



CENTRAL NORMAL SCHOOL  
TE KURA TUATAHI O PAPAIOEA

Whaka Kōwhiri - strive to your potential

# Assistant Principal (ORS) Application Pack



## COVERING LETTER

Dear Applicant

Thank you very much for your interest in this very exciting and unique position at our school.

This position is an incredibly rewarding opportunity for someone who has an outstanding interest, experience and passion for Special Education.

As the Assistant Principal and a member of the Manawatū Leadership Team, this role primarily involves the leadership, oversight and coordination of our ORS students. We are a fund holder school for the provision of special education for ORS students and this Assistant Principal role oversees this very important component of our school. The Assistant Principal will also work alongside the other Assistant Principal, overseeing and leading Special Education across the school.

We currently have 21 ORS students at our school, with either High or Very High Needs. The successful applicant will be someone who builds trusting and respectful relationships with tamariki and whānau, to ensure the best outcomes for our ORS students.

We have an incredibly strong belief and practice of inclusion, which is unwaveringly supported by whānau and the Board of Trustees.

Given the large number of ORS students, the Assistant Principal, along with the Principal, will also be responsible for a large team of ORS teachers and teacher aides, who work closely with, and for the best outcomes of our learners.

The complexity of the role requires the applicant to develop efficient and effective systems and someone who is incredibly well organised.

Central Normal School is a unique and diverse school in the heart of Palmerston North, comprised of three core elements, which make us unique:

- As mentioned above, we are a fund holder school for the provision of special education for our ORS learners, one of the few primary schools in New Zealand to have this.
- We operate 6 Māori Immersion classes, 2 in Reo Rua and 4 in Rumaki.
- We are a Normal School, which means we have a close relationship with Massey University to support graduate trainee teachers.

As a member of the Manawatū Team, the Assistant Principal also supports the strategic vision of the school.

Staff are very well supported in our school, where they have access to outstanding professional learning and development to support them with our teaching and learning approach.

Attached is the application pack for the position at our school. Should you have any further questions about the positions or would like to make a time to visit our school, you are welcome to contact me on (06) 359 3337 or [principal@centralnormal.school.nz](mailto:principal@centralnormal.school.nz)

I look forward to hearing from you.

Kind Regards  
Regan Orr - Tumuaki/Principal



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## **GAZETTE ADVERTISEMENT**

**Assistant Principal (4PMU + Normal School Allowance).** This position is an incredibly rewarding opportunity for someone who has an outstanding interest, awareness and passion for Special Education. The successful applicant will be someone who builds highly relational, trusting and respectful relationships with tamariki, kaiako and whānau, to ensure the best outcomes for our ORS students. As the Assistant Principal and a member of the Manawatū Leadership Team, this role primarily involves the leadership, oversight and coordination of our ORS students. We are a fund holder school for the provision of special education for ORS students and this Assistant Principal role oversees this very important component of our school. Given the large number of ORS students, the Assistant Principal, along with the Principal, will also be responsible for a large team of ORS teachers and teacher aides, who work closely with, and for the best outcomes of our learners. The Assistant Principal will also work alongside our other Assistant Principal, leading Special Education across our school.

The principal, Regan Orr, welcomes your visit or enquiries. Information and application forms can be found on our website [www.centralnormal.school.nz](http://www.centralnormal.school.nz) Please send your application and CV to the Principal, either via email or mail (marked confidential). Applications close 3.00pm, Wednesday 6 December 2023.

## **TIMELINE FOR APPOINTMENT**

Positions advertised online	Monday 20 November
Applications for positions close	Wednesday 6 December, 3.00pm
Shortlisting of applicants	Thursday 7 December
Interviews	Monday 11 December
Offer of appointment made/ Successful applicants notified	Monday 11 December
Position Commences	29 January 2023 (start date negotiable)



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## Job Description: Assistant Principal

<b>Position</b>	Assistant Principal
<b>Reports to</b>	Principal, Deputy Principal
<b>Working Relationships</b>	Internal: <ul style="list-style-type: none"><li>• Children of Central Normal School</li><li>• Parents/Whanau of Central Normal School</li><li>• Staff of Central Normal School</li><li>• Principal: professional dialogue, reporting, planning</li></ul>
<b>Employer</b>	Central Normal School Board of Trustees
<b>Tenure</b>	Permanent

<b>Key Responsibilities</b>	<b>Appraisal/Performance Indicators</b>
Manawatū Team	<ul style="list-style-type: none"><li>• Be a member of the Manawatū Leadership Team</li><li>• Contribute to Manawatū meetings and strategic direction</li><li>• Support with assessment and collation practices and the tracking and monitoring of student learning and behaviour, with a particular focus on our ORS learners.</li><li>• Support the Principal to plan, implement and review PLD within the school</li><li>• Provide guidance and support to staff members</li><li>• Develop positive and professional relationships with staff and students</li></ul>
Special Educational Needs	<ul style="list-style-type: none"><li>• Work in conjunction with the other Assistant Principal to lead Special Education across the school with particular oversight of the Ongoing Resourcing Scheme (ORS) .</li><li>• In collaboration with the Principal and Senior Leaders, plan the ORS budget</li><li>• Lead ORS teachers and teacher aides, overseeing resourcing and timetabling of staff</li><li>• Supporting staff with the educational needs of other children who require support</li></ul>

