholic School – Thames Appointment's Committee. We are looking for a Principal who:



Leadership of a Catholic School

- Demonstrates Catholic values-based leadership and has a strong commitment to the faith
- Upholds the Catholic Character, Charism and Christian values of the School
- Develops a strong faith-based relationship between the Parish, School community and families
- Balances faith-centered leadership with innovation, inclusion, and organisational excellence
- Leads the implementation of the new Religious Education Curriculum as well as being the DRS

POU AKO: Leader of Vision for Learning

- Can continue to effectively build on the School's strategic direction and vision
- Is inspirational, well organised and able to lead confidently and effectively
- Shows a commitment to high academic standards with a focus on core literacy and numeracy skills and knowledge development
- Fosters high quality teaching and encourages staff to explore evidence-based innovative practices
- Builds connections and ensures our diverse students and families feel part of our School community

POU TANGATA: Leader of People:

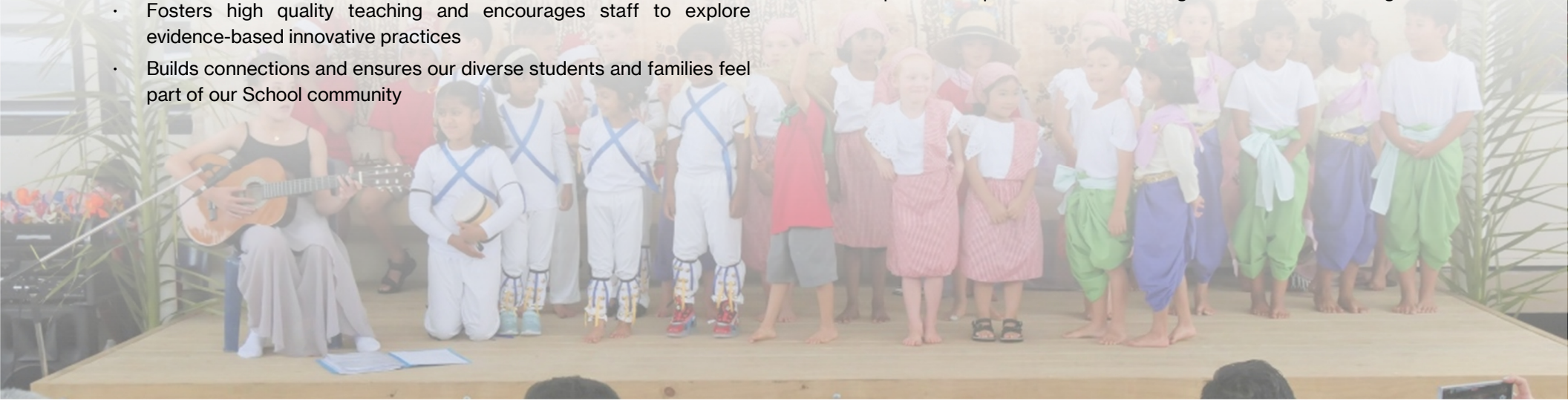
- Has strong relationship skills, works in a collaborative and collegial manner with board, staff, students and the community
- Is an effective communicator who builds trust and creates clear expectations for students and staff
- Upholds the pastoral care of the staff and students

POU TIKANGA: Tikanga Māori / Te Ao Māori / Mātauranga Māori

- Understands and models how to give effect to Te Tiriti o Waitangi
- Models culturally responsive practice and understands what this means and looks like in our St Francis Catholic School context
- Demonstrates a commitment to Te Ao Māori and positive outcomes for Māori students

POU MAHI: Leader of Operations

- Has experience in meeting legislative requirements in the areas of finance, personnel, property and health and safety and understands the practical implications of these obligations for school management



INFORMATION FOR APPLICANTS

Thank you for applying for the position of Principal of St Francis Catholic School, Thames, Auckland.

Please ensure you have a copy of the Job Description and criteria for the appointment 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 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.
4. Please ensure the Catholic Character form (Sch-6-CI-47) is completed and included with your application.
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 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 (2004) 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; 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 Children's 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.

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 referee 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 Board of St Francis Catholic School. All information collected from referees will be destroyed at the end of the appointment process.
10. All information received will be confidential to the Board of St Francis Catholic School, The Education Group Ltd and the Catholic Schools Office.

