



September 2017.

Waiau Pa School – U5

Dear Applicant,

Thank you for your interest in the position of Principal at Waiau Pa Primary, a school of 350 pupils ranging from Year 0 to Year 8. In this application pack you will find the following:

- Letter from the Chairperson.
- KEA letter about the process [this document you are reading!]
- School Description
- Job description
- Advertisement
- Consultation reports.

You will find further information on the school by visiting: www.waiaupa.school.nz.

The KEA website www.keaeducation.nz has the School Charter/Strategic Plan as well as the application pack.

You will need to contact Alan Jermaine for an Application Form (a Word document) – alan@keaeducation.nz. You cannot be considered without submitting this form.

The ERO report of September 2015 may be found on the school and ERO websites. The school has a 3-year cycle.

You are welcome to visit the school by appointment – phone **[09] 232-1753**. The current principal, Simon Williams, will be happy to show you around.

Applicants who are shortlisted for interview should certainly visit the school if at all possible.

The new appointee will work with the Board of Trustees to develop a new Job Description/Performance Agreement during late 2017 to early 2018.

The new principal will start on the first day of term 1, 2018.

The closing date for applications is 5pm, Monday, 25 September 2017. We look forward to receiving your application.

Two other dates to keep in mind: short listing will be in the period 10-12 October and people will be told the outcome of that meeting within 48 hours - interviews will be on the Saturday, 28 October 2017.

If you have any queries in the meantime about the school, do phone Alan Jermaine [09] 418-0156 or [021-119-3309].

The location: The school and its community is an easy commute from the numerous settlements, townships and towns in the Franklin area such as: Clarks Beach, Glenbrook, Tuakau, Pukekohe, Papakura, Manurewa, Karaka and Paerata.

E-mail your application form, covering letter and your CV as one PDF file if possible saved as "Your name Waiau Pa School" to Alan – that is, like "Mary Jones Waiau Pa School ". No hard copy is required. Email – do not use Doc Hub, Google Docs etc. If your CV is too large for emailing in one document then email it in two "halves".

You do not need to include transcripts, certificates with this material. However, if you are selected for interview you will need to produce, on interview day, the following:

- Teacher Registration card. [Proof of identity as a registered teacher]
- Tertiary study transcripts. [Proof that you have the qualifications you claim.]
- Two photo identifications such as Drivers' licence, passport or RealMe.

Yours faithfully,

Alan

Alan Jermaine
Director
KEA Education Associates