

Kia ora

Thank you for your interest in applying for the full-time, permanent position of Deputy Principal at Longbeach School. The position has two permanent management units attached, and fixed term unit/s, by negotiation, available for leading a major curriculum area or a school wide initiative.

This position commences at the beginning of Term 1, 2021. The role has a 0.2 classroom release component, however there may be times that the Deputy Principal needs to release another teacher for a meeting.

Longbeach School is a Full Primary School South-East of Ashburton (approximately 10km). We are a member of the Southern Cluster which includes Hinds, Mayfield, & Mt Somers Springburn Schools. We have a current roll of 151 super stars.



Our community has a strong emphasis on providing an environment that is positive, inclusive, safe and welcoming with a rural focus. Also, providing a well-balanced curriculum, meeting the social, emotional, academic and physical needs of our students.

It primarily serves the district that was “Longbeach” at the time of the settlement of Canterbury. Longbeach School opened in 2000 as a result of three local school communities ,Eiffelton, Willowby and Flemington, coming together to create our new modern, artistically designed school.



We have a great team here and we work closely together to provide the best learning environment we can for our students. We are hardworking professionals who enjoy a positive fun environment.

Our students make coming to Longbeach School a pleasure because they are keen to learn, they work hard to achieve, they are supportive and they care for each other.

Longbeach School has six well-resourced classrooms and superb library set in park like grounds with established trees. Bordering the school grounds is the Willowby Reserve and we have a community run swimming pool.

You are welcome to contact me if you have any questions regarding this position.

Applications should be submitted electronically to principal@longbeach.school.nz by 4pm on Friday 28 August 2020 and must include:

- a letter of application;
- a curriculum vitae; and
- the attached application form.

Nga mihi

Neil Simons
Principal
Longbeach School

APPLICATION FOR EMPLOYMENT FORM

Position: Deputy Principal 2MU + FTU by negotiation

TIMELINE	DATE
Advertisement	10/08/20
Applications close	4pm Friday 28/08/20
Short listing of applicants	On Monday 31/08/20
Referees contacted Notify final shortlisted applicants	By Tuesday 01/09/20
Orientation visits to Longbeach School	By negotiation
Interviews held	Thursday 03/09/20
Position offered to successful candidate Notify all unsuccessful interviewees	ASAP
Position commences	28/01/2021

Please note:

All shortlisted candidates will be required to bring to their interview two forms of identification, preferably a passport (or birth certificate) and driver's licence.

Personal Specification

- New Zealand Registered Teacher
- Can lead professional learning – coaching, mentoring and leading our staff to grow them professionally and improve learning outcomes for all of our students.
- Proven and successful teaching experience across the curriculum.
- Commitment to academic excellence and the raising of student achievement.
- An excellent understanding of current pedagogy with the ability to motivate and empower learners, especially with student agency, assessment for learning and digital profiles.
- Commitment to on-going self improvement through PLD, appraisal, feedback and teacher inquiry
- Strong understanding in effectively interpreting and analysing achievement to improve student learning
- Proven ability to form and maintain strong relationships with students, staff, parents and the wider community.
- High level of organisational skills including the management of school wide events.
- Demonstrates co-operation and excellence when working as part of a team.
- Strong ICT skills and be able to contribute to the development of a digital learning environment within the school.
- Is solution focused with innovative approaches to problem solving;
- Can deputise for the principal when required
- Supports staff and student wellbeing.

Leadership roles will be negotiated with the roles likely to include:

- Curriculum leadership
- School-wide performance management
- Team leadership
- Event leadership

A job description is included in this application pack for more information.

Information for Applicants

Thank you for applying for the position of Deputy Principal at Longbeach School. Please ensure you have read the Person Specifications before completing this application.

1. Please complete the form personally. Read it through first and answer all questions.
2. Send an electronic copy of a covering letter outlining your suitability for the position and your CV containing additional information relevant to the position. If you include written references please note that we may contact the writer of the reference.
3. Copies of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
4. 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.
5. The Board of Trustees (or designated personnel) may visit you in your present position. You will be required to obtain permission from your employing school if the visit is requested.
6. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 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 and
 - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape, and causing serious bodily harm) and
 - The offence was not a specified offence (specified offences are in the main sexual in nature) and
 - You have paid any fine or costsCustodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders; community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Minister of Justice.
7. Terms and conditions will be set out in the NZEI Riu Roa Primary Teachers' Collective Agreement 1/7/19 -30/6/22.
8. If you are selected for an interview you may bring a support person. Please advise if this is your intention.
9. The application form is a source of information that will be used by the Board of Trustees to assist it in considering the suitability for the position for which you are applying. Failure to supply the information requested will prejudice the Board's ability to assess your suitability for the position.
10. Following completion of this appointment, information relating to the successful applicant shall form part of the school's personnel records and will be held at the school premises.
11. Application forms and CVs from non-successful applicants will be held until the appointments process is completed and then be destroyed.
12. All information collected from referees will be destroyed at the end of the selection process.
13. All information received will be confidential to the Board of Trustees and the Appointment committee.

The above information is provided in accordance with the Privacy Act 1993.

A. Personal Information

Full Name: _____
(Surname) (First Name (s))

Address:

Telephone: _____
(Private) (Mobile)

(Email)

Legal Work Status:

Are you legally entitled to work in New Zealand **YES** **NO**

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

B. Educational Qualifications

Qualifications Obtained

Teachers Registration No: _____ Expiry Date: _____

C. Current Employment

Position: _____ Appointed: _____
(Year)

School: _____ Grade: _____

Location:

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

YES NO

D. Physical and Emotional Fitness

Do you have any known injury or illness or medical condition that may affect your ability to carry out the functions and responsibilities of the position applied for?

YES NO

If YES, please specify

E. Convictions against the Law

Have you ever been convicted of any criminal offence (other than a minor traffic offence)? **YES NO**

If YES, please give details and note that you may be asked to provide a copy of the relevant court records.

Are you currently awaiting the hearing of any charges? **YES NO**

The Board reserves the right to contact authorities to verify any claim made.

F. Referees

Please provide names, addresses and phone numbers of three (3) referees, one of whom is your current or past leader.

1. _____
(Name)

(Address)

(Telephone – private) (Telephone – business)

Capacity, in which you know this person: _____

2. _____
(Name)

(Address)

(Telephone – private) (Telephone – business)

Capacity, in which you know this person: _____

3. _____
(Name)

(Address)

(Telephone – private) (Telephone – business)

Capacity, in which you know this person: _____

I consent to the school seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information to be released to the school for the purposes of ascertaining my suitability for the position for which I am applying.

I understand that the school may approach sources other than my nominated referees to seek feedback on my suitability for this position.

I also understand that the information received by the school is supplied in confidence as evaluative material and will not be disclosed to me

Signature: _____ Date: _____

G School Visits

I understand that the Longbeach School Board of Trustees may wish to visit me in my present position. I will seek and confirm approval from my employing school for this to happen if needed.

Signed.....

H Declaration

I, _____ (full name) declare that to the best of my knowledge the information provided in this application and in my Curriculum Vitae enclosed is accurate and I understand that if any false or misleading information is given or any material fact suppressed, I will not be employed, or if I am employed, my employment will 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 of any compensation from ACC.

Signature: _____ Date: _____

Please email this application form with your Curriculum Vitae and Covering Letter outlining your suitability for the position.

Applications close 4pm Friday 28/08/2020

Please email directly to the Principal – Neil Simons

principal@longbeach.school.nz