



Principal Application Pack 2019

Tātai ki te rangi



Letter from Board Chair

October 2019

Nau Mai Haere Mai, Welcome!

Thank you for expressing an interest in the position of Principal at Khandallah School.

We are looking for a new Principal to lead the school from 28 January 2020, unless otherwise negotiated.

At Khandallah School we pride ourselves on providing a positive, collaborative learning culture and fostering strong relationships within the school and with the wider community. With a new block that has nine teaching spaces and an embedded collaborative teaching approach right across the school, we believe that Khandallah School would provide an excellent opportunity for someone who can help us move to the next level.

At Khandallah School we are fortunate to have an enthusiastic student body as well as an engaged community and teaching staff. In our new Principal we are looking for someone who is a strong leader and communicator who can harness this strong level of engagement. We want someone who empowers people, is not afraid to give something a go and is also willing to make the hard calls when they need to be made. Our new Principal must be visible and comfortable engaging with students, parents, teachers and the wider community. They will also ideally have a passion for the arts, music and/or digital literacy and an enthusiasm for embedding this across the various aspects of school life.

In this pack you will find information about our school and community. The following documents are included:

- Appointment timeline
- Community and school profile
- Principal role and job description
- Person specifications
- Application for employment form
- Referee information.

Further information about Khandallah School can be obtained from our website: www.khandallah.school.nz

If you plan on putting in an application, please note that your application and supporting information needs to be submitted by 12pm on Monday 25 November. Further information is provided in the 'appointment timeline.'

We would be very happy to host you for a visit so you can look around our school. If you would like to visit or have any questions about the appointment process, please get in touch with me.

We are incredibly proud of Khandallah School and look forward to welcoming our new Principal to carry on and develop the excellent learning foundations that have been established in recent years.

Once again, thank you for your interest in leading this unique school.

Ngā mihi nui

Shaun Twaddle

Chairperson

Board of Trustees

027 306 8891

appointments@khandallah.school.nz



Application process

The Khandallah School Board of Trustees has set the following timeline for the appointment of the Principal. Every effort will be made to keep to the following schedule in determining the successful candidate.

Job advertised	<ul style="list-style-type: none">• Education Gazette advertisement - online: 20 September 2019• Education Gazette advertisement - hard copy: 14 October 2019• Education Gazette re-advertisement - online: 29 October 2019
Applications close	<ul style="list-style-type: none">• Applications close 12pm on Monday 25 November 2019• Applications must be submitted electronically to applications@khandallah.school.nz
Shortlisting	<ul style="list-style-type: none">• Shortlisting completed by 27 November 2019• Shortlisted candidates and unsuccessful candidates notified: 27 November 2019
Candidate referee checks	<ul style="list-style-type: none">• To be carried out between 28 November and 6 December 2019
Candidate presentation and interview	<ul style="list-style-type: none">• Saturday 7 December 2019.
Successful candidate notified	<ul style="list-style-type: none">• Successful and unsuccessful candidates notified by 8/9 December 2019
Start date	<ul style="list-style-type: none">• 28 January 2020 unless negotiated otherwise

What we require from you

To apply for the role of Principal at Khandallah School you will need to provide the following to applications@khandallah.school.nz by **12:00pm Monday 25 November 2019**:

- Covering letter
- Curriculum vitae (CV)
- Completed application form
- Three (3) Referee reports as per this application pack
- Completed Person Specification sheet outlining examples

If you have any queries, please contact Shaun Twaddle (Board of Trustees Chair) by phoning 027 306 8891 or emailing applications@khandallah.school.nz.

Our school and community



Khandallah School

Khandallah School was established in 1893 and we celebrated our 125th anniversary last year.

Our school is situated at the base of Mt Kaukau in a wonderful native bush setting with extensive grounds, close to the city and served by excellent public transport. Our location is to be envied.

Our community continues to confirm that we hold great value in our people, our place and our environment.

Facilities include 19 flexible teaching/learning spaces, a well-resourced library, administration block, hall, indoor heated teaching pool, playgrounds, fields and court areas. Our 19 flexible teaching spaces are spread over three, six blocks including a new custom-built block consisting of nine teaching spaces. Our school is an integral and well supported part of the Khandallah community and is now teaching 4th generation students.

