



28 April 2022

Paparimu School – U1 Principal.

Dear Applicant,

Thank you for your interest in the position of U1 Principal at Paparimu School a school of 40 pupils ranging from Year 0 to Year 8 (full primary). We are a decile 10 school.

In this application pack you will find the following:

- Letter of welcome from the presiding member, Mr Mike Hay.
- KEA letter about the process [this document you are reading!]
- School Profile/Description
- Advertisement
- Clean State Act
- Quick referee report for you to pass on to your referees.
- Application Form -. Appendix A (A Word document)

More:

- ERO report is on the school's website
- Annual reports are on the school website

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

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

You will need to contact Ngaire Jermaine for the application form a writeable PDF) at ngaire@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 maximum of two - PDF file saved as “Your name Paparimu School” to Ngaire – that is, like “Mary Jones Paparimu School”. 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.
- Your covid passport to prove you are fully vaccinated

You are welcome to visit the school by appointment – **email** Lynda at lyndap@paparimu.school.nz. Lynda is teaching a class so cannot answer the phone.

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 School Board to develop a new Job Description/Performance Agreement during 2022.

With the pack is a letter to your referees along with a quick referee report. Please send these documents to your referees for them to action by 5 pm January 27. Do remind them to include their name and yours at the top of the page. Ensure your referees are knowledgeable with your current practice.

Time Line – for your diary.	
Quick referee reports due	9 May 2022 5pm
Closing date	Monday 9 May at 5.00 pm.
Interview Day	Saturday, 21 May 2022
Starting date	Day 1, term 3, 2022

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

Your job description will be the Professional Standards of a Primary Principal according to your principalship experience anything else that may negotiated between you and the school board.

If you have any queries in the meantime about the process, do phone Alan Jermaine [021-119-3309].

Yours faithfully,

Alan

Alan Jermaine
Director
KEA Education Associates