



November 2019.

Avondale Primary School – U5

Dear Applicant,

Thank you for your interest in the position of Principal at Avondale Primary School, a school of 330+ pupils ranging from Year 0 to Year 6. In this application pack you will find the following:

- Letter from the Chairperson.
- KEA letter about the process [this document you are reading!]
- School Profile
- Principal's Job Description
- Advertisement [Gazette on-line]
- Charter/Strategic Plan [also in the school website]
- Clean State Act
- ERO report [August 2019]

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

The KEA website www.keaeducation.nz has the essential application pack.

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

E-mail your application form, covering letter and your CV as one PDF file saved as "Your name Avondale Primary" to Ngaire – that is, like "Mary Jones Avondale Primary". No hard copy is required. Email – do not use Doc Hub, Google Docs etc.

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.]
- Photographic proof of identity – passport and driver's licence.

You are welcome to visit the school by appointment – phone [09] 828-8929. Ask for the deputy principal Kim Wilkinson.

Applicants who are shortlisted for interview should certainly visit the school if at all possible. It is becoming generally expected that a person being interviewed should give a brief mihi in either English or Maori.

The new appointee will work with the Board of Trustees to develop a new Job Description/Performance Agreement during 2020.

It is becoming generally expected that a person being interviewed should give a brief mihi in either English or Maori.

Time Line – for your diary.	
Gazette in schools	Monday 27 January 2020
Closing date	Monday 10 February at 5.00 pm.
Shortlisting notification	Soon after 20 February
Interview Day	Saturday, 29 February 2020
Starting date	Day 1, term 2, 2020

The new principal will work with the Board to develop a Principal Performance Agreement for 2020.

It is possible that members of the board may visit applicants' current school. Advance notice would be given.

First Time Principals will have access to mentoring provided by Evaluation Associates. KEA will advise Evaluation Associates.

If you have any queries in the meantime about the school, do phone either Terry Hewetson [021-271-9001] or Alan Jermaine [021-119-3309].

Yours faithfully,

Alan

Alan Jermaine
Director
KEA Education Associates