Candidates may undertake a visit to the school which will be hosted by principal, Oliver Fahey. Please contact the Principal by emailing principal@stfrancis-thames.school.nz to organise a suitable time.

N.B. If shortlisted, you will be required to bring to your interview, the **originals and copies** of the following:

1. Your current Practising Teacher Certificate; and
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



Advertising begins online in the Education Gazette	Friday 10 October 2025
Visits to St Francis Catholic School	Please contact the Principal, Oliver Fahey, by emailing principal@stfrancis-thames.school.nz to organise a suitable time
Referees' Reports due	1.00 pm Wednesday 12 November 2025
Applications close	1.00 pm Friday 14 November 2025
Shortlisting completed and applicants advised	Sunday 16 November 2025
Board to visit shortlisted candidates' schools	To be arranged with each shortlisted candidate
Presentation and interview	Saturday 29 November 2025
Position appointed and advised	Before Monday 1 December 2025
Principal takes up the appointment	Term 1 2026 (Tuesday 27 January 2026)

The Board of St Francis Catholic School reserves the right to have a second interview if this is deemed necessary.

We need to receive:

- A completed application form
- A completed S464 form
- A current Curriculum Vitae
- Reports from **three** referees (applicant to organise)

Completed applications to be received by 1:00 pm Friday 14 November 2025

and should be emailed to: admin@educationgroup.co.nz

OR

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

If you have any queries, please contact: Tanya Prentice, the Office Manager for The Education Group on 09 953 0523 or email admin@educationgroup.co.nz

OR

Nicky Knight on phone 021 420 299 or email nickyknight@educationgroup.co.nz

PRINCIPAL JOB DESCRIPTION & PROFESSIONAL STANDARDS

2026

Purpose

The principal assumes a significant leadership role at St Francis Catholic Primary School and undertakes an essential pastoral and professional responsibility in the School community. The principal is a knowledgeable educator and capable classroom practitioner who can demonstrate a clear focus on student learning and achievement. The principal motivates and inspires the teaching and support staff, the Board and the wider school community.

Responsible to: The Board of St Francis Catholic Primary School

Responsible for: The School's overall management and professional leadership, implementing policies and programmes and directing and supervising all staff.

The principal directs the school's day-to-day operations, taking direction from the school's Strategic and Annual Implementation Plans, policies, and the Board. The principal is also a Board member.



General Role Description

The principal assumes a significant leadership role in the school and undertakes an essential religious, pastoral and professional responsibility in the Catholic School Community. A willingness and ability to participate in religious instruction appropriate to a Catholic school are conditions of appointment.

The Principal of St. Francis Catholic School ensures that the school can equip our students for the future through effective leadership and management.

To achieve this, the principal will provide clear directions and support to all staff in fulfilling their respective roles. They will implement procedures and programmes following the school's strategic plan, policies, and the Board's direction to achieve our vision, mission, and strategic objectives.

The principal will be ultimately responsible for all professional decisions regarding curriculum, classroom programmes, teacher and teaching activity and all matters relating to student progress. The principal will continuously operate within the requirements and policies set out in the school charter and within the legislation governing the operation of schools.

The Principal and the Board will be responsible for the School's governance. This involves regularly monitoring the school and its students' performance, complying with the statutory reporting requirements and ensuring the relevant controls and measures are in place to protect and grow the students.

The principal will aim to create an environment within the School that promotes creativity, innovation, performance, and individual accountability. The Special Catholic Character will also be evident. This includes the broader school community, where the principal will take responsibility for building the School's image and positive profile.



