



**CENTRAL NORMAL SCHOOL
TE KURA TUATAHI O PAPAIOEA**

— Whaka Kāia Tutuki - 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.

We currently have 20 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 Assistant Principal will also have shared responsibility for the SENCo role alongside our other Assistant Principal, including planning, applications and liaison with external agencies to support our tamariki.

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

I look forward to hearing from you.

Kind Regards
Regan Orr - Tumuaki/Principal



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GAZETTE ADVERTISEMENT

Assistant Principal (4PMU + 1FTU + Normal School Allowance) (0.3 teaching/0.7 leadership). This position is an incredibly rewarding opportunity for someone who has an outstanding interest, awareness 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 successful applicant will be someone who builds trusting and respectful relationships with tamariki and whānau, to ensure the best outcomes for our ORS students. 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 sharing the SENCo role.

Information and application forms can be found on our website www.centralnormal.school.nz. Please send your application and CV to the Principal, either via email or mail (marked confidential). Applications close 3.00pm, Friday 9 October 2020.

TIMELINE FOR APPOINTMENT

Positions advertised online	Monday 31 August
Applications for positions close	Friday 9 October, 3.00pm
Shortlisting of applicants	Monday 12 October
Interviews	Saturday 17 October
Offer of appointment made/ Successful applicants notified	Saturday 17 October
Letters exchanged	Monday 19 October
Position Commences	1 February 2021



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JOB DESCRIPTION

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

Key Responsibilities	Appraisal/Performance Indicators
Deputise	<ul style="list-style-type: none"> ● Deputise for the Principal in the absence of the Principal and Deputy Principal
Special Educational Needs	<ul style="list-style-type: none"> ● Lead Special Education across the school with particular leadership of ORS, SEG, TFEA ● With the Principal, plan and monitor the ORS and SEG Budgets ● Lead ORS teachers and teacher aides, overseeing resourcing and timetabling of staff ● Supporting staff with the educational needs of other children who require support ● Support staff with IEPs, IBPs ● Liaise with external agencies, regarding funding and support for our special education needs children ● With the principal, employment of staff who support ORS students
Curriculum Development	<ul style="list-style-type: none"> ● With the Principal, review the Central Normal Curriculum and work towards the development of a revised curriculum. ● Engage in strategic direction with the curriculum to ensure it is responsive to effective pedagogy and research. ● Support teaching staff with the implementation of the Central Normal Curriculum.

	<ul style="list-style-type: none"> ● Build an understanding and appreciation of Te Marautanga o Aotearoa and support the implementation of this curriculum within our school. ● Assist the Principal with reshaping and leading the curriculum
Manawatū Team	<ul style="list-style-type: none"> ● Be a member of the Manawatū Leadership Team ● Contribute to Manawatū meetings and strategic direction ● Support with assessment and collation practices and the tracking and monitoring of student learning and behaviour, with a particular focus on our ORS learners. ● Support the Principal to plan, implement and review PLD within the school ● Provide guidance and support to staff members ● Develop positive and professional relationships with staff
Pastoral Care	<ul style="list-style-type: none"> ● Support the Manawatū Team with the pastoral care and support of our students ● Support the Manawatū Team with the behaviour management of our students ● Adhere to restorative practices and processes to support our students
Other	<ul style="list-style-type: none"> ● Other roles and responsibilities as negotiated with the Principal



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APPLICATION FOR APPOINTMENT

Thank you for applying for a position with our school. Please make sure you have a copy of the position description and person specification before completing this application.

- Please fully complete this form personally. First, read it through, then answer all the questions and make sure you sign and date where indicated on the last page.
- Attach a curriculum vitae (CV) outlining any additional information, if necessary.
- 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.
- If you are selected for an interview, you may bring whanau/support people at your own expense. Please advise if this is your intention.
- Failure to complete this application and answer all the questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
- All applicants will be required to give consent to a Police vet.
- a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in Schedule 2 of the Vulnerable Children's Act 2014, unless they obtain 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 offence within 7 consecutive years of being sentenced for the offence
 - You did not serve a custodial sentence at any time
 - The offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children 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.

- Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (eg: passport) and a secondary identity document (eg: New Zealand drivers licence). A list of acceptable primary and secondary documents is available in the last sections of the Vulnerable Children Regulations 2015.
- This application form and supporting documents will be held by the board. You may access these in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.



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APPLICATION FOR EMPLOYMENT: ASSISTANT PRINCIPAL

Circle one			
Mr	Mrs	Ms	Miss

Surname/Family name	First names (in full)

Are you known by any other name(s)? If yes, please provide details below	Yes <input type="checkbox"/>
No <input type="checkbox"/>	

Full postal address

Email address

Contact telephone numbers	
Personal:	Mobile:

IDENTITY VERIFICATION, CRIMINAL RECORD AND RIGHT TO WORK

Please tick the appropriate boxes

Immigration information Are you a New Zealand citizen?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If not, do you have resident status, or	Yes <input type="checkbox"/> No <input type="checkbox"/>
A current work permit	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever had a criminal conviction? If Yes, please provide detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>A board may not employ or engage a children's worker who has been convicted of an offence specified in Section 2 of the Vulnerable Children Act 2014. The Clean Slate Act does not apply to schedule 2 offences.</p>	
<p>Have you ever received a police diversion for an offence? If Yes, please provide detail:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Have you ever been discharged without a conviction for an offence? If Yes, please provide detail:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Do you have a current New Zealand Driver's Licence</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Have you ever been convicted of a driving offence which resulted in a temporary or permanent loss of licence, or imprisonment? If Yes, please provide detail:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Are you awaiting sentencing or do you have charges pending? If Yes, please state the nature of the conviction/cases pending:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and your ability to do the job? If Yes, please detail:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Have you ever been the subject of any concerns involving child safety? If Yes, please detail:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Have you had an injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, which the tasks of this position may aggravate or contribute to? If Yes, please detail:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Teacher Registration Do you hold a current practising certificate from the Education Council? If Yes, please enter your registration number: _____</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

EDUCATIONAL QUALIFICATIONS

	Name	Location	Number of years completed	Highest Qualification gained
Secondary School				
University				
Other				

EMPLOYMENT HISTORY

Please list your work experience for the last five years beginning with your most recent position. Please explain any gaps in employment. If you were self-employed, give details. Attach additional sheets if necessary.

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			

REFEREES

Please provide the names of three people who could act as referees for you. One of these should be your current or most recent employer. Please indicate which referee is your current/recent employer in the table below. If you have included written references from people other than those listed below, please note that we may contact the writers of those references.

Name	Organisation	Position/Relationship	Best number to contact

Authority to approach other referees

I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I authorise the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa (EDUCANZ) or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/> No <input type="checkbox"/>

STRENGTHS, SKILLS AND SUITABILITY

Please describe how you meet our criteria/philosophy and describe what strengths you would bring to our school to support our philosophy:

Continue on a separate sheet of paper if necessary.

DECLARATION

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 1993 that I have authorised access to referees
- I know of no reason why I would not be suitable to work with children/young people.
- I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to dismissal.

Signature:

Date: