



APPLICATION PACK CONTENTS

Deputy Principal

Portfolio detail to be determined

Full time, Permanent

1. Letter to the Applicant
2. Timeline for the Applicant
3. Person Specification
4. Position description
5. Information for the Applicant
6. Application Form
7. Self-Assessment Form
8. Referee's Report
9. Special Catholic Character Statement



2 December 2024



Dear Applicant

Deputy Principal - *Portfolio detail to be determined*

Thank you for your interest in our College, and the opportunity to be a valued member of the Senior Leadership Team.

Sancta Maria College is an Integrated Catholic College with a roll of 1000 and enjoys an inclusive, collaborative, genuinely student-centred environment that focuses on continuous improvement and preparing ākonga for a bright future.

The Special Catholic Character is at the core of everything we do and permeates every aspect of college life. Staff and students are expected to uphold the values associated with the Sancta Maria vision.

The successful applicant will demonstrate commitment as a staff member of an Aotearoa New Zealand Catholic School as set out in *The Special Catholic Character Statement* found in this pack.

As a school community, we are very proud of our academic, cultural, service and extra-curricular record of achievements. We continue to use innovative learning practices and have a weekly professional learning programme which supports professional growth in all of our teaching staff.

The successful applicant will have strong interpersonal skills, initiative and vision to underpin the school's overall focus on improving its high standard of academic achievement and successful outcomes for students. The person we are seeking will have the passion, energy and commitment to contribute to the strategic direction and annual planning process, and be deeply knowledgeable in areas key to our success.

The successful candidate will have a sense of humour, be able to work in a collaborative environment and be an integral member of the Senior Leadership Team.

We are a school with a reputation for academic excellence, and we understand the importance of curriculum, pedagogy and wellbeing, in this achievement.

There will be an opportunity for short-listed candidates to visit our College prior to the interviews and after applications have closed, to gain an increased appreciation of all that we offer.

Ngā mihi

Louise Moore
Tumuaki/Principal



TIMELINE FOR APPLICANT

Deputy Principal

Portfolio detail to be determined

The Sancta Maria College Board of Trustees has set the following timeline for the appointment of the Deputy Principal. Every effort will be made to keep the following schedule in determining the successful candidate.

TIMELINE

Advertisement	Monday 2 nd December
Closing date for Applications	Friday 31 st January 2025
Shortlisted candidates visit SMC	Week commencing 3 February by invitation
Interviews	Week commencing 10 February
Appointment commences	<i>asap Term 2</i>

The Board reserves the right to conduct a second interview if necessary and may request that the shortlisted applicants complete an online HR process.

Checklist – We need to receive completed:

- Application Form
- Self-Assessment Form
- Curriculum Vitae – with copies of verified qualification certificates attached
- Reports from three (3) referees (applicant to organise and referees to send *Referee's Forms* directly to the addresses listed below)

Email all required documents to principal@sanctamaria.school.nz or deliver/post to

Carmen Lewis
Principal's PA
Sancta Maria College
319 Te Irirangi Drive
Flat Bush, Auckland 2016

A copy of the Sancta Maria College Strategic Plan is available on our website:

