

THANK YOU FOR EXPRESSING AN INTEREST IN THE POSITION OF PRINCIPAL AT ST MARY MACKILLOP CATHOLIC SCHOOL.

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 Monday 9 February 2026.

- Email to: <u>admin@educationgroup.co.nz</u> (subject line: St Mary MacKillop Catholic School – 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 Thursday 5 February 2026. 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

17 December 2025

Tēnā koe,

On behalf of the St Mary MacKillop Catholic School Board, I extend a truly warm and heartfelt welcome to you as you explore the Application Pack for the Principal position at our school in Mangere, Auckland. We are searching for an exceptional individual to join us, a highly visible, deeply spiritual practising Catholic who is ready to embrace this role not merely as a job, but as a genuine vocation, guiding our school community in faith and excellence.

Our shared vision is "Together we grow Christ centered children who are ready for the next step". This vision is underpinned by our core MacKillop Values, which reflect the charism of St Mary MacKillop and the Gospel

- Expression of Faith (Proverbs 3:5)
- Show No Distinction (Romans 10:12)
- Excellence (Colossians 3:23)
- Service (Mark 10:45)

St Mary MacKillop is a vibrant school, rich in cultural diversity, strong in faith, and proud of the resilience and success of our students. While we serve a community that faces socio-economic challenges, our dedicated staff and supportive whānau consistently work together, leading to strong academic and spiritual outcomes.

The Board requires a strategic leader who will commit to the following core priorities:

Custodianship of Catholic Special Character: Ensuring that the Gospel values
and the profound charism of St Mary MacKillop is visibly integrated and
celebrated throughout the school environment, curriculum, and all interactions.
Crucially, the Principal will be working closely and collaboratively with the
Director of Religious Studies (DRS) to ensure the authentic implementation and
growth of our Catholic mission.





- Leading Strategic Advancement: Immediately taking ownership of our current major capital initiatives, including the successful implementation of our significant classroom refurbishment project and the strategic embedding of new digital learning technologies to foster flexible learning.
- Meaningful Community Engagement: Being a culturally responsive and strong relationship-builder who establishes authentic, collaborative partnerships with our Māori and Pasifika whānau, the Parish Priest, and the wider Mangere community.
- Exemplary Organisational and Financial Stewardship: Providing expert management, including critical financial acumen and adept human resource administration, essential for maximizing resources, sustaining the school's fiscal viability, and ensuring compliance.

The Board is fully committed to supporting the success and well-being of our next Principal. We offer a committed team, a passionate community, and a unique opportunity to make a lasting, faith-based impact in Mangere.

We warmly encourage you to study this Application Pack and prayerfully consider how your gifts, passion, and experience align with the needs and future of St Mary MacKillop Catholic School.

Ngā mihi nui.

Maria Fonua
Presiding Member
Board of St Mary Mackillop Catholic School





ST MARY MACKILLOP CATHOLIC SCHOOL - SCHOOL PROFILE



St Mary MacKillop Catholic School has a treasured history within the Māngere community. Established in 2000 as part of the mission and legacy of the Sisters of Saint Joseph of the Sacred Heart, our kura stands proudly on the charism of St Mary MacKillop, grounded in dignity, compassion, service, and an unwavering belief in the potential of every child. What began as a small parish school has grown into a vibrant, faith-filled, multicultural community that continues to evolve alongside the whānau we serve.

Set in the heart of Māngere, our school is deeply connected to the families, parishes, and neighbourhoods that shape our identity. We serve approximately 350 learners, supported by a dedicated and experienced staff. Our distributed leadership model, including a Deputy Principal, Team Leaders, and Curriculum Leads, ensures collaboration, shared responsibility, and leadership grounded in service. We are strengthened by a committed and faith-driven School Board, whose governance supports the ongoing growth, vision, and direction of our school.

Faith, Whānau, and Partnership

At St Mary MacKillop Catholic School, relationships lie at the heart of everything we do. We partner closely with whānau through open communication, whānau fono, student-led conferences, and a welcoming, open-door approach to classrooms. Guided by Gospel values, we strive to ensure every child is known, nurtured, and celebrated; emotionally, culturally, and academically.