Khandallah School is a Decile 10, U5, urban school, teaching students from Year 1 to Year 6. Our school roll ranges from 380-460 students, fluctuating in line with population trends. We introduced a school zone in 2016.

The school is composed of 48% boys and 52% girls. At present 68% of the roll are NZ European, 18% Asian, 6% Māori, a small Pasifika population (<1%) and the remaining 7%, a multitude of nationalities.

For administrative ease and to facilitate planning for optimum learning, our school operates in teams. In 2019 the Junior School identifies as Team Kowhai (New Entrant/Year 1), the Middle School identifies as Team Matai (Years 2 & 3) and the Senior School identifies as Team Kauri (Years 4, 5 & 6).

Our school's 36 staff comprise the Principal, Deputy Principal and two Assistant Principals, 17 full-time teachers and six part time teachers, including a Reading Recovery teacher, and support staff including six Learning Support Assistants, an Executive Officer, Receptionist, Library/Resource Manager and Caretaker.

With strong contributions from our local community in the form of fundraising and parent donations, our school's finances are in good health. This has allowed the Board to fund additional support for teaching and learning, such as Learning Assistants and Reading Recovery, Te Reo Māori, pedagogical coaching, Special Education Needs Coordination, and support for a wide range of extension activities. Fundraising from the school's active Home and School Association has also been critical in funding playground improvements, technology acquisition and supporting community events.

Our vision

Inspiring Future Stars - *Tātai ki te rangi*

Fully integrated, connected and meaningful learning to inspire our future stars.

At Khandallah School we believe in striving for equity and excellence, and that all children can be future stars. Our vision of 'Inspiring Future Stars' means preparing all our learners to realise their own aspirations and potential as individuals and as resilient, self-driven, contributing members of society.

The nature of stars as bright, shining individuals who join together to form constellations, is reflected in the value placed on collaboration both within our school and as we work together with our whānau and wider community.

Our vision of a Khandallah School learner is consistent with the vision outlined in the New Zealand Curriculum: "Confident, Connected, Actively Involved Life-Long Learners".

Our values

During 2018 our staff, supported by the Board of Trustees refreshed our values. The objective of the refresh was to develop a set of values that encapsulates the vision outlined above and can be used easily with children. The following graphic outlines the 'Khandallah Star' values that came out of the project. The Khandallah Star is being embedded across the school in 2019.



Principal Role Description



PURPOSE

To lead, inspire and work collaboratively to nurture learning to ensure the provision of high-quality education for all students of Khandallah School.

The Principal agrees to:

Work collaboratively with the Board of Trustees, Staff and Community in the spirit of the school strategy, policies, vision and values; to consistently model and promote our school values and our school mission; to provide the most effective child-centred educational environment for all children and staff.

ACCOUNTABILITIES

The Principal will report and be accountable to the Khandallah School Board of Trustees, (as the employer), through the board chair.

The Principal has the dual role of being a full member of the board in his/her own right whilst undertaking the role of chief executive of Khandallah School.

WORKING RELATIONSHIPS

The Principal leads relationships with the Board of Trustees, all students, staff and whānau.

The Principal will maintain working relationships, as required, with educational agencies and related government agencies, NZ Teachers' Council, teaching institutes, NZ School Trustees Association and relevant unions.

The Principal is responsible, within the parameters of relevant government policies and delegations, for the professional leadership and successful management of Khandallah School as determined by the Board's strategic goals.

LEADERSHIP

The Principal as 'Leader of Learning' will maintain and enhance the standards of academic, physical and social excellence within the school through:

- Maintaining the vision for Khandallah School

- that has the interest and wellbeing of children at the centre of everything the school does,
 - that promotes high expectations of student achievement and supporting all students to achieve their potential using the best tools and methods available,
 - that promotes the use of technology, the environment, culture, physical education, and arts in education.
- Maintain an environment that fosters a culture of collaboration, trust, and respect among all staff, to provide learning experiences that engage, excite and motivate all students.
 - Ensuring that goals are set and programmes are developed in line with the Curriculum Plan, National Curriculum Statements and the school's charter, policies and plans.
 - Overseeing the planning, implementation and evaluation of culturally responsive teaching programmes in line with the national education guidelines, the national administration guidelines, the national curriculum, the school's curriculum and the school's charter, policies and plans.
 - Using a range of evaluation, inquiry and knowledge building activities to develop, implement, monitor and modify strategies for improvement.
 - Ensuring teaching and learning environments are inclusive, equitable and uphold the school values.
 - Ensuring teacher planning is coherent and equitable, reflecting the school curriculum and school policies.
 - Ensuring learning programmes are adapted to meet the specific learning needs of individual children and enlist the assistance of specialist agencies if necessary.
 - Provides a safe and positive learning environment for all students and monitors their welfare and conduct.
 - Oversees the monitoring, recording and reporting of student progress and achievement to parents and the Board.
 - Shows progressive and innovative educational practice by keeping up-to-date with curriculum and administrative developments.
 - Provides a curriculum which will engage, excite and motivate all students.

MANAGEMENT

Manage the day-to-day operation of the school by:

- Ensuring that the educational needs of students are met.
- Implementing, monitoring and reporting progress on the Board's strategic goals (including student achievement).
- Co-ordinating the school's day-to-day operation, delegating duties and responsibilities to staff, empowering and providing support to enable these to be carried out to a high standard.
- Ensuring that current and future risks are identified and that agreed mitigation actions are put in place.
- Ensuring effective communication is maintained throughout the school.
- Effectively and efficiently managing, monitoring and reporting on the school's financial resources.
- Engaging parents in the learning process and providing timely information related to students' progress and achievement.
- Developing and maintaining school facilities, equipment and resources in good order to enhance the teaching / learning experience.
- Allocating and managing learning resources within financial guidelines to realise school goals.
- In collaboration with the Board, responsibly implementing and monitoring the school policy on staffing and staff performance, appraisal and development.

It is expected that the achievement of the key functions will result in the Principal leading and managing a positive, safe, supportive and exciting learning environment which promotes quality educational outcomes for all students.

GENERAL

The Principal will be required to achieve the above key functions by meeting the strategic goals, personal, professional goals and professional standards.

Strategic personal and professional goals will be outlined in an annual performance agreement developed in consultation with the Principal and Board Chair and ratified by the Board.



PROFESSIONAL STANDARDS

Culture

Provide professional leadership that focuses the school culture on enhancing learning and teaching.

- In conjunction with the Board, develop and implement a school vision and shared goals focused on enhanced engagement and achievement for all students.
- Promote a culture whereby staff members take on appropriate leadership roles and work collaboratively to improve teaching and learning.
- Model respect for others in interactions with adults and students.
- Promote the bicultural nature of New Zealand by ensuring that it is evident in the school culture.
- Maintain a safe, learning-focused environment.
- Promote an inclusive environment in which the diversity and prior experiences of students are acknowledged and respected.
- Manage conflict and other challenging situations effectively, and actively work to achieve solutions.
- Demonstrate leadership through participating in professional learning.
- Recognise individual differences and provide a variety of methodologies to meet these.
- Understand the implications of New Zealand's changing cultural, social and economic context.

Pedagogy

Create a learning environment in which there is an expectation that all students will experience success in learning.

- Promote, participate in, and support ongoing professional learning linked to student progress.
- Demonstrate leadership through engaging with staff and sharing knowledge about effective teaching and learning in the context of the New Zealand Curriculum documents.
- Ensure staff members engage in professional learning to establish and sustain effective teacher/learner relationships with all students, with a particular focus on Māori students.
- Ensure that the review and design of school programmes is informed by school-based and other evidence.
- Maintain a professional learning community within which staff members are provided with feedback and support on their professional practice.

- Analyse and act upon school-wide evidence on student learning to maximise learning for all students, with a particular focus on Māori and Pasifika students.
- Ensure learning programmes are adapted to meet the specific learning needs of individual children and enlist the assistance of specialist agencies if needed.

Systems

Develop and use management systems to support and enhance student learning.