Areas of Practice	Professional Standards	Indicators
<p>Culture</p> <p><i>Provide professional leadership that focuses the School culture on enhancing learning and teaching.</i></p>	<p>In conjunction with the board, develop and implement a school vision and shared goals focused on enhanced student engagement and achievement.</p> <p>Promote a culture whereby members take on appropriate leadership roles and work collaboratively to improve teaching and learning.</p> <p>Promote an inclusive environment where students' diversity and prior experiences are acknowledged and respected.</p> <p>Manage conflict and other challenging situations effectively and actively work to achieve solutions.</p>	<ul style="list-style-type: none"> • Work with the Board to review the School's strategic and annual implementation goals. • Analyse student achievement data and set high, realistic annual achievement targets. • Monitor student success and report progress to the Board. • Monitor staff morale and enthusiasm. • Provide professional development for the Senior Leadership Team to build their professional capacity. • Review practices and encourage staff to trial new initiatives. • Ensure the Senior Leadership Team is informed and consulted on school improvement matters. • Make difficult decisions after careful consideration. • Demonstrate a thorough understanding of current policies and practices in curriculum and assessment. • Maintain active membership in professional organisations, especially the Auckland Catholic Primary Principals' Association. • Ensure all staff members have job descriptions, annual attestation, and Professional Growth Cycle goals. • Ensure the Performance Management process includes a Catholic Special Character dimension with appropriate standards.
<p>Pastoral Care</p>	<p>Undertake a critical role in the Catholic community's religious and professional responsibility.</p>	<ul style="list-style-type: none"> • Abide by all relevant requirements of the School's Integration Agreement and the Charter. • Accept and recognise a responsibility to maintain and preserve the Special Character of the School • Be responsible to the Board of St Francis Catholic School for ensuring that the school provides a structured and systematic course in religious education following the syllabuses published by the National Centre for Religious Studies and approved by the New Zealand Catholic Bishops' Conference and the Bishop of the Diocese. • Be responsible to the Board of St Francis Catholic School for developing a community of faith in the school through daily prayer, the sacraments, and especially the celebration of Mass. The principal is expected to take an active leadership role in liturgies that involve the whole school. • Take in consultation with the Board, whatever steps are necessary or valuable to enhance the School's Special Character

Areas of Practice	Professional Standards	Indicators
Pedagogy <i>Create a learning environment in which there is an expectation that all students will experience success in learning.</i>	<p>Promote, participate in and support ongoing professional learning linked to student progress.</p> <p>Demonstrate leadership through engaging with staff and sharing knowledge about effective teaching and learning in the context of the New Zealand curriculum documents.</p> <p>Ensure that the review and design of school programmes are informed by appropriate school-based and related evidence.</p> <p>Maintain a professional learning community within which staff members receive feedback and support on their professional practice.</p>	<ul style="list-style-type: none"> • In conjunction with the Board, ensure the implementation of a school vision and strategic goals focused on enhanced achievement for all students, • Develop assessment programmes that are useful for student achievement progress. • Expect high-quality teaching and encourage staff to explore innovative practices to improve individual student achievement and their teaching practice. • Attest staff annually to the Standards for the Teaching Profession to identify areas of strength and areas for development in professional practice. • Analyse school-wide data, including attendance, engagement and achievement in school programmes. • Report to the Board on matters of student achievement and school operations.
Systems <i>Develop and use management systems to support and enhance student learning.</i>	<p>Exhibit leadership that results in the effective day-to-day operation of the school</p> <p>Operate within Board policy and follow legislative requirements.</p> <p>Provide the Board with timely, accurate information and advice on student learning and school operations.</p> <p>Effectively manage and administer finance, property and health and safety systems.</p>	<ul style="list-style-type: none"> • Effectively administers the day-to-day running of the school. • Implement a review of operational systems to ensure they meet the school's needs. • Work within the policies of the school. • Meet all legislative requirements. • Administer finance, property and health and safety systems to a high level of effectiveness and efficiency. • Focus available financial resources on areas that have the most significant benefit in improving student learning outcomes. • Communicate regularly with outside supporting providers – including auditor and MOE, as appropriate. • Ensure resourcing plans are linked to improvement areas identified in the Board's strategic plan.

Areas of Practice	Professional Standards	Indicators
Partnerships and Networks <i>Strengthen communication and relationships to enhance student learning.</i>	<p>Work with the Board to facilitate strategic decision-making.</p> <p>Actively foster professional relationships with and between colleagues, government agencies, and others with expertise in the broader education community.</p> <p>Interact regularly with parents and the school community on student progress and other school-related matters.</p> <p>Foster a sense of Christian community.</p> <p>Maintain and enhance the relationship between the school, the parish and the diocese.</p>	<ul style="list-style-type: none"> • Work with the Board to ensure the strategic plan is developed and updated as scheduled to accommodate changing circumstances. • Work with outside agencies to support the school and to achieve positive outcomes. • Actively consult with and provide opportunities for parents to engage with the school. • Actively follow up on parental concerns to ensure they are dealt with promptly and effectively. • Keep parents and the community informed about school matters and • Report to parents on the achievement and progress of their child(ren). • Keep up a sense of fun and enjoyment for teaching and learning.