Pastoral care is central to who we are. Inspired by St Mary MacKillop's example, we walk alongside our families with compassion, humility, and practical support when needs arise.

Vision and Values

Our vision - "Nurturing hearts, shaping minds, serving others in Christ", is lived daily in classrooms, playgrounds, and community gatherings.

Our core values, rooted in Catholic teaching and the life of St Mary MacKillop, are:

Excellence: Striving to be our best in learning, character, and faith; encouraging every child to pursue growth and personal achievement.

Show No Distinction: Welcoming all with dignity and respect, upholding the belief that every learner is a child of God. We celebrate diversity, honour each culture, and ensure equity through inclusion and compassion.

Expression of Faith: Making Christ visible through prayer, liturgy, relationships, and the way we live out Gospel values each day.

Service: Following St Mary MacKillop's call: "Never see a need without doing something about it." We teach our ākonga to serve others with kindness, generosity, and courage.

These values guide the formation of class culture statements and shape the way members of our school community learn, lead, and relate to one another.



A Richly Multicultural Catholic Community

Our kura proudly reflects the heart of South Auckland, with a high Pacific population that forms the foundation of our school identity, alongside growing diversity across more than 40 languages.

Our community includes:

- Pacific peoples: Samoan, Tongan, Cook Islands, Niuean, Fijian, Tokelauan
- Māori

African

• Filipino

 Asian communities including Chinese, Korean, and others

Indian

This richness is woven into daily school life through prayer, cultural celebrations, shared storytelling, language weeks, feast days, and community-led learning experiences.

Catholic Special Character and Learning

Our Catholic Special Character is the heart of our kura. Prayer, liturgy, and the Gospel shape the rhythm of each day. Our chapel is a treasured place where children learn to pause, reflect, pray, and encounter the presence of Christ.

We deliver a rich and holistic curriculum aligned with the new Religious Education programme, strengthened by high-quality learning in literacy, mathematics, inquiry, the arts, and wellbeing. Teachers engage in Professional Growth Cycles supported by coaching and reflective inquiry, ensuring continuous improvement.

External reviews affirm key strengths:

- Learners experience increasingly equitable and excellent outcomes
- Leadership upholds a culture of high expectations and improvement
- Teaching across the curriculum is consistently high-quality

Commitment to Every Child

At St Mary MacKillop Catholic School, we believe each child is a precious taonga – created in the image and likeness of God. Our commitment is to provide every learner with opportunities that nurture:

- academic excellence
- spiritual formation
- cultural identity
- wellbeing
- a heart for service

Guided by faith, strengthened by community, and inspired by the example of St Mary MacKillop, we work to ensure every child grows in confidence, character, and love – ready to make a difference in their world.

CRITERIA FOR APPOINTMENT



The Principal will meet the Special Character requirements and the following criteria which have been created by the St Mary MacKillop Catholic School Appointment's Committee after consultation with its community. We are looking for a Principal who:

Leadership of a Catholic School

- Is a practising Catholic who demonstrates a deep, authentic commitment to living and leading through Catholic values.
- Upholds the Catholic Character, Charism and Christian values of excellence, show no distinction, expression of faith and service
- Develops a strong faith-based relationship between the Parish, School community and families
- Supports the implementation of the new Religious Education Curriculum

POU AKO: Leader of Vision for Learning

- Sets and upholds high expectations for teaching, learning and behaviour across the school.
- Demonstrates strengths in problem-solving, decision-making and strategic planning.
- Leads change thoughtfully and collaboratively, ensuring staff feel supported and confident.
- Maintains and models a growth mindset for students and staff alike.

POU TANGATA: Leader of People:

- Builds strong, respectful relationships across all parts of the school community.
- Leads with integrity, honesty and fairness.
- Demonstrates deep cultural humility and responsiveness, respecting and valuing the Māori, Pacific, Asian and diverse cultural identities that make up St Mary MacKillop Catholic School.

