



Principal Application Pack

2025



INTRODUCTION TO THE APPLICATION PACK



Thank you for expressing interest in the position of Principal | Tumuaki at Waipipi School.

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

- Letter from the Presiding Member
- School Profile
- Criteria for the Appointment
- Information For Applicants
- Recruitment Process Timeline
- Principal Job Description

The following separate documents accompany this application pack:

- Application Form
- Referee Report



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

<https://www.waipipi.school.nz/>

The application for appointment is to be returned with your CV and covering letter via email to: admin@educationgroup.co.nz (Subject Line: Waipipi School Principal Appointment), by:

1:00 pm 22 July 2025

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

1:00 pm 22 July 2025

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

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

Sarah Hynds
The Education Group
Appointment Advisor to the Waipipi School Board



June 2025

Tēnā koe,

Thank you for your interest in the Principal position at Waipipi School.

Waipipi School is a vibrant, community-focused primary school situated in a beautiful rural setting, just outside Waiuku. Our school is proud of its warm and inclusive environment where every student is known, valued, and encouraged to achieve their personal best. We currently cater to learners from Years 1 to 8 and are supported by a dedicated team of passionate educators, support staff, and a proactive, forward-thinking Board.

As a Board, we are committed to providing strong governance and working collaboratively with our new principal to ensure that Waipipi School continues to thrive. We are looking for a leader who is child-centred, culturally responsive, and committed to fostering a positive and future-focused learning environment. We value strong communication, sound educational leadership, and the ability to build respectful and authentic relationships with students, staff, whānau, and the wider community.

This is a unique opportunity to lead a school with a positive culture, high expectations, and a strong foundation. We are excited about the journey ahead and look forward to appointing a principal who shares our values and vision for continued excellence and innovation.

Please find enclosed the application pack which contains further details about our school and the position. If you have any questions or would like to arrange a visit, please don't hesitate to contact us – we warmly welcome all enquiries.

We look forward to receiving your application.

Kind Regards,

Vanessa Hornell
Presiding Member
Waipipi School Board



Inspiring Young Minds to Dream, Discover, and Achieve

Overview

Waipipi School is a vibrant, community-focused rural full primary school (Years 1–8) located at 100 Creamery Road, Pollok, near Waiuku in South Auckland. Established over 140 years ago, the school has a rich heritage and a strong connection to its local community. With a current roll of approximately 151 students, Waipipi School offers a nurturing environment with small class sizes, dedicated teachers, and a well-rounded curriculum that supports both academic and personal growth.

The Waipipi Way

At Waipipi School, we live by "The Waipipi Way" – a set of core values that guide our daily interactions and learning:



These values help build a strong, positive school culture where every child feels encouraged to do their best.

Curriculum and Learning

Waipipi School provides a broad and engaging curriculum that connects reading, writing, mathematics, and inquiry learning with other areas. Teachers make effective use of local, national, and international contexts to develop topics that provoke students' interest and provide platforms for discussion and research. The curriculum is underpinned by the school's vision and mission statement and strongly reflects the principles and key competencies of The New Zealand Curriculum.

Achievement

Waipipi School is proud of its students' achievements:

- **Writing:** 88% of students are achieving at or above their expected writing level. Notably, boys' writing achievement has increased to 83%, exceeding global trends.
- **Reading:** 83% of students are achieving at or above their expected level in reading.
- **Mathematics:** 82% of students are achieving at or above their expected level in mathematics.

These results are tracked using a range of assessment information, allowing the school to monitor both overall achievement and individual student progress over time.



Extracurricular Activities

Beyond the classroom, Waipipi School offers a wealth of exciting experiences that make school life fun and memorable:

- **Arts & Creativity:** Students engage in school productions, class performances, kapa haka, upcycled fashion shows, and various art projects.
- **Exploration & Discovery:** Learning is enriched through school camps, beach education, science experiments, and digital technology projects.
- **School Spirit & Challenges:** Events like sports days, cross-country races, Calf Club, Fear Factor challenges, and school discos foster participation and teamwork.
- **Literacy & Writing:** Programs such as spooky story writing, readers' theatre, and fairy tale reinventions help students become strong communicators and creative thinkers.
- **Community Connections:** Visits from police officers, Coastguard, and other local experts help students understand their community and how their learning connects to the wider world.