- Exhibit leadership that results in the effective day-to-day operation of the school.
- Operate within Board policy and in accordance with legislative requirements.
- Provide the Board with timely and accurate information and advice on student learning and school operation.
- Effectively manage and administer finance, property, and health and safety systems.
- Effectively manage personnel, with a focus on maximising the effectiveness of all staff members.
- Use school/external evidence to inform planning for future action, monitor progress, and manage change.
- Prioritise resource allocation on the basis of the school's annual and strategic objectives.
- Actively implement the school's charter and strategic plan.
- Ensure all relevant statutes and regulations will be complied with alongside policies.

Partnerships and Networks

Strengthen communication and relationships to enhance student learning.

- Work with the Board to facilitate strategic decision making.
- Actively foster relationships with the school's community and local iwi.
- Actively foster professional relationships with, and between colleagues, and with government agencies and others with expertise in the wider education community.
- Interact regularly with parents and the school community on student progress and other school-related matters.
- Actively foster relationships with other schools and participate in appropriate school networks.
- Set and maintain appropriate standards of conduct and behaviour of students and parents modelled on Khandallah School values to ensure an environment conducive to student success.



Person Specifications

The successful applicant should be able to live and demonstrate the Khandallah School teaching values of:

- **Creativity** – in all our learning. Our school is a positive, engaging place in which our flexible curriculum encourages differentiated learning which inspires and engages all learners
- **Care** – in everything we do. Our school is a safe place where we build resiliency and care for each other and our environment
- **Collaboration** – between all children, staff and whānau. Our school is a place where we work together, support each other and celebrate each other's strengths and contributions
- **Communication** – at all levels. Our school is a place where communication is valued and encouraged
- **Collective responsibility** – shared by all children, staff and whānau. Our school is a place where we take shared ownership of our successes and challenges, and work together towards equity and excellence for all
- **Celebration** – of our unique and special place in the world.

Applicants must also be enthusiastic, highly motivated teachers who are:

- **Relationship based**, open/approachable, with a growth mindset keeping people and their wellbeing at the centre, (student/teachers/community)
- **Encouraging lifelong learners** in a collaborative environment as a thought leader, leading improvement/change bringing all stakeholders on the journey
- **Well-rounded** in all aspects of school life, proven achievements across the areas of digital, arts (i.e. as in visual art, drama, dance and music), academic and communication
- **Strategic** and bring about future-focused change that enhances the values, expectations, and qualities of the wider school community
- **Empowering** of staff to lead in a collaborative environment through coaching and aspiring to the ethos of 'He waka eke noa'



Student Views

At Khandallah School we value student input. We asked all students what they would like to see in a new Principal. Below is a random selection of unedited student responses.





Please complete this form and return it with your CV to:

(It is important that you fully complete this form even if your CV contains some of the same information)

Khandallah School Principal U-5

Applicants Name: _____

Thank you for applying for the Principal position at Khandallah School. Please complete this application for employment to be submitted with your CV and Covering Letter.

1. Please complete this form personally, sign and date where indicated on the last page.
2. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated.
3. The school will hold this application form and supporting documents. You may access it in accordance with the provisions of the Privacy Act 1993.

This application should be emailed, with Referee Form and CV to: appointments@khandallah.school.nz

Personal Details

Surname			Mr/Mrs/Ms/Miss
Given Names			
Address			
		Post Code	
Home Phone		Mobile Phone	
Email		Date of Birth	
*Teachers Registration Number		Expiry Date	
*Current Driver's License	<i>Please attach a copy of your Driver's License to this application</i>		

Citizenship and Permission to Work in NZ

Please include photo identification with your application - E.g. a passport photo or driver's licence

- Are you a New Zealand citizen? Yes / No
- If not, do you have a current NZ permanent residency? Yes / No / Not applicable
- Are you legally entitled to work in New Zealand? Yes / No

Where appropriate, please attach evidence of eligibility to work in New Zealand

Educational Qualifications

*Highest qualification held:

TTC/DipTch/Degree Date of Certification

Degree/Diploma Year Attained

Degree/Diploma Year Attained

Other Qualifications

Current (or Most Recent) Employment

Name and address of
School/Organisation

Position held

Date Appointed

Location

Immediate Supervisor/Employer details

Name

Position

Add contact details if NOT
used as a referee:

Address:

Phone Work

Phone Home

For the purpose of compliance with the Privacy Act 1993, do you consent to the school contacting your
present employer for the purpose of reference checking?

