



Sancta Maria College

is a school of learning excellence, centred on our Catholic faith, personal growth, service to others and strong academic success.



Principal's Prospectus

July 2025

INTRODUCTION

Sancta Maria College is a Year 7-13 integrated co-educational school for Catholic families set in the modern, beautiful suburb of Flat Bush, Auckland. We are proud of our Special Character and the values that underpin our school - we have developed this prospectus with our new principal in mind. We hope you find the following information valuable for your application as Principal, Sancta Maria College.

We opened in January 2004, initially for Years 7, 8 and 9 students, and we now provide quality secondary education for Years 7 to 13 with a full roll of 1,090. An additional 50 international students complement our school roll as well as visiting international high schools who enjoy short term stays throughout the year.



The College is named after the mission schooner *Sancta Maria* on which Bishop Jean Baptiste Pompallier sailed around New Zealand. The name Sancta Maria is a Latin title for Mary the mother of God and means 'Holy Mary'.

Our History

In New Zealand, Bishop Pompallier first celebrated Mass on Saturday 13 January 1838 in the Hokianga. It was at this Mass that our first Bishop dedicated Aotearoa to the protection of Mary under the title of her Assumption. Just as Pompallier identified Mary's importance in establishing the faith in New Zealand, Sancta Maria College exalts Mary's position as the first Christian and model of piety. We find inspiration in Mary's example of humble service, particularly as seen in the Feast of the Visitation, which we celebrate annually at our College Feast Day. In 1840 Bishop Pompallier purchased a schooner and renamed her the *Sancta Maria*. This ship enabled Pompallier to transport the faith the length and breadth of Aotearoa and beyond.



Through the vessel of our College, New Zealand will continue to receive the Good News which the true Sancta Maria, our Holy Mother, brings to us. The College's name commemorates the historic arrival and work of Bishop Pompallier. There is a comparison between the vessel *Sancta Maria* being used to spread the Word and our College being a vessel for furthering the faith and education of young people in our area.

Mission

With Catholic faith as our compass, celebrated in the Eucharistic community at Sancta Maria College, we will nurture confident, compassionate and connected life-long learners. We will be inspired to make a positive difference to a future global community and to the wider Catholic Church to which we belong.

Vision

Learning excellence, centred on our Catholic faith, personal growth, service to others and strong academic success.



Our Core Values



SPECIAL CHARACTER

Our Charism (the spirit by which we seek Christ) is linked with our nation's first Catholic Bishop, Jean-Baptiste François Pompallier and his strong devotion to Mary. Sancta Maria College's Charism therefore is to sail through life with "Faith as our Compass", our sails filled with Mary's grace, as we journey towards eternal communion with God in heaven.

Underpinning the curriculum at Sancta Maria College are the following twelve virtues, corresponding to the twelve stars in Our Lady's crown of glory - Rev 12:1



Kaitiakitanga | Kindness | Diligence

Tolerance | Gratitude | Forgiveness

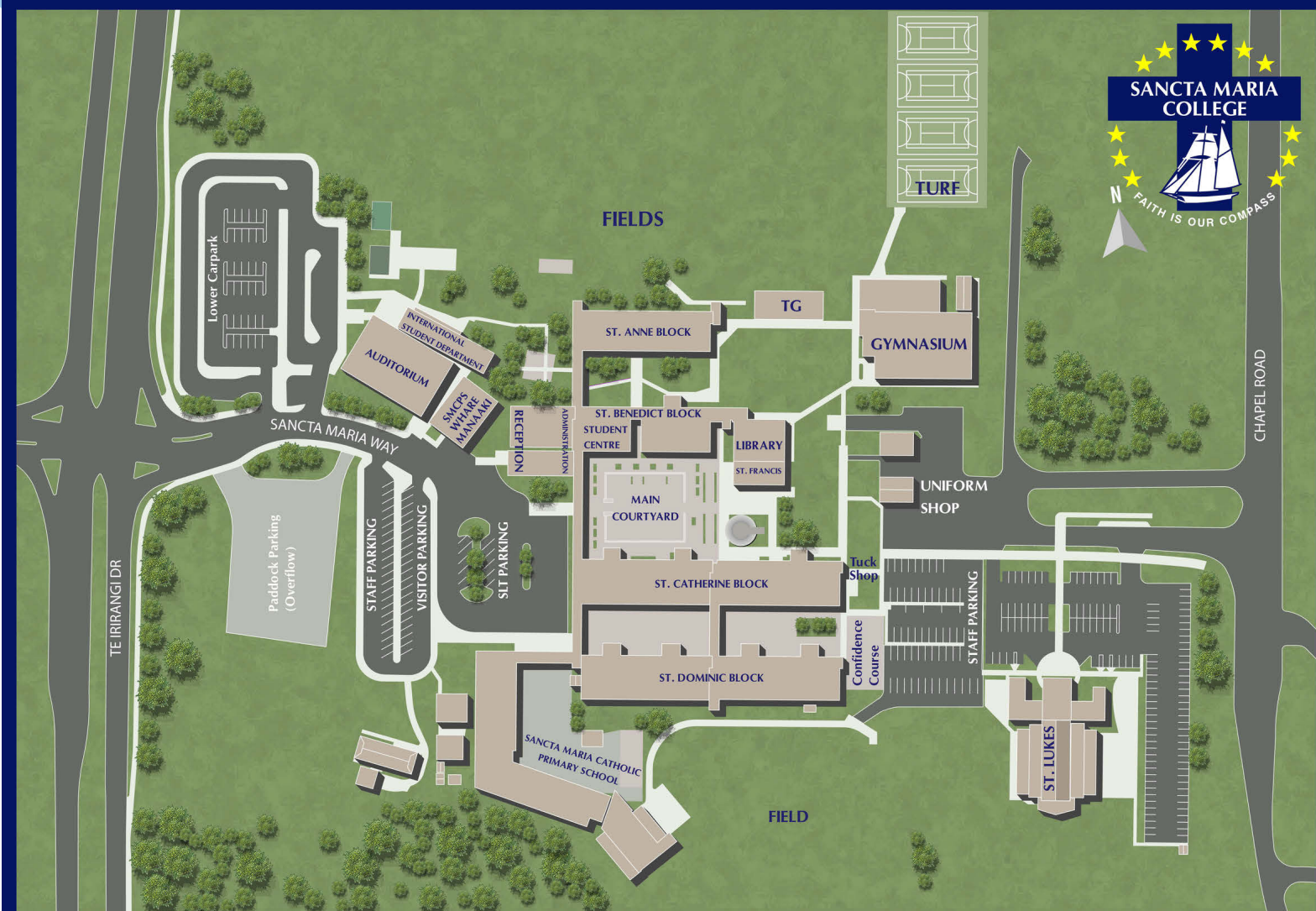
Honesty | Courage | Integrity

Humility | Resilience | Empathy

Our Campus



Click [this link](https://www.sanctamaria.school.nz/virtual-tour/) to enjoy a virtual tour of our school
or head to our website <https://www.sanctamaria.school.nz/virtual-tour/>

