



PUKEKOHE WEST SCHOOL – U4

Dear Applicant,

Thank you for your interest in the position of U4 Principal at Pukekohe West Primary, a new school with a initial roll of 200 ranging from Year 1 to Year 6. In this application pack you will find the following:

- Letter from the Chairperson of the foundation board of trustees.
- Job Description
- Person Description
- Advertisement [as found in the Gazette]
- Clean Slate Act information

You may find further information on the KEA website – www.keaeducation.nz.

You are welcome to meeting with a trustee by phoning The Chairperson Barbara Duckworth (027) 900 8010 to arrange a suitable time.

Applications.

You will need to contact Ngaire Jermaine for an Application Form (a Word document) – 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 if possible saved as “Your name Pukekohe West” to Ngaire – that is, like “Mary Jones Pukekohe West” You do not need to include transcripts, or certificates with this material.

No hard copy is required. Email – do not use Doc Hub, Google Docs, and Publisher etc. If your CV is too large for emailing in one document then email it in two “halves”. Ensure your application is free of typos and other errors.

If you are selected for interview you will need to produce, on interview day, the following as set out in the Vulnerable Children’s Regulations [2015]:

- Teacher Registration card. [Proof of identity as a registered teacher]
- Tertiary study transcripts – originals or certified copy. [Proof that you have the qualifications you claim.]
- Two photo identifications such as drivers’ licence and passport.

It is becoming generally expected that a person being interviewed should give a brief mihi in either English or Maori.

| Time Line – for your diary. | |
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| Gazette in schools | Monday 16 September |
| Closing date | Thursday 3 October 2019 at 5.00pm |
| Shortlisting notification | Soon after 22 October 2019 |
| Interview Day | Saturday, 2 November 2019 |
| Starting date | Tuesday 28 January 2020. |

The new principal will work with the Board to develop a Principal Performance Agreement for 2020.

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

First Time Principals will have access to mentoring provided by Evaluation Associates. KEA will advise Evaluation Associates.

If you have any queries on the process do email or phone Alan Jermaine [09] 418-0156 or [021-119-3309]

Yours faithfully,

Alan

Alan Jermaine
 Director
 KEA Education Associates