Our Staff

We are fortunate to have a group of passionate teachers, support staff, and specialists who work together to create a positive, engaging learning environment.



Community Engagement

Waipipi School benefits from strong community involvement and support. The experienced Board actively engages in setting direction for the school through its vision and strategic goals. Parents are well-informed about their children's progress and are encouraged to participate in school activities, fostering a family-friendly environment.

Facilities

The school is well-resourced with modern learning spaces, a spacious playground, sports facilities, and access to digital technologies. The rural setting provides a safe, supportive, and stimulating environment for learners and staff alike.

Te Kura Kaupapa Maaori o Waiuku – Classroom Lease at Waipipi School

We are proud to support Te Kura Kaupapa Maaori o Waiuku, who began leasing a classroom at Waipipi School in June 2024. This short-term arrangement helps accommodate their growing roll while they await Ministry of Education support for a permanent school site. With the kura's rapid growth over the past year, it's clear that a dedicated space is on the horizon. Waipipi School is pleased to be able to assist during this exciting time of development for our local Kura Kaupapa Maaori.



CRITERIA FOR THE APPOINTMENT



The Principal will meet the '**Aotearoa New Zealand Principal Eligibility Criteria**' as published by the Ministry of Education [Principal Eligibility Criteria](#) and the following criteria which have been created by the Waipipi School Board following consultation.

We aspire to appoint a principal who:

Pou Tangata | Leader of People

A principal who prioritises people – someone who understands, cares, and builds trusting relationships with staff, students, whānau and the wider community.

- strong relationships
- approachable & relatable leader
- empathy, relational leadership,
- wellbeing focused
- community engagement and visibility
- building trust through transparent communication
- preserving and valuing rural identity and community connection

Pou Ako | Leader of Learning

A principal who maintains high expectations for both behaviour and academic success.

- focus on high standards for behaviour and achievement
- inclusive and high-quality education
- curriculum and pedagogical credibility and broad experience within the classroom.
- innovative & open-minded
- visionary & motivated

Pou Tikanga Māori

- understands and models how to give effect to te tiriti o waitangi
- is culturally responsive

Pou Mahi | Leader of Operations

- has a good understanding of and experience with finance, property, personnel and health and safety

Our students are looking for a principal who:

- Is kind with a good sense of humour
- Loves sports and animals as much as they do
- Values extra curricular activities and joins in the fun

INFORMATION FOR APPLICANTS



Thank you for applying for the position of Principal of Waipipi 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 shortlisted, you will be required to provide the originals as proof of qualifications, so that the copies that are retained for the school's records can be verified.
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 (as 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.
11. **We encourage you to visit the school between 23 June and 22 July (excluding school holidays). Please contact Vanessa Hornell on vanessa.board@waipipi.school.nz to arrange a suitable time.**

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

1. Your current Practising Teacher Certificate
2. Two types of identification
 - If possible, this should be photo ID e.g., passport and a NZ Driver Licence
 - If you do not have one or other of the above documents, please supply a birth certificate, bank statement or IRD number



RECRUITMENT PROCESS TIMELINE

Education Gazette Advertisement	23 June
Candidates Visiting Waipipi School	23 June to 22 July (excluding school holiday period)
Closing Date for Applications	1:00 pm Tuesday 22 July 2025
Closing Date for Referee Reports	1:00 pm Tuesday 22 July 2025
Shortlisting Completed	Sunday 27 July
Visits to Short-Listed Candidate's Schools	28 July to 1 August
Interviews with an Applicant's Presentation <i>There may be a two-stage interview process</i>	Sunday 3 August
Appointment Commences	Term 4 2025 6 October Or by negotiation

We need to receive:

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

Completed applications and referee reports to be received by 1:00 pm Tuesday 22 July 2025

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

Subject Line: Waipipi School Principal Appointment

If you have any queries, please contact: Tanya Prentice, Office Manager for The Education Group at admin@educationgroup.co.nz or 09 953 0523, OR Sarah Hynds, the Appointment Advisor at sarahhynds@educationgroup.co.nz



