



November 2021

Target Rd Primary School Years 0-6

Deputy Principal 4 Units

Dear Applicant,

Thank you for your interest in the position(s) of Deputy Principal at Target Rd Primary, a decile 6 school with a roll of 425.

In this application pack you will find the following:

- Letter from the school board's presiding member.
- Letter of welcome from the principal.
- KEA letter about the process [this document you are reading!]
- Person Specification
- Quick Referee Snapshot.
- Gazette Advertisement or free on-Line advertisement
- Clean Slate Act (excerpt)

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

You will need to contact Ngaire Jermaine by email for the two Application Forms ngaire@keaeducation.nz. You cannot be considered without submitting these two forms: (1) a main application form (writeable PDF) and (2) a 'reflection application form' (Word).

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

You do not need to include transcripts or 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.

It is becoming generally expected that a person being interviewed should give a brief mihi in either English or Maori. A poroporoaki afterwards in English or Maori would round your interview off rather well.

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

Time Line – for your diary.	
Gazette in schools	13 December 2021
Closing date	Monday 14 February at 5.00 pm.
Shortlisting notification	Soon after 23 February 2022
Interview Day	Saturday 5 March 2022
Starting date	Day 1 of term 2, 2022.

The deputy principal will work with the principal to develop their job description and performance agreement during term two of 2022.

In the application pack you will find a “Quick Referee Snapshot” document that you will need to send to your referees (maximum of three referee reports) and ask them to read the instructions carefully - especially how to use the 1-5 rating (1 is top, 5 is low). These are due to Ngaire by 5.00 pm on 8 February 2022.

The referees of the applicants who are shortlisted may receive a more detailed referee report to complete. Do ensure your referee's contact details are correct.

If you have any queries on the process or the contents of the application form, do contact Alan Jermaine: email alan@keaeducation.nz or phone [09] 418-0156 or [021-119-3309]. For information on the position and school or to request a visit to the school contact the principal, Mrs Fina Hallman, during school hours 444-8493.

Yours faithfully,

Alan

Alan Jermaine
Director
KEA Education Associates