



November 2021

## Drury West Primary School (provisional name)

Dear Applicant,

Thank you for your interest in the position(s) of Deputy Principal at Drury West Primary, a school that will have a predicted roll of 165 by the end of 2022 ranging from Year 0 to Year 8.

In this application pack you will find the following:

- Letter from the Establishment BOT Chairperson, Susannah Fowler.
- KEA letter about the process [this document you are reading!]
- Job description
- Person Specification
- Quick Referee Snapshot.
- Gazette Advertisement
- Clean Slate Act (excerpt)

The KEA website has the application pack [www.keaeducation.nz](http://www.keaeducation.nz).

You will need to contact Ngaire Jermaine for the 2 Application Forms [ngaire@keaeducation.nz](mailto:ngaire@keaeducation.nz). You cannot be considered without submitting these two forms: (1) a main application form (writeable PDF) and (2) a 'reflection application form' (Word).

E-mail your application form, covering letter and your CV as one or two PDF files saved as "Your name Drury West Primary" to Ngaire – that is, like "Mary Jones Drury West Primary". No hard copy is required. Email only – do not use Doc Hub, Google Docs etc.

You do not need to include transcripts or 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.

It is becoming generally expected that a person being interviewed should give a brief mihi in either English or Maori. A poroporoake afterwards in English or Maori would round your interview off rather well.

It is possible that members of the board may visit applicants' current school. Advance notice would be given.

If you have any queries about the school or the position you are welcome to phone the foundation principal, Sarah Cavanagh (021) 531 400.

Time Line – for your diary.	
Gazette in schools	Monday 8 February
Closing date	Monday 22 February at 5.00 pm.
Shortlisting notification	Soon after 4 March 2021
Interview Day	Wednesday 10 March 2021
Starting date	Day 1 of term 2, 2021. (3 May)

The deputy principals will work with the Principal and Establishment Board to develop their Performance Agreements during 2021.

In the application pack you will find a “Quick Referee Snapshot” document that you will need to send to your referees (maximum of three referee reports) and ask them to read the instructions carefully - especially how they use the 1-5 rating (1 is top, 5 is low). These are due to Ngaire by 5.00 pm on closing day, 22 February 2021.

The referees of the applicants who are shortlisted will receive a phone call from principal Lisa Cavanagh. (No detailed written report will be required by your referees.)

If you have any queries on the process or the contents of the application form, do contact Alan Jermaine: email [alan@keaeducation.nz](mailto:alan@keaeducation.nz) or phone [09] 418-0156 or [021-119-3309].

Yours faithfully,

Alan

Alan Jermaine  
Director  
KEA Education Associates