PRINCIPAL JOB DESCRIPTION 2025



Appointment Start Date: Term 4, 2025 (or by negotiation)

Role	Principal
Responsible to	Waipipi School Board
Directly Responsible for	The students, school staff (senior managers, teachers, support, ancillary, property staff)
Primary Objectives	<p>Culture: Provide professional leadership that focuses the school culture on enhancing learning and teaching</p> <p>Pedagogy: Create a learning environment in which there is an expectation that all students will experience success in learning</p> <p>Systems: Develop and use management systems to support and enhance student learning</p> <p>Partnerships and Networks: Strengthen communication and relationships to enhance student learning</p>
Primary Functions	<p>To act as the Board's chief adviser in policy and strategic issues.</p> <p>To implement the school's Strategic Plan and policy objectives</p> <p>To ensure professional performance and development of self and all staff</p> <p>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</p> <p>To lead the school's staff effectively and to staff the school appropriately</p> <p>To develop and maintain effective relationships and communications within the school and its community and appropriate agencies</p> <p>To manage the school's administrative systems and its staff and resources effectively and efficiently</p>

Responsibilities & Key Tasks

- To demonstrate commitment to Te Tiriti o Waitangi, tangata whenua and bicultural partnership and practice in Aotearoa New Zealand
- To use critical inquiry, collaborative problem-solving and professional learning to improve professional capability to impact on the learning and achievement of all learners
- To establish and maintain professional relationships and behaviours focused on the learning and well being of each learner
- To create and maintain learning-focused environments which are collaborative, inclusive and safe
- To design learning based on professional knowledge, assessment information and an understanding of each learner's strengths, interests, need, identity, language and cultures.
- To lead and respond to learners in a knowledgeable and adaptive way to progress their learning at an appropriate depth and pace.

Delegated Authorities

The Board delegates to the Principal the following powers and responsibilities, subject to accurate scheduled reports on an annual basis, subject from change from time to time.

Areas of Practice	Key Performance Indicators
1. CULTURE: Provide professional leadership that focuses on the school culture on enhancing learning and teaching	<ol style="list-style-type: none">1. Maintain a school where students, staff and community feel safe, valued and committed to a positive learning environment2. Ensure the school is an orderly place where resources are well managed3. Recognise individual differences and provide a variety of methodologies to meet these4. Provide leadership that promotes staff member's growth in leadership roles5. Manage conflict and challenging situations effectively towards a resolution6. Understand the implications of NZ's changing cultural, social and economic context and give effect to Te Tiriti o Waitangi
2. PEDAGOGY: Create a learning environment in which there is an expectation that all students experience success in learning	<ol style="list-style-type: none">1. Ensure the school is staffed to effectively deliver the curriculum and to implement the strategic plan and annual plan2. Provide professional learning opportunities to sustain effective relationships with staff and all students3. Ensure the school review and design of the school curriculum and programmes are informed by the evidence of the school achievements4. Maintain a professional learning community that provides staff with professional feedback and feed-forward on their practices and progress

Areas of Practice	Key Performance Indicators
3. SYSTEMS: Develop and use management systems to assist and enhance student learning	<ol style="list-style-type: none"> 1. Act as chief executive to the Board 2. Ensure all relevant statutes and regulations will be complied with alongside policies 3. Actively implement the school's strategic and annual plan 4. Effectively use financial resources and assets to support student outcomes and operate effective budget planning 5. Work in partnership with the Board in monitoring and reporting on the use of finances and assets and maintain Health and Safety as per policy 6. Maintain a property masterplan and vision for the future development of the school assets
4. PARTNERSHIPS and NETWORKING: Strengthen communication and relationships to enhance student learning	<ol style="list-style-type: none"> 1. Establish and maintain an effective and efficient communications network with the Board, the school community including local iwi 2. Ensure the Board is a part of the communication networks and is used to promote the school 3. Ensure staff are consulted on matters that relate to them 4. Be an identifiable leader of the school's community and to represent the school and its interests locally, nationally and internationally

Signatures:

(Principal)

Date

(Board Presiding Member)

Date

