



APPLICATION PACK CONTENTS

Principal

Full time, Permanent

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1 July 2025

Dear Applicant

APPLICATION FOR THE APPOINTMENT AS PRINCIPAL OF SANCTA MARIA COLLEGE

Thank you for taking an interest in the vacancy for Principal of Sancta Maria College.

Sancta Maria is a highly successful, future-focused, and innovative college that is well-resourced and provides Years 7–13 students an Integrated Catholic co-education with a current roll of 1,090.

We are seeking a passionate and visionary Principal to lead our team at Sancta Maria College into the future.

We have a high academic achievement record that we are proud of with our focus of maximising every student full personal potential, preparing them for their future careers.

Two conditions of appointment are that the successful applicant will have demonstrated a willingness and ability to take part in religious instruction appropriate to the College, and that they will accept and recognise a responsibility to maintain and preserve the special Catholic character of the College.

The successful candidate will have a strong background in education, excellent communication skills, and a commitment to supporting students in their academic and holistic development.

If you are a motivated educator with a passion for leading staff and students through their teenage learning journey, we encourage you to apply for this exciting opportunity to lead our Senior Leadership Team. The attached information pack gives you an extensive introduction to the college.

If you require additional information, please send an email to employment@sanctamaria.school.nz.

Ngā mihi

Warren Brabant
Presiding Member, Sancta Maria Board



INFORMATION FOR APPLICANTS

Principal

Thank you for applying for the position of **Principal of Sancta Maria College**. Please ensure you have viewed the **position description** and **personal qualities and skills** in the prospectus before completing this application.

1. Please complete the following forms:
 - Sancta Maria College Application Form: read it through first and then answer all questions. Make sure you sign and date where indicated.
 - Special Character Position Form.
 - Self-Assessment Form.
 - Special Character Statement.
 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 5:00pm on Friday 8 August 2025. These remain confidential to the Board. 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.
10. There will be an opportunity to visit the school for candidates selected by the Board before the shortlisting process.

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.*





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 position 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 position 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 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
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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 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



SELF ASSESSMENT

Principal

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 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 Sancta Maria College to positively impact student outcomes.





REFEREE'S REPORT

Principal

Confidential to the Sancta Maria College Board

THIS PAGE IS TO BE COMPLETED BY THE APPLICANT

Dear _____
(Referee)

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

Please forward the completed Referee's Report to: employment@sanctamaria.school.nz on or before 5.00pm on Friday 8 August 2025.

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 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.

SPECIAL CHARACTER POSITION FORM

Schedule 6, Clause 47, Education and Training Act 2020

(Previously – Education Act 1989, Section 464)

APPLICATION FOR A POSITION RELATED TO SPECIAL CHARACTER IN A CATHOLIC SCHOOL

A. POSITION BEING APPLIED FOR

Position: <i>(please circle position applying for)</i>		
CI 47 (a): Principal	CI 47 (b): Director of Religious Studies	CI 47 (c): Other teaching position
School:		
Address:		

B. PERSONAL

First Names:	
Surname:	
Address:	
Religion:	
Telephone Number Day:	Evening:
e-mail:	

C. PARISH

1.0 Are you a member of a Catholic parish community? Yes ☐ No ☐

If yes, name and address of parish:

.....

2.0 Are you involved in parish ministry? (eg. Youth Ministry, Ministry of Word, Eucharist, Hospitality, Service, Liturgy) Yes ☐ No ☐

If yes, name of Ministry or Service

.....

D. QUALIFICATIONS OR COURSES IN RELIGIOUS EDUCATION AND/OR THEOLOGY

(See [Notes](#))

Qualification/Course Attended (Include your Certification for Teachers in Catholic Schools if applicable)	Institution and Year

Duplicate and attach relevant CV material or certificates etc as appropriate.

3.0 If you are a beginning teacher, were you associated with a Catholic school as part of your practice teaching professional training? Yes ☐ No ☐

If yes, name and address of school(s):

.....

E. PREVIOUS TEACHING EXPERIENCE RELATED TO THE SPECIAL CHARACTER OF A CATHOLIC SCHOOL

Position	School	Year Level	From	To

F. OTHER QUALIFICATIONS & EXPERIENCE RELEVANT TO THE SPECIAL CHARACTER OF A CATHOLIC SCHOOL (See Notes)

G. CATHOLIC CHARACTER REFEREES Please provide three referees. At least one referee must be a priest, ethnic chaplain or lay pastoral leader who is familiar with your religious practice. (See [note](#) on referees.)

1	Name		Phone: Day	
	Address		Night	
			Mobile	
	Email			
2	Name		Phone: Day	
	Address		Night	
			Mobile	
	Email			

3	Name		Phone: Day	
	Address		Night	
			Mobile	
	Email			

I acknowledge and accept that the information I have supplied will be used by the Proprietor (Board of Trustees in secondary schools) in terms of Education and Training Act 2020, Schedule 6, Cl 47 to assess my **acceptability** for the position as defined in the Act, and also by the Board of Trustees to determine my **suitability** for the position as defined in the Act. I have read the information in this document that explains acceptability.

Signed: Date:

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