



KARORI NORMAL SCHOOL

*We encourage our children to be the best they can be
"Tino pai ake"*

Wednesday 27 February 2019

Dear Applicant

Thank you for your interest in the recently advertised Deputy Principal's position at our school. The position commences on Monday 22 July 2019.

Securing a high calibre Deputy Principal is key to our school's future success. The role is varied and the successful applicant will have a range of skills to help us to review and improve our school. The person we seek to fill this position will need to be able to demonstrate excellent curriculum knowledge and strong organisational and interpersonal skills. The remuneration of 8MU and the generous release time for this position are evidence of the role's importance at Karori Normal School (KNS).

KNS's senior leadership team comprises, two Deputy Principals (DPs) and the Principal. One DP has oversight of Years 1 to 4 and the other Years 5 to 8. In practice however, there is much school-wide cross-over in these roles particularly in the areas of guidance & learning and pastoral care. The position we currently have available is initially for the DP with oversight of Years 1 to 4 however, over time we wish to move to a co-constructed strengths based rather than task oriented approach. The senior leadership team is well supported by team leaders in Years 1, 2/3, 4, 5/6 and 7/8. In addition there are a number of curriculum leadership positions held by teachers in a range of areas including; Curriculum, Sport & Physical Education, ESOL, Maori and the Arts.

This year we have begun working with Wellington Girls' College, Wellington College, Northland School and Kelburn Normal School as part of Te Kāhui Ako o Whanganui a Tara. Kāhui Ako Achievement Challenges focus on the following three areas:

- Supporting the wellbeing of all students
- Embracing languages, cultures and identities
- Students being agents of their own learning

The successful candidate will have the following key qualities, skills and attributes, or demonstrate the ability and willingness to upskill quickly.

- An enthusiasm for education and the ability to motivate others to want to learn with you. We are committed to promoting staff development, leadership, innovation and teacher inquiry.
- An up to date knowledge of the New Zealand Curriculum and experience in leading its implementation.
- An understanding of current assessment practices.
- An understanding and knowledge of learners in Years 1 – 4 and the attributes that children bring with them from ECE settings to primary school.
- An understanding of current leadership practice. You will be able to clearly articulate your beliefs about leadership and how you might apply these at KNS.
- The ability to coach and mentor others, especially those who are new to teaching or leadership roles.
- Leadership experience in inclusive education. You will play a key role in the Guidance and Learning Team. Our school is committed to inclusive educational practice; supporting teachers in catering for the diverse needs of our children is an important aspect of this role. Universal Design for Learning (UDL) has been a staff development focus in 2017 and 2018 and sustaining UDL is extremely important to our board and staff.
- An understanding of inquiry/play-based learning, the ability to support those who lead in this area and promote inquiry across the school particularly, in our Year 1 to 4 classrooms.
- The ability to build strong positive relationships with a range of stakeholders including; children, parents/caregivers, KNS staff, ECE providers and other outside agencies. You will be a person who considers a range of viewpoints in decision making and works with others to solve problems.
- The ability and desire to work in a collaborative and cooperative environment. Our team culture is very strong and we wish to appoint leaders who work well in this type of environment. Leadership is distributed throughout our school, there will be times when you lead and there will be times when you work as part of a team led by others.
- A commitment to Initial Teacher Education (ITE) and helping develop the 'next generation of teachers'. We are a Normal School and you will play an important part in maintaining and enhancing this aspect of our school including, sustaining our liaison with Victoria University of Wellington. You will have the

enthusiasm and knowledge, to be able work with the DP (Years 5 to 8), to act as a role model and mentor for student teachers and associate teachers.

- Strong organisational skills and resilience; this role is varied and busy. You will be able to manage your time efficiently and deal with multiple projects and a variety of administration tasks.

Our new DP will bring much to share with us and be open to new learning and change. We are aware that it is unlikely that any candidate will be able to demonstrate successful experience in all areas outlined above, a positive, can-do attitude is therefore extremely important.

If you are interested in applying, please send:

- A Curriculum Vitae
- A covering letter that addresses the skills, qualities and attributes you have, that make you a strong candidate for this position,
- A completed application form,
- A copy of your current teacher registration practising certificate
- A completed EEO form

Further information regarding the school can be found here:

- The Karori Normal School website, www.kns.school.nz
- 2018 – 2020 Karori Normal School Charter, available on the school website.
- Our latest ERO Review Report which was confirmed in August 2015, [Karori Normal School ERO Report 2015](#)
- The Karori Normal School Curriculum, available on the school website.

The timeframe for the appointment is as follows:

- | | |
|---|---------------------------------|
| • Applications close | Friday 29 March (Week 8 Term 1) |
| • Shortlisting completed & interviews held by | Friday 10 May (Week 2 Term 2) |
| • Successful Candidate Appointed | Friday 17 May (Week 3 Term 2) |
| • Successful applicant begins @ KNS | Monday 22 July (Week 1 Term 3) |

Applications should be posted to Conrad Kelly, Principal, Karori Normal School, Donald Street, Karori, Wellington 6012 or emailed to ckelly@kns.school.nz. Should you have any questions or wish to visit the school please do not hesitate to contact me, (04 4767209 or ckelly@kns.school.nz).

Applications close on Friday 29 March 2019 at 3.00pm and I urge you to apply. The supportive board, professional staff and motivated pupils make Karori Normal School an enjoyable, exciting and rewarding place to teach. We are at a very exciting stage of our school's development and the Deputy Principals both have a key role to play in this.