Yes / No

Health

Do you have, or have you ever had, a medical condition caused by an injury, illness, disability or gradual process that the tasks of the vacancy you are applying for may aggravate or contribute to, or that may affect your ability to carry out the work of the vacancy you are applying for? **Yes / No**

If yes, describe any injury or illness you have had that may affect your ability to effectively carry out the duties and responsibilities of the position.

Do you have any other known condition that may affect your ability to carry out the duties and responsibilities outlined in the job description? **Yes / No**

If yes, please provide the details.

Do you smoke?

Yes / No

Have you ever had time off work for stress? If so, please detail

Yes / No

I understand that any false information given in relation to my medical history may result in my loss of entitlement for any compensation from ACC or the Board's workplace accident insurer.

Investigations / Convictions

Have you personally been subject to a Teaching Council New Zealand or Education Council NZ Investigation?

Yes / No

Have you ever been convicted of any criminal offence (other than a minor traffic offence)?

Yes / No

Are you currently awaiting the hearing of any charges?

Yes / No

If you have answered YES to any of the questions above please provide the date and details of the offence, the penalty, or reason, together with any comments you may wish to make.

Please note:

You may be asked to provide a copy of the relevant Court record(s) obtained from the Police and the Board reserves the right to contact authorities to verify any claim made.

Failure to provide correct and true details of any conviction or other reason for possible unsuitability may make you liable for dismissal from employment should you be the successful applicant.

Person Specifications

Please provide up to three (3) evidential bullet points with a brief explanation, for each of the following *Person Specifications*. You are welcome to extend the boxes, if you wish.

PERSON SPECIFICATIONS	AS EVIDENCED BY
✓ A leader in encouraging life-long learning	
✓ A relationship based approach keeping people and their well-being at the centre	
✓ A capable education thought-leader with learning and teaching at the heart of everything	
✓ Well-rounded in all aspects of school life, with proven achievements promoting digital, arts, academic achievement, and communication etc.	
✓ A strategic thinker with a future focussed approach to enhance the values, expectations, and diverse qualities of the wider school community	
✓ Empowering of staff to lead in a collaborative environment reflecting our whakatau "He waka eke noa".	

Referees

Please provide names, postal and email addresses, and phone numbers of **three (3) referees**, who can attest to your professional capabilities. Please give each of your nominated referees a copy of the *Referee's Report* form you have been sent and ask them to complete and return it to appointments@khandallah.school.nz by 12pm Monday 25 November 2019.

Please ensure that **one of your referees** is able to verify your ability to:

- Relate to / work constructively with your employer (either BOT or Principal)
- Lead a team and work collaboratively with others to implement a project

One of your referees also needs to be a colleague who is capable of commenting on your approach and beliefs about learning and teaching.

1. Name _____ Email _____
Phone Private () _____ Business () _____
Postal Address _____
Capacity in which you have known this person: _____

2. Name _____ Email _____
Phone Private () _____ Business () _____
Postal Address _____
Capacity in which you have known this person: _____

3. Name _____ Email _____
Phone Private () _____ Business () _____
Postal Address _____
Capacity in which you have known this person: _____

Legal Clarifications

Have you ever been declared a bankrupt? Yes / No

Have you been convicted of any offence against the law – apart from minor traffic convictions or parking offences? Yes / No

Have you been charged with any criminal offence since your teacher registration was renewed? Yes / No

Is there any reason why the NZ Teachers Council might decline to renew your teacher registration when it expires? Yes / No

Are your stated qualifications genuine in every respect Yes / No

If you have answered yes, please provide a written outline of events below, or on a separate sheet.

Declaration

I (full name)

- (a) Consent to the school seeking verbal, written (a) or electronic information about me on a confidential basis from representatives of my current and previous employers and/or referees and authorise the information sought to be released to the Board of Trustees Khandallah School for the purpose of ascertaining my suitability for the position for which I am applying. I understand that the information received by the school is supplied in confidence as evaluative material and will not be disclosed to me.

