



21st November 2022

Waitoki School – U4 Principal

Dear Applicant,

Thank you for your interest in the position of U4 Principal at Waitoki School

In this application pack you will find the following:

- Letter from the Chairperson, Luke Weston
- KEA letter about the process [this document you are reading!]
- School Profile/Description
- Principal's Job Description/Professional Standards
- Advertisement
- Quick referee report for applicant to send to his/her referees.
- Charter/Strategic Plan 2021-2023
- Clean State Act
- ERO report – on school website.

You will find further information on the school by visiting the website:
www.waitoki.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 writeable PDF) – 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” Waitoki School” to Ngaire – that is, like “Mary Jones Waitoki 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.

You are welcome to contact the school to book a visit by appointment.
Contact: admin@waitoki.school.nz

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 2023.

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 7th February 2023. 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.	
Gazette in schools	12 th December 2022
Quick referee reports due	7 th February 2023 by 5 pm.
Closing date	7 th February 2023 at 5.00 pm.
Shortlisting notification	Soon after.
Interview Day	Saturday, 25 th February 2023
Starting date	Day 1, term 2, 2023

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.