 Promotes a culture where every person feels a sense of belonging, dignity and mana.

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
- 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

Our students would like a principal who...

- · Is not too strict but has a balance of kind and fair
- Makes students feel happy, safe and included

Continues leadership that protects and grows what already works

 Knows them and spends time in classrooms





INFORMATION FOR APPLICANTS

Thank you for applying for the position of Principal of St Mary MacKillop Catholic School.

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-Cl-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 <u>specified offence under the</u> <u>Clean Slate Act 2004</u> nor a <u>specified offence under the</u> <u>Children's Act 2014</u>; 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 Mary MacKillop 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 Mary MacKillop Catholic School, The Education Group Ltd and the Catholic Schools Office.

We encourage candidates to visit the school which will be hosted by the principal, Mike Piper. The dates for school visits are 4 and 5 February 2026. Please contact Katrina Godinet on 09 2571435 or office@marymackillop.school.nz to arrange a day and time.

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

- 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	Wednesday 17 December 2025
Visits to St Mary MacKillop Catholic School	The dates for school visits are 4 and 5 February 2026. Please contact Katrina Godinet on 09 2571435 or office@marymackillop.school.nz to arrange a day and time.
Referees' Reports due	1.00 pm Thursday 5 February 2026
Applications close	1.00 pm Monday 9 February 2026
Shortlisting completed and applicants advised	By Wednesday 11 February 2026
Board to visit shortlisted candidates' schools	To be arranged with each shortlisted candidate
Presentation and interview	Saturday 21 February 2026
Position appointed and advised	By Monday 23 February 2026
Principal takes up the appointment	Term 2, 2026



The Board of St Mary MacKillop 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 Monday 9 February 2026

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





2026

Purpose

The principal assumes a significant leadership role at St Mary MacKillop 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 Mary MacKillop 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. Mary MacKillop 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
Culture Provide professional leadership that focuses the School culture on enhancing learning and teaching.	In conjunction with the board, develop and implement a school vision and shared goals focused on enhanced student engagement and achievement. Promote a culture whereby members take on appropriate leadership roles and work collaboratively to improve teaching and learning. Promote an inclusive environment where students' diversity and prior experiences are acknowledged and respected. Manage conflict and other challenging situations effectively and actively work to achieve solutions.	 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.
Pastoral Care	Undertake a critical role in the Catholic community's religious and professional responsibility.	 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 Mary MacKillop 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 Mary MacKillop 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 Create a learning environment in which there is an expectation that all students will experience success in learning.	Promote, participate in and support ongoing professional learning linked to student progress. Demonstrate leadership through engaging with staff and sharing knowledge about effective teaching and learning in the context of the New Zealand curriculum documents. Ensure that the review and design of school programmes are informed by appropriate school-based and related evidence. Maintain a professional learning	 In conjunction with the Board, ensure the implementation of a school vision and stragoals 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 imindividual student achievement and their teaching practice. Attest staff annually to the Standards for the Teaching Profession to identify are strength and areas for development in professional practice. Analyse school-wide data, including attendance, engagement and achievement in sprogrammes. Report to the Board on matters of student achievement and school operations.
	community within which staff members receive feedback and support on their professional practice.	
Systems Develop and use management systems to support and enhance student learning.	Exhibit leadership that results in the effective day-to-day operation of the school	 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.
	Operate within Board policy and follow legislative requirements.	 Meet all legislative requirements. Administer finance, property and health and safety systems to a high level of effectiver and efficiency. Focus available financial resources on areas that have the most significant benef improving student learning outcomes.
	Provide the Board with timely, accurate information and advice on student learning and school operations.	
	Effectively manage and administer finance, property and health and safety systems.	 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 Strengthen communication and relationships to enhance student learning.	Work with the Board to facilitate strategic decision-making. Actively foster professional relationships with and between colleagues, government agencies, and others with expertise in the broader education community. Interact regularly with parents and the school community on student progress and other school-related matters. Foster a sense of Christian community. Maintain and enhance the relationship between the school, the parish and the diocese.	 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.

