



BOTANY DOWNS SCHOOL

APPLICATION PACK



DEPUTY PRINCIPAL

APPOINTMENT

2022



APPLICATION PACK DEPUTY PRINCIPAL

Nau Mai Haere Mai, Welcome!

Thank you for expressing interest in the position of Deputy Principal at Botany Downs School. We are seeking a leader who will work alongside the Principal, another DP, LSC and a strong leadership team, to continue to grow our vision for Teaching and Learning. The position description is attached, and this is a position with 5 Permanent Management Units and is currently fully released.

We are looking for a new Deputy Principal from the start of 2022 unless otherwise negotiated.

The following documents and links are included with this application pack :

- Criteria for appointment
- Deputy Principal's Role Description
- Information for applicants
- Recruitment process timeline

The following separate documents accompany this application pack:

- Application for appointment
- Referee report template

Further information about the school can be obtained from the school website.

<https://www.botanydowns.school.nz/>

The application for appointment is to be returned with your CV and covering letter by **Friday 10 December 1:00 pm**

- Email to: vickip@botanydowns.school.nz

Referee report forms are to be given to your **three** referees for them to return directly to vickip@botanydowns.school.nz by **Friday 10 December 1:00 pm**

Vicki Parkins
Principal



Criteria for the Appointment

Personal Qualities and Attributes	<ul style="list-style-type: none"> · Demonstrates strong relational skills and is; approachable, loyal, trustworthy, fair, supportive, positive, honest, with a sense of humour · An effective communicator to students, staff and the community
Knowledge and Practice	<ul style="list-style-type: none"> · A strong, confident educational leader who is capable of continuing the strategic direction of the school, with a particular emphasis on personalising learning · Bring experience that will strengthen Year 0-3 teaching and learning. · Effectively manages the day-to-day responsibilities of running a school · Understands and demonstrates that values, skills and knowledge are equally important components of learning and measures of success · Is committed to an inclusive approach, understands and practises UDL · Demonstrates a capacity to create an enjoyable, friendly, welcoming school environment · Demonstrates commitment to our obligations under the Treaty of Waitangi and is able to foster te reo Māori · Places children at the centre of their decision-making · Understands effective change management and has a strategic approach to school development · Work in partnership with our Learning Support Coordinator as SENCO Years 0-3
Skills and Competencies	<ul style="list-style-type: none"> · Is forward-thinking, creative, innovative and aware of current educational trends · Is self-driven, shows initiative and is a problem solver · Is Solution Focused, celebrates what it is children can achieve and has a coaching approach to their learning challenges



Deputy Principal Role Description

- TITLE:** Deputy Principal
- RESPONSIBLE TO:** The Principal
- NUMBER OF MU:** Five Management Units
- RESPONSIBILITIES:** Curriculum Leader, Curriculum Development, Assessment and Reporting, Teacher Development, Community Partnership and Engagement, Day to Day Administration as required, SENCO in collaboration with LSC, transition to school.
- PRIMARY OBJECTIVES:**
- Culture:** Provide professional leadership that focuses the school culture on enhancing learning and teaching
 - Pedagogy:** Create a learning environment in which there is an expectation that all ākonga/learners will experience success in learning
 - Systems:** Develop and use management systems to support and enhance student learning
 - Partnerships and Networks:** Strengthen communication and relationships to enhance student learning
- RESPONSIBLE FOR:** The effective operation of the school, key responsibilities and annual goals as per the job description
- EFFECTIVE RELATIONSHIPS:** The Board of Trustees, ākonga/learners, staff, parents, community, education agencies, neighbouring schools
- PERFORMANCE REVIEW PROCESS:**
- Progress against responsibilities and goals will be reviewed by the Principal and/or the appraiser and the DP.
- They will meet all the professional standards for Deputy and Assistant Principals.
- An annual performance appraisal of the DP will be undertaken by an external consultant and/or the Principal





Deputy Principal Role Description

Culture	Pedagogy
<p>Build a positive and inclusive whole school culture and ensure this culture is reflected within allocated areas of responsibility.</p> <p>Show that diversity is valued within the school and recognise that culture counts in improving teaching and learning for all.</p> <p>Consider the principles of Te Tiriti o Waitangi by building a sense of identity, actively protecting and preserving the Māori language and connecting the culture of the community and whānau to what is valued in our school.</p>	<p>Improve the quality of student learning.</p>
Criteria	Criteria
<ul style="list-style-type: none"> ▪ Ensure that educational practices are inclusive ▪ Ensure that the language, identity, and culture of students and their families are acknowledged and valued ▪ Actively engage in the development and implementation of shared goals and vision; ensure a safe and well-organised environment that allows teachers to focus on their teaching, and students on their learning ▪ Support the development of practices that set an expectation that all students will experience success in learning ▪ Model practices in which teamwork is expected and valued ▪ Lead and create opportunities to celebrate the progress and success of students and staff ▪ Develop the school as a learning community ▪ Develop others as leaders 	<ul style="list-style-type: none"> ▪ Improve outcomes for all students, with a particular focus on Maori and Pasifika students and students with special needs ▪ Create the conditions for effective teaching, learning and curriculum delivery ▪ Model pedagogical practices that are effective for all ākonga/learners ▪ Engage in and lead professional development ▪ Keep up to date with teaching and learning theory ▪ Lead curriculum planning, development, and review ▪ Explore and promote the use of ICT and e-learning to open up ways of connecting, sharing and learning



