



December 2020

## Target Rd Primary School Years 0-6

Dear Applicant,

Thank you for your interest in the position(s) of U5 Principal at Target Rd Primary, a decile 6 school with a roll of 425.

In this application pack you will find the following:

- Letter from the BOT Chairperson, Sarah Burkitt.
- KEA letter about the process [this document you are reading!]
- Job description
- Person Specification
- Quick Referee Snapshot.
- Gazette Advertisement or Free on-Line 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 by email 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 Target Rd Primary" to Ngaire – that is, like "Mary Jones Target Rd 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.

Time Line – for your diary.	
Gazette in schools	Monday 8 February
Closing date	Monday 22 February at 5.00 pm.
Shortlisting notification	Soon after 3 March 2021
Interview Day	Saturday 13 March 2021
Starting date	Day 1 of term 2, 2021. (3 May)

The principal will work with the 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 the 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 may receive a more detailed referee report to complete. Do ensure your referee’s contact details are correct.

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].

Visits to the school will be by appointment – make initial contact with Alan who will advise you.

Yours faithfully,

Alan

Alan Jermaine  
Director  
KEA Education Associates