Ngā Mihi

Conrad Kelly
Principal



Deputy Principal Person Specification

The successful applicant will have:

- Previous successful experience as a primary school classroom teacher
- Successful experience as a primary school team leader, AP, DP or principal.
- Beliefs which align with our school's vision, values and goals as outlined in our charter.
- A passion for inclusion and collaboration.
- The ability to build strong, positive and professional relationships with the wide range of stakeholders in our school.
- A commitment to developing programmes for learners; both children and adults, which are inclusive and engaging.

Personal skills

- Strong leadership skills with ability to inspire, motivate and engage all staff.
- Can connect and relate well to all students both inside and outside the classroom
- Positive attitude and engaging presence – have a sense of humour
- Flexibility, creativity, innovation and problem-solving capability
- Interested in and genuinely listens to student and parental voice
- Personal integrity and can lead by example as an effective role model
- Able to cope well with pressure in a calm, courteous and professional manner
- Able to communicate effectively with students, staff, parents and wider community.

Professional skills

- Experience in implementing school systems/processes
- Sound understanding and practice around current primary teaching and learning pedagogy
- Sound understanding and practice around current primary level numeracy and literacy requirements.
- Sound understanding of inclusive practises and the ability to support those learners identified with learning differences.
- High expectations for all students' progress and achievement across all learning areas
- Vision and understanding of modern learning pedagogy and environments.
- Empathetic to students of diverse abilities and culture
- Ability to recognise and support the characteristics of a 'normal' school
- Effective leadership and management of support staff.
- Ability to mentor and grow leadership skills in others.

Key Tasks

- Member of the school leadership team
- Member of and take a leading role in our Guidance and Learning Team.
- Key member of the curriculum and team leaders group.
- Behaviour /pastoral care
- Duty roster and over-view of playground incidents
- CRT/leadership release and relievers
- PCT induction and guidance programme
- Liaison with Victoria University of Wellington – re: student teachers/Normal school forums
- Mentoring team and curriculum leaders
- Other leadership tasks as required by the school leadership team



KARORI NORMAL SCHOOL

APPLICATION FOR APPOINTMENT

To:

Conrad Kelly, Principal, Karori Normal School, Donald Street, Wellington 6012 or ckelly@kns.school.nz

Position/s applied for: Permanent Deputy Principal Position – commencing Term 3 2019

PERSONAL DETAILS:

Name (in full): _____

Have you ever been known by any other name? If yes provide below.

Address: _____

Home Phone: (0) _____

Work Phone: (0) _____

Mobile Phone: (0) _____

Email: _____

Citizenship: _____

Teacher Registration No: _____

Category of Certification (Please tick one):

Full Practising Certificate

Provisional Practising Certificate

Subject to Confirmation Practising Certificate

Practising Certificate Applied For

PRESENT EMPLOYER

Name of present employer:

Work Phone: (0) _____

Address: _____

Other Phone: (0) _____

Mobile Phone: () _____

Position held: _____

Date commenced: _____

REFEREES

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your most recent work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

1.

Name: _____ Home Phone: (0) _____

Address: _____ Work Phone: (0) _____

_____ Mobile Phone: (0) _____

_____ Email: _____

Relationship or Position: _____

2.

Name: _____ Home Phone: (0) _____

Address: _____ Work Phone: (0) _____

_____ Mobile Phone: (0) _____

_____ Email: _____

Relationship or Position: _____

3.

Name: _____ Home Phone: (0) _____

Address: _____ Work Phone: (0) _____

_____ Mobile Phone: (0) _____

_____ Email: _____

Relationship or Position: _____

EDUCATIONAL QUALIFICATIONS

| Institution Attended | Year | Qualifications Attained | Date Awarded |
|--------------------------------------|------|-------------------------|--------------|
| Secondary School | | | |
| Private Training Establishment (PTE) | | | |
| Polytechnic | | | |
| University | | | |
| Other | | | |

Forwarding Applications:

1. **When completed** please forward:

- Curriculum Vitae
- EEO Data Sheet
- Copy of Registration
- Copy of Practising Certificate
- Any other documentation

To: Conrad Kelly
Principal
Karori Normal School
Donald Street
Karori
Wellington 6012

Or

ckelly@kns.school.nz

Upon receipt, all applications will be acknowledged by email if provided.

2. **For Return of Curriculum Vitae:**

- ❖ Your Curriculum Vitae will be returned if a suitably stamped self-addressed envelope for this purpose is enclosed with the application. Otherwise, collect from the School Office.
- ❖ If your Curriculum Vitae is not collected, within two weeks of the date of notification of the appointment, it will be destroyed.



KARORI NORMAL SCHOOL

DATA INFORMATION EQUAL EMPLOYMENT OPPORTUNITY

Please complete the following questions. The answers you give are confidential and will be included in our EEO database.

NAME:

GENDER: MALE

FEMALE

DATE OF BIRTH: **Position Applied for:**

ETHNIC ORIGIN Tick one or two boxes from the list below

New Zealand European/Pakeha

New Zealand Maori

Samoan

Chinese

Indian

Other European

Other Ethnic Group

Do you live with the effects of injury, long-term illness or disability/disabilities?

Yes No

**THIS FORM IS CONFIDENTIAL TO THE KARORI NORMAL SCHOOL BOARD OF
TRUSTEES AND APPOINTMENTS COMMITTEE**