<https://www.sanctamaria.school.nz/board-of-trustees/>



PERSON SPECIFICATION

Deputy Principal

Portfolio detail to be determined

- Demonstrates and supports the Special Catholic Character of the school.
- Is compassionate, and cares deeply about student and staff hauora/wellbeing.
- Actively supports the school's strategic vision and contributes positively to its on-going development.
- Builds supportive, collegial relationships with all stakeholders including the senior leadership team, our network of schools, Kahui Ako, and school community.
- Is an inspirational leader who is able to motivate, engage and empower staff to work effectively.
- Values future focused learning and teaching, and curriculum design.
- Is innovative and focused on achieving positive outcomes for every learner, including priority learners.
- Understands the notion of personal excellence and is committed to meeting individual student needs through high expectations of self, colleagues and students.
- Is culturally responsive and understands what this means and looks like in our diverse educational context.
- Is visible in classrooms, around the school and at school events.
- Has an in-depth understanding of *Te Mātaiaho*, and its implications for school curriculum and student wellbeing.
- Employs teaching as inquiry practices.
- Can present and speak to a range of audiences effectively.
- Is energetic, passionate and resilient.
- Is calm under pressure, can work with others (students, staff, parents, wider community) to resolve issues satisfactorily.
- Is willing to commit for a meaningful length of time in the role.
- Is committed to ongoing professional and academic learning. This may be through enrolment or intention to enrol in an educational leadership qualification at Masters level or higher.



Role Description for Deputy Principal 2025



The position of Deputy Principal carries a 7MU allowance, has five hours of teaching contact time per week, and operates under the provisions of the current Secondary Teachers Collective Agreement.

The specific portfolio will be determined based on the skills and experience of the successful candidate in negotiation with the current Senior Leadership Team.

The Senior Leadership Team works collaboratively to support the Principal in:

Leadership of the School

- Articulating and modelling the school's vision, values and virtues.
- Providing a role model for both staff and students.
- Translating the vision and values into clear expectations of excellence for ākonga. This includes promoting and using positive relational and restorative practices.
- Creating a safe and stimulating learning environment in which students and staff can reach their potential.
- Developing and promoting a culture that fosters personal success, a sense of purpose, and a commitment to life-long learning.
- Supporting the school to meet its commitment to honour *Te Tiriti o Waitangi*.

School Management

- To have individual or joint oversight of a key area of school management. This area of management may change over time.
- Overseeing management and professional growth of a number of HoDs.
- Present to the Board of Trustees as required.
- Prepare and present reports, as needed, on areas of strategic responsibility.
- Use data meaningfully to inform decision making and progress.

Communication and Relationship Management

- Developing and maintaining effective relationships with the Board, staff, students, parents/caregivers/whānau, the wider school community and other stakeholders.
- Building and using clear communication channels with parents, caregivers and whānau to ensure they have high quality information about the school and feel confident about the learning environment.
- Encouraging and guiding staff to communicate effectively with students, parents, caregivers and whānau.
- Developing a culture of honest communication and respect.
- Fostering a sense of pride and school spirit.
- Having difficult conversations to address accountability issues, using a solution-focused approach.
- Providing opportunities for, and supporting leadership development of, teachers and students.

Educational Leadership

The portfolio of the new Deputy Principal may involve aspects of:

- Ensuring effective development and delivery of a relevant curriculum.
- Ensuring that diverse student needs are met through quality programmes and effective teaching and learning. We are committed to understanding and enabling success for Māori and Pacific students.
- Encouraging curiosity and the desire to learn by employing best-practice future-focused pedagogical practices.
- Consulting with parents, caregivers and whānau to set directions for educational achievement.
- Reporting and monitoring student progress and achievement.
- Contributing to building and sustaining a strong senior leadership team.
- Fostering a collaborative environment where staff can develop and excel.
- Staying current with relevant educational issues and research.

Pastoral Leadership

The portfolio of the new Deputy Principal may involve aspects of:

- Responsibility for one House (Y7-Y13) each.
- Coordinating regular meetings with the Pastoral Leaders and Guidance team.
- Participating in and where appropriate leading the Restorative Practice programme at the college.
- Monitoring and responding to attendance issues.
- Analysing pastoral data to observe trends and to plan any necessary interventions.
- Monitoring academic progress, targeting academic mentoring and evaluating results.