Systems	Partnerships and Networks
<p>Create the systems and conditions in which staff and students can function effectively and in which learning can occur.</p> <p>Be accountable for day-to-day school management and administration.</p> <p>Participate in decision-making processes and the implementation of those decisions.</p> <p>Be accountable for day-to-day school management and administration.</p> <p>Participate in decision-making processes and the implementation of those decisions.</p>	<p>Participate in a range of networks, both internal and external</p>
Criteria	Criteria
<ul style="list-style-type: none"> ▪ Take responsibility for general and strategic school administration, such as planning, resourcing, staff appointments, budgeting, timetabling, and running school events ▪ Track students' academic achievement through assessment, evidence collecting, and data analysis ▪ Provide for the pastoral care of ākonga/learners and support for staff 	<p>Internally</p> <ul style="list-style-type: none"> ▪ Participate in the school's leadership network and groups such as syndicates and curriculum teams ▪ Address school-wide issues with consistency across subjects and levels ▪ Provide opportunities for establishing relationships and practices that support teacher and student learning <p>Externally:</p> <ul style="list-style-type: none"> ▪ Commit to ongoing learning, such as attending conferences and belonging to committees and subject associations ▪ Network within and beyond the school to enhance learning and achievement including sharing ideas and challenge practices ▪ Work with parents, whānau, hāpu, iwi, and caregivers to establish shared expectations for ākonga/learners (and encouraging teachers to do the same) ▪ Develop networks in the wider community, including the local media, to ensure that the school's achievements are well presented



INFORMATION FOR APPLICANTS

Thank you for applying for the position of Deputy Principal of Botany Downs School.

Please ensure you have a copy of the job description, the appointment criteria and have read all material provided, before completing the separate application form.

1. Please fully complete the application form personally. Read it through first and then answer all questions. Make sure you sign and date where indicated.
2. Attach a *curriculum vitae* containing any additional information relevant to the position. If you include written references, please note that we may contact the writer of the reference.
3. Copies of qualification certificates should be attached. If successful in your application, you will be required to provide the originals as proof of qualifications. These will be needed to verify the copies which will be retained for the school's records.
4. If you are selected for interview, you may bring whānau/support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
6. All applicants will be required to give consent to a Police Vet.
7. a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in [Schedule 2 of the Children's Act 2014](#), unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.

b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:
 - You have not committed any offence within 7 consecutive years of being sentenced for the offence
 - You did not serve a custodial sentence at any time
 - The offence was neither a [specified offence under the Clean Slate Act 2004](#) nor a [specified offence under the Children's Act 2014](#)
 - You have paid any fine or costs

Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

8. Application forms and CVs of unsuccessful applicants will be held until the appointment process is completed and will then be securely destroyed after 90 days. For the successful candidate these documents will be held in their personnel file. The



successful candidate may access it in accordance with the provisions of the Privacy Act 2020.

9. You are required to request referees reports from three referees. The report template is included in this pack as a separate attachment. It is your responsibility to contact referees and provide them with a copy of the report template and the information that they need to complete and return it. These remain confidential to the Botany Down School Principal. All information collected from referees will be destroyed at the end of the selection process.
10. All information received will be confidential to the Appointments committee.
11. **Candidates may undertake a school visit, depending on COVID-19 restrictions. Please contact Vicki Parkins, Principal, through vikip@botanydowns.school.nz or phone 09 534 9848 to *organise a suitable time.***



APPOINTMENT TIMELINE

The Botany Downs School Principal has set the following timeline for the appointment of the Deputy Principal. Every effort will be made to keep to the following schedule in determining the successful candidate.

Timeline for the appointment of the Deputy Principal of Botany Downs School 2021	
Gazette Advertisement	Online from the 24 November
Application Pack, Application form and Referees Reports are on the web site	Online from the 24 November
Candidates visiting Botany Downs School	From 24 November - 10 December Appointments to be booked through the Principal Botany Downs
Closing date for referee reports	Friday 10 December 1:00 pm
Closing date for applications	Friday 10 December 1:00 pm
Shortlisting completed	Wednesday 15 December
Interviews with applicant's presentation	Saturday 18 December
Appointment commences	Start of the 2022 year or as negotiated

** The Appointment Committee reserves the right to conduct a 2nd interview if required and to alter the above timeline if circumstances with Covid 19 affect the current plan.*

We need to receive:

- A completed application form and cover letter
- A current Curriculum Vitae
- Reports from **three** referees (applicant to organise)

Completed applications to be received by **Friday 10 December 1:00 pm** and should be emailed to vickip@botanydowns.shool.nz