

June 2016

Dear Applicant,

Orere Primary School – U1 Principal Vacancy. [0.4 release in 2016]

Thank you for your interest in the position of Principal at Orere Primary School, a decile 3 school, of 45 pupils. In this application pack you will find the following:

- Introductory letter from KEA
- School Description
- Person Description/Specification
- Job Description/Performance Agreement
- Charter
- Advertisement

You will find further information by visiting: www.orere.school.nz.

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 emailed application of covering letter, application form and CV must be emailed in one, single document saved in PDF. An emailed application consisting of about six different documents in a mixture of Word, Publisher and PDF causes many issues with people handling applications. Never send a document in Publisher!

Then:

- 1 Email your application form and your CV to Alan [\[alan@keaeducation.nz\]](mailto:alan@keaeducation.nz)
- 2 Post your application form and hard copy CV to:

KEA
130 Exmouth Rd
Northcote
Auckland 0627

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:

- 1 Teacher Registration card. [Proof of identity as a registered teacher]
- 2 Tertiary study transcripts. [Proof that you have the qualifications you claim.]
- 3 Drivers licence or passport [Proof of identity].

Should you be selected for interview then you will be welcome to contact Evan Robson [Principal] at the school for an orientation. Phone [09] 292-2736 or email: office@orere.school.nz

The new appointee may work with the Board of Trustees to develop a new Job Description/Performance Agreement. The current one is in the application pack so you can see what Evan has been working with.

Just a reminder that the closing date for applications is 5pm, 25 July 2016. We look forward to receiving your application.

If you get a pack and decide against applying please let me know – I collect anonymous data on many aspects of appointments.

If you have any queries in the meantime please do not hesitate to contact our **key associate** working with Orere School, Grant Barnes. Grant is very familiar with the school, as he has done appraisal there. Mobile: 021-737-284.

Two key dates to keep in mind: short listing will be on 6 August and people will be told the outcome of that meeting by 10 August and interviews will be on the 20 August 2016.

Yours faithfully,

Alan Jermaine
Director
KEA Education Associates



Description of Orere Point

Orere Point is a small coastal community located at the top of the Firth of Thames, and opposite the Coromandel Peninsula. It is approximately one hour from Auckland City and the airport. The beach is safe for swimming and popular for fishing and boating. There is a store that sells a range of provisions, newspapers, magazines etc., as well as takeaway food, wine and beer.

Orere Point also boasts a small, but well-stocked library run by volunteers, and there is a weekly health clinic held next to the library.

A primary school caters to students from new entrants up to Year 8, and the role is generally around 45.

Within 30 minutes' drive there are four regional parks, natural hot pools, horse trekking, hiking and cycling tracks, and a world-renowned shorebird centre.

School House Description

The School House is just opposite the school.

It is getting a renovation as we speak with new carpet and interior painting. It is a comfortable 3-bedroom home on a quarter acre section, in a beautiful country surrounding.

The rent for the Principal would be approx. \$230.00 per week if he/she chooses to use this option.

Person Specification (Parent and Staff surveys-key points))

1. Personal Qualities

- Respectful, friendly with a sense of humour
- Passionate about teaching and children learning
- Lets children explore / makes learning exciting
- Has a desire to be in a country school and the type of learning that works best there

2. Leadership

- Fosters sound relationships with all parties in the school community- BOT/ Staff/ Parents/ pupils
- Being a leader in the classroom and school events (desire to be hands on-not office bound)
- Is a role model to staff and pupils with their positive attitude and work ethic
- Able to teach both Juniors (Yr 1-3) and seniors (Yr 4-6) as needed
- Organised, enthusiastic and committed

3. Relationships

- Be understanding of our community and maintaining the positive relationships that have been established
- To continue the inclusive and welcoming culture of Orere School

4. Other Points

- Maintains the Enviro focus that has been created
- Maintains the 'Leadership for Everyone' focus for pupils
- Success and empathy with things Maori and Pasifika

5. 8 key Points of what the Pupils wanted

- Likes having some fun and being kind
- Continue the Leadership for everything the pupils do and the Sir Peter Blake Award
- Continue having lots of sport, trips and camps
- Continue with Enviro and the cycle track
- Dancing and singing opportunities
- Inquiry Learning-Visible Learning
- Ability and success with digital learning
- Assessment for Learning