	<ul style="list-style-type: none"> <li>● Support staff with IEPs, IBPs</li> <li>● Liaise with external agencies, regarding funding and support for our special education needs children</li> <li>● Have a working relationship with Specialist Teachers to support our ORS children</li> <li>● With the principal, the employment of staff who support ORS students</li> </ul>
Curriculum Development	<ul style="list-style-type: none"> <li>● With the Principal, review the Central Normal Curriculum and work towards the development of a revised curriculum.</li> <li>● Engage in strategic direction with the curriculum to ensure it is responsive to effective pedagogy and research.</li> <li>● Support teaching staff with the implementation of the Central Normal Curriculum.</li> <li>● Build an understanding and appreciation of Te Marautanga o Aotearoa and support the implementation of this curriculum within our school.</li> <li>● Assist the Principal with reshaping and leading the curriculum</li> </ul>
Pastoral Care	<ul style="list-style-type: none"> <li>● Support the Manawatū Team with the pastoral care and support of our students</li> <li>● Support the Manawatū Team with the behaviour management of our students</li> <li>● Adhere to restorative practices and processes to support our students</li> </ul>
Teaching	<ul style="list-style-type: none"> <li>● Possibility of a negotiated teaching component</li> </ul>
Deputise	<ul style="list-style-type: none"> <li>● Deputise for the Principal in the absence of the Principal and Deputy Principal</li> </ul>
Other	<ul style="list-style-type: none"> <li>● Other roles and responsibilities as negotiated with the Principal</li> </ul>



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## APPLICATION FOR APPOINTMENT

Thank you for applying for a teaching position with our school. Please ensure you have a copy of the position (job) description before completing this application and read the following notes:

1. You need to fill out this form yourself.
2. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
3. Attach a current curriculum vitae (CV) containing any additional information, if necessary.
4. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
5. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
6. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
7. All applicants are required to give consent to a Police vet:
  - a) You cannot be employed as a children's worker if you have been convicted of a specified offence listed in [Schedule 2 of the Children's Act 2014](#) (unless you have obtained an [exemption](#)). The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
  - b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:
    - you have not committed any further offence within 7 consecutive years of being sentenced
    - you did not serve a custodial sentence<sup>[1]</sup> at any time
    - the offence was neither a [specified offence under the Clean Slate Act 2004](#) nor a [specified offence under the Children's Act 2014](#)
    - you have paid any fines or costs

Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

8. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g., passport) and a secondary identity document (e.g., New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the [Children's \(Requirements for Safety Checks of Children's Workers\) Regulations 2015](#).

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- **Custodial sentence** means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. **Non-custodial sentence** includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.



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**APPLICATION FOR EMPLOYMENT: ASSISTANT PRINCIPAL**

PERSONAL DETAILS

Surname/Family name	First names (in full)

Full postal address

Email address

Contact telephone numbers	
<b>Personal:</b>	<b>Mobile:</b>

<u>Immigration information</u>	
Are you a New Zealand citizen?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If not, do you have a NZ Work Permit	Yes <input type="checkbox"/> No <input type="checkbox"/>

<u>Criminal information</u>	
Do you have a criminal conviction?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Discharge without Conviction?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Any details?	

Are there any health related conditions which could impact on your ability to perform the position applied for?

Details of the health related conditions, including what, if any, reasonable steps can be taken to accommodate these conditions:

**EMPLOYMENT INFORMATION**

Teacher Registration Number	
Teacher Registration Expiry Date	

**Current and Previous Teaching Positions: Preferably for up to 5 years**

Period worked (please state start and end date)		Employer's Name	Position held	Reason for leaving
Start date	End date	(or reason for employment gap)		
	to			
	to			
	to			
	to			
	to			

Degree	University	Year



**Other Qualifications**

Qualification	Institution	Year

**RELEVANT EXPERIENCE**

**REFEREES** (no contact will be made without first obtaining the consent of the applicant)

<b>Name</b>			
<b>Phone</b>		<b>Email</b>	
<b>Capacity in which you know the person</b>			

<b>Name</b>			
<b>Phone</b>		<b>Email</b>	
<b>Capacity in which you know the person</b>			

<b>Name</b>			
<b>Phone</b>		<b>Email</b>	
<b>Capacity in which you know the person</b>			

**Any other additional information you consider relevant:**

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**DECLARATION**

I declare that to the best of my knowledge the information provided in this application form and the information provided in the Curriculum Vitae and any accompanying documentation is correct. I understand that if any false or misleading information is given, or any material information suppressed I will not be employed, or if I am employed, my employment will be terminated.

<b>Applicants Full Name</b>	
<b>Signature</b>	
<b>Date</b>	