Strategic Tasks

The appointee will accept specific tasks according to their strengths, negotiated with the Principal and the Senior Leadership team. These tasks may change over time, and could include:

- Māori student engagement – hui
- Pacific student engagement – Talanoa/ fono
- Using data to support raising student achievement
- Assessment and Reporting
- Timetable
- Professional Development for staff
- Monitoring attendance
- Digital learning / Information technology
- Human resourcing

General Operations

The portfolio of the new Deputy Principal may involve aspects of:

- Relief Co-ordination (shared)
- Oversight of Junior or Senior prizegivings
- Co-ordination of key events



INFORMATION FOR APPLICANTS

Deputy Principal

Portfolio detail to be determined

Thank you for applying for the position of **Deputy Principal of Sancta Maria College**. Please ensure you have a copy of the **job description** and **criteria for the appointment** before completing this application.

1. Please 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* (CV) containing any additional information relevant to the position. If you include written references, please note that we will 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 originals as proof of qualifications. These will be needed to verify the copies which will be retained for the school's records.
4. 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.
5.
 - 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 Vulnerable Children 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 (2004) 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; and
 - You did not serve a custodial sentence at any time; and
 - The offence was neither a [specified offence under the Clean Slate Act 2004](#) nor a [specified offence under the Vulnerable Children Act 2014](#); and
 - 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.

6. This application form and supporting documents received from the successful applicant will be held by the school. That person may access these in accordance with the provisions of the Privacy Act 1993.
7. CVs provided from non-successful applicants will not be returned, unless a stamped self-addressed envelope is provided. Application forms and CVs from non-successful applicants will be held until the appointments process is completed and will then be destroyed.
8. You are required to request referee's reports from three referees. The referee report template is included in the 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 the report. Referee's reports are to be emailed to employment@sanctamaria.school.nz by 9:00am on Friday 31 January 2025. These remain confidential to the Board of Trustees. All information collected from referees will be destroyed at the end of the appointment process.
9. All information received will be confidential to the Board of Trustees.



10. Shortlisted applicants may visit the college by invitation week commencing 3 February 2025. Please contact Carmen Lewis by phone (09) 274 4081 ext. 204 or via email employment@sanctamaria.school.nz

If shortlisted, you will be required to bring to your interview, the originals and copies of the following:

1. *Your current Practising Teacher Certificate*
2. *Two types of identification*
 - a. *If possible, this should be photo ID and a NZ Drivers Licence*
 - b. *If you do not have one or other of the above documents, please supply a birth certificate, bank statement or IRD number.*
 - c. *A completed Special Catholic Character Statement (attached)*





Application

Full Name:	
Email:	
Address:	
Mobile:	Landline:
Nationality / Citizenship:	

Are you legally entitled to work in New Zealand? YES NO

Do you have a full and current New Zealand driver licence? YES NO

Current employer		
Position held		
Address		
Email	Work phone	Other phone

For the purpose of compliance with the Privacy Act 1993, do you consent to Sancta Maria College contacting your present employer for the purpose of reference checking?

YES

NO

REFEREE 1

Name	Email
School/Institution	Position
	Mobile
Address	Work phone
	Other phone

REFEREE 2

Name	Email
School/Institution	Position
	Mobile
Address	Work phone
	Other phone

REFEREE 3

Name	Email
School/Institution	Position
	Mobile
Address	Work phone
	Other phone

TERTIARY EDUCATION QUALIFICATIONS (list below)

Institution attended	Years attended	Qualifications attained	Date awarded

EMPLOYMENT HISTORY (list all school / institutions and positions for last 10 years only)

Employer	Position	Salary scale (if relevant)	Date from	Date to

Professional Memberships (give details)

DECLARATIONS

MEDICAL / HEALTH

Do you have any injury or illness that may affect your ability to effectively carry out the duties and responsibilities outlined in the job description? *If yes, please give details below.*

NO

YES

If yes, please give details.

Do you have or have had any other known physical or psychological condition that may affect your ability to carry out the duties and responsibilities outlined in the job description?

NO

YES

If yes, please give details.

Do you suffer or have ever suffered from any illness or disability that you would like the Board of Trustees to know about (e.g. asthma, diabetes, high blood pressure)?

