



12<sup>th</sup> December 2023

### **Opononi Area Primary School – U3 Principal**

Dear Applicant,

Thank you for your interest in the position of U3 Principal at Opononi

Area School In this application pack you will find the following:

- Letter from the Presiding Member Melissa Parlane
- KEA letter about the process [this document you are reading!]
- School Profile/Description
- Advertisement.

You will find further information on the school by visiting the website: [www Opononi Area.school.nz](http://www.OpononiArea.school.nz).

You will need to contact Terry Hewetson for an Application Form (a writeable PDF) – [terryh@keaeducation.nz](mailto:terryh@keaeducation.nz) You cannot be considered without submitting this form.

Please read these instructions very carefully: E-mail your application form, covering letter and your CV as one – or a maximum of two - PDF file saved as “Your name” OPOPNONI area School” to Terry.

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. Contact the LSM Vivien Knowles on 027 286 6325

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 mihi in either English or Maori. A poroporoake afterwards in English or Maori would round your interview off rather well.

The new appointee will work with the Board of Trustees to develop a new Job Description/Performance Agreement during 2024.

Timeline – for your diary.	
Gazette in schools	7 <sup>th</sup> February
Quick referee reports due	19th February
Closing date	19 <sup>th</sup> February
Shortlisting notification	25 <sup>th</sup> February
Interview Day	3 <sup>rd</sup> March
Starting date	Day 1, term 2. 2024

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 process, do phone Terry Hewetson (0212719001).

Yours faithfully,

*Terry*

Terry Hewetson  
KEA Education Associate.