- (b) Authorise the Board of Trustees of Khandallah School and its agents to make any reasonable inquiries concerning my background to assist in assessing my suitability for the position of Principal at Khandallah School for which I am applying. This includes permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ), including matters under investigation related to my suitability for appointment to the position.
- (c) Declare that to the best of my knowledge the information provided in this application and in any curriculum vitae enclosed is accurate and I understand that if any false or misleading information is given, or any material fact is suppressed or deliberately omitted, I will not be employed, or if I am employed, my employment could be terminated. I also understand that any false information given in relation to my medical history with regards to gradual process, disease or infection can result in my loss of entitlement for any compensation for ACC.
- * **I understand that I will need to bring these original documents to the interview: Driver's Licence or Passport, Highest Qualification Certificate and Education Council Teacher Registration Card**

Signed

Dated

Privacy. This application and supporting materials will remain confidential to the Khandallah School Board of Trustees.



REQUEST FOR REFEREE'S REPORT
FOR THE POSITION OF

PRINCIPAL U-5, KHANDALLAH SCHOOL, WELLINGTON

Name of Applicant

Name of Referee

Address

Post Code

Home Phone () Mobile Phone ()

Email

Relationship to applicant (Please be specific)

How long have you known the applicant

We invite you to complete this form and assure you that this is a confidential document. Its contents will be disclosed only to members of the Appointment Committee and those assisting with the selection process.

Please assess the applicant's performance for each of the following selected performance indicators by circling the number in the appropriate box:

1	2	3	4	5
Not Satisfactory	Satisfactory but needs further development	Competent	This is an area of strength	Outstanding

1. Personal Qualities

		Please circle one				
		Low		High		
*	Personal standards	1	2	3	4	5
*	Vibrancy	1	2	3	4	5
*	Relationship with staff	1	2	3	4	5
*	Approachability	1	2	3	4	5
*	Personal motivation	1	2	3	4	5
*	Sense of integrity	1	2	3	4	5
*	Social conduct	1	2	3	4	5
*	Sense of humour	1	2	3	4	5
*	Professionalism	1	2	3	4	5
*	Organisation and efficiency	1	2	3	4	5

2. Professional Qualities

Capacity to:

		Please circle one				
		Low			High	
*	Focus the school on learning and teaching	1	2	3	4	5
*	Initiate and manage change	1	2	3	4	5
*	Articulate vision and set and lead direction	1	2	3	4	5
*	Provide a professional perspective on educational issues	1	2	3	4	5
*	Identify new opportunities and action where appropriate	1	2	3	4	5

3. Relationships with Students

Capacity to:

		Please circle one				
		Low			High	
*	Earn respect	1	2	3	4	5
*	Establish warm relationships with all students regardless of age, ethnicity and individual abilities	1	2	3	4	5
*	Encourage and support students to take responsibility for own learning	1	2	3	4	5
*	Address the needs of Maori and Pasifika students	1	2	3	4	5
*	Support students to uphold high standards of behaviour and personal conduct	1	2	3	4	5
*	Actively build relationships with students' families	1	2	3	4	5

4. Relationships with Colleagues

Capacity to:

		Please circle one				
		Low			High	
*	Lead a successful team	1	2	3	4	5
*	Establish positive working relationships	1	2	3	4	5
*	Inspire, motivate and challenge staff	1	2	3	4	5
*	Communicate effectively	1	2	3	4	5
*	Utilise the strengths of others	1	2	3	4	5

For the Position of
PRINCIPAL U5 –SCHOOL, Wellington

Dear _____

I have applied for the position of Principal at Khandallah School, Wellington and have named you as a confidential referee.

4. Please forward the completed referee's report to:

The Appointment Committee – Khandallah School Board of Trustees

Appointments@khandallah.school.nz

5. Please label the email "**Confidential**"

6. Please ensure that the report is received by **12pm, Monday 25 November, 2019**

Yours sincerely

Applicant:



Khandallah School

Clark Street

Khandallah

(04) 479 6685

office@khandallah.school.nz

www.khandallah.school.nz