NO

YES

Do you agree to undertake a medical examination if required?

YES

NO

I understand that any false information given in relation to my medical history may result in my loss of entitlement for any compensation from ACC or the Board's workplace accident insurer.

Signature	Date
------------------	-------------

CHILD SAFETY (VCA)

Have you ever been convicted of a Safeguarding offence?

NO

YES

If yes, please provide the details below. Include details of how you responded to it.

Have you ever been the subject of any concern(s) or a complaint(s) involving child safety during your employment history?

NO

YES

If yes, please provide the details below. Include details of how you responded to it.

The Board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the Vulnerable Children Act 2014. The Clean Slate Act does not apply to schedule 2 offences.

CONVICTIONS

Have you ever been convicted of any criminal offence (other than a minor traffic offence)?

NO

YES

If yes, please provide the date and details of the offence(s), the penalty, or reason, together with any comments you may wish to make below (or on a separate sheet):*

**Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned. Failure to provide correct and true details of any conviction(s) or other reason(s) for possible unsuitability, will make you liable to dismissal from the employment of Sancta Maria College Board of Trustees should you be the successful applicant.*

Are you currently awaiting sentencing or the hearing of any charges?

NO

YES

If yes, please provide the details below.

Have you ever received a police diversion for an offence?

NO

YES

If yes, please provide the details below.

Have you ever been discharged without conviction for an offense? If yes, please provide the details below.

NO

YES

If yes, please provide the details below

PRIVACY ACT 1993 / AUTHORITY TO APPROACH OTHER REFEREES

(To be ticked and signed by the Applicant)

This Application is submitted with the understanding that any further information given is for the use of the employer and their authorized representatives who may at any time have access to this information.

I authorise the members of the Sancta Maria College School Appointments Committee or its advisor(s)/representative(s), permission to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position of _____ at this school.

Applicant's signature

Date

DECLARATION

(To be signed by the applicant)

I certify that

I confirm, in terms of the Privacy Act 1993, that I have authorised access to referees.

I know of no reason why I should not be suitable to work with children/ young people.

To the best of my knowledge and belief, the information I have supplied in this application form and my CV is true, accurate and correct.

I understand that if I have supplied any false or misleading information, or any material fact or/and any important information is suppressed or deliberately omitted, I may be disqualified from appointment, or if appointed/employed, my employment will be terminated.

Applicant's signature

Date



REFEREE'S REPORT
Deputy Principal
Portfolio detail to be determined

Confidential to the Sancta Maria College Board of Trustees

THIS PAGE IS TO BE COMPLETED BY THE APPLICANT

Dear _____
(Referee)

I am an applicant for the position of **Deputy Principal** at Sancta Maria College, Flat Bush and I have named you as a confidential referee.

Please forward the completed Referee's Report to:

The Principal
PO Box 64437
Botany 2163
Manukau

Or email to:
employment@sanctamaria.school.nz

Thank you

(Applicant Signature)

Name of Applicant _____

Name of Referee _____

Home Phone: _____

Mobile Phone: _____

Work Phone: _____

Email: _____

Relationship to the Applicant: _____

How long have you known the applicant? _____

Are you prepared to be contacted by telephone or email to follow-up on the information contained in this report if necessary?

Yes

No

- 1 What is your relationship to the applicant? How long have you known them? What opportunities have you had recently to see them at work?

- 2 What are the main reasons that they will stand out as being an excellent candidate for this position?

- 3 Do you have any concerns about their ability to be Assistant Principal? What is their Achilles' heel? Weaknesses? Comment on the applicant's ability to develop any areas of weakness or lack of experience.

- 4 If you were in our position, would you appoint him/her to this role? Why or why not?

- 5 Please comment on the applicant's commitment and willingness to support and uphold the Special Catholic Character values and ethos of the college.

