



June 2022

Mangakahia Area School Years 1-15

Dear Applicant,

Thank you for your interest in the position of U2 Principal at Mangakahia Area School, a school 25 minutes west of Whangarei with a roll of 64.

In this application pack you will find the following:

- Letter from the Commissioner, Vivien Knowles.
- KEA letter about the process [this document you are reading!]
- Job description
- Person Specification
- School Description
- Quick Referee Snapshot. For you to send to your referees.
- Gazette Advertisement

The KEA website has the application pack www.keaeducation.nz. You must also be conversant with the school's most recent ERO reports.

You will need to contact Ngaire Jermaine by email for the Application Form ngaire@keaeducation.nz. You cannot be considered without submitting this form.

E-mail your application form, covering letter and your CV as one or two PDF files saved as "Your name Mangakahia Area School" to Ngaire – that is, like "Mary Jones Mangakahia Area School". 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 Māori. A poroporoake afterwards in English or Māori would round your interview off rather well.

It is possible that the Commissioner may visit the applicant's current school. Advance notice would be given.

Time Line – for your diary.	
Gazette in schools	Monday 4 July 2022
Closing date	Monday 25 July at 5.00 pm.
Interview Day	Saturday 13 August 2022
Starting date	Day 1 of term 4, 2022. (17 October)

If your teacher registration is due to expire between now and the end of year it would be advisable to expedite the renewal process.

The principal will work with the Commissioner to develop the new principal's Performance Agreement during 2022-2023.

In the application pack you will find a "Quick Referee Snapshot" document that **you** will need to send to your three referees and ask them to read the instructions carefully - especially how to use the ratings. Referees should be reasonably knowledgeable of your in-school performance. These reports are due to Ngaire by 5.00 pm on 6 June – one week before closing day.

The referees of the applicants who are shortlisted may be contacted by phone or receive a more detailed referee report to complete. Do ensure your referee's contact details are correct and that they are aware that you are applying for this position.

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

Visits to the school will be by appointment with the Commissioner. Phone Vivien Knowles on (027) 2866 325 or email com.mangakahia@gmail.com.

Yours faithfully,

Alan

Alan Jermaine
Director
KEA Education Associates