



September 2019.

Waikaretu Primary School [Waikato]

Three Positions

1. Principal U1
2. Class teacher – permanent, full-time
3. Office administrator – part-time, 20 hours per week.

Dear Applicants,

Please read the documents in the application pack with your own desired position in mind. Each position has its own specific application form available from Ngaire.

Thank you for your interest in the position of U1 Principal of Waikaretu Primary, a school with a roll of 27, ranging from Year 1 to Year 8. In this application pack you will find the following:

- Letter from the Chairperson. (All positions)
- KEA letter with essential details [this document].
- Person Description (Principal)
- Principal's new collective agreement.
- School Description (All positions)
- Advertisement [as found in the Gazette] (Principal and teacher)
- Clean Slate Act information (All positions)
- Map of the general locality. (All positions)

You may find further information on the KEA website – <https://keaeducation.nz/waikaretu-school.html>.

You must study the school's website: www.Waikaretu.school.nz.

You are welcome to visit the school by appointment – phone (09) 233 3014 preferably on a Tuesday when the acting principal will be out of class.

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 Waikaretu" to Ngaire – that is, like "Mary Jones Waikaretu" 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.

Applicants who are shortlisted for interview should certainly visit the school if at all possible.

The ERO report of September 2016 may be found on the school and ERO websites. The review team completed their review visit around 23 August and, at the time of writing, their report is still being developed. Interesting to note that the school roll has grown from 20 (ERO 2016) to 27 (Actual 1 September 2019).

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.

| Time Line – for your diary. | |
|-----------------------------|--------------------------------------|
| Gazette in schools | Monday 16 September 2019 |
| Closing date | Monday 5.00 pm 30 September 2019 |
| Shortlisting notification | Around 7 October 2019 |
| Interview Day for Principal | Saturday, 19 October 2019 |
| Starting date | 29 January 2020. Day 1, Term 1 2020. |

The new principal will work with the Board to develop a Principal Performance Agreement for 2020. The new principal will use the Professional Standards of a Primary Principal as their job description.

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

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

School Profile.

The school’s current charter/strategic plan is on the school website. This is under review and the new plan will be finalised, and on the school website, by December 2019. The current principal is working to have the 2018 Annual Financial Report and Analysis of Variance on the school website.

School House.

The house will be available at a rental of \$280 per week.

Pronunciation.

Waikaretu is pronounced as “why carry two”.

U1 Principal – new collective agreement August 2019 – August 2021

This document should be studied as it shows a considerable improvement for U1 principals' salaries – U1 and U2 salaries shall be combined to the benefit of this school's new principal.

Yours faithfully,

Alan

Alan Jermaine
Director
KEA Education Associates