SUMMARY	OUTSTANDING NO RESERVATIONS	HIGHLY RECOMMENDED	RECOMMENDED	RECOMMENDED SOME RESERVATIONS	NOT RECOMMENDED
How would you rank the applicant for the position?					

Why have you selected this ranking?

Thank you for taking the time to complete this report. Your contribution to the appointment process is greatly appreciated.



SELF ASSESSMENT

Deputy Principal

Portfolio detail to be determined

Please complete the following self-assessment. Please limit your responses to the space provided. Bullet points are acceptable.

Personal statement Summarise your reasons for being a strong candidate for the position of Deputy Principal at Sancta Maria College

Leading Change Give an example of a time when you have led change. Outline the process used, describe how you measured the effectiveness of the change and what you would do differently next time.

Leadership Explain how you would influence and lead in a particular area of Sancta Maria College to positively impact student outcomes.



Special Catholic Character Statement

You and our school's Catholic Character



This statement outlines what "Catholic Character" is, your rights, and your commitment as a staff member of a New Zealand Catholic School

What "Catholic Character" is?

In 1975, the New Zealand Parliament passed the Integration Act (Private Schools Conditional Integration Act), creating a new category of School, an Integrated School. This enabled particular communities to teach the National Curriculum with government funding, while allowing the Special Character of that community to be expressed in the school. For Catholic schools, this Special Character is a Catholic Character. It is defined under this law as the following:

"The school is a Roman Catholic school in which the whole school community, through the general school programme and in its religious instructions and observances, exercises the right to live and teach the values of Jesus Christ. These values are as expressed in the Scriptures and in the practices, worship and doctrine of the Catholic Church, as determined from time to time by the Roman Catholic Bishop of the Diocese."

The teacher applying for a position in a Catholic school needs to understand the commitment this involves.

Your rights as a staff member of a New Zealand Catholic School.

- 1 **One of Us.** All teachers, whether Catholic or not, are part of this "whole school community"
- 2 **We employ the whole Person.** This school sees you as a complete person, that is to say a person with knowledge, faith and norms of living which are harmonised. We assist the Church in its mission.
- 3 **Your subject is essential.** All subjects are taught for their own value and with their own objectives. Catholics believe in the value of all human knowledge as it is part of God's truth.
- 4 **Conscience.** No teachers will be required to act against their own conscience or personal philosophy of life. That would be un-Christian, and contrary to the aims of the school.
- 5 **Collegiality.** New teachers will find senior staff willing to assist them in gaining a fuller understanding of the school and its Catholic Character and in solving any difficulties that may arise in the course of their teaching duties.

Your commitment as a staff member of a New Zealand Catholic School

- 1 **Your Skills.** Each teacher is therefore expected to use his or her specific skills to achieve the purposes of the school.
- 2 **Religious Education Programme and Respect.** This is an integral part of the curriculum. The principles, truths and ethics of that programme permeate whatever the school does. The focal point of the whole school is Christ. All teachers are committed to respecting our core beliefs; that God is creator, that Jesus Christ is God-made-man that their ultimate goal is heaven; that authority to teach and interpret God's revelation was entrusted to the Church and is exercised by the Pope and Bishops. The school as a whole subscribes to the Apostles' Creed which is the oldest of the formulas used by the Christians to express their faith. It accepts the two-fold commandment of Christ, love of God and neighbour and the other values expressed by Christ as norms of living.
- 3 **Collegiality.** Teachers work as a team. Therefore all teachers are expected to contribute, according to their individual strengths and within their personal convictions, to the total purpose of the school. No School can operate successfully if any teacher undermines the efforts of others.
- 4 **Your example.** Teachers are role models. A school community rightly expects teachers to act so as to be appropriate models for its children. Conduct by teachers must give the school community grounds for thinking that the teacher's attitude is supportive of the Catholic Character of the school. In this context, this will build the teacher's effectiveness.

.....
Name (Please print)

.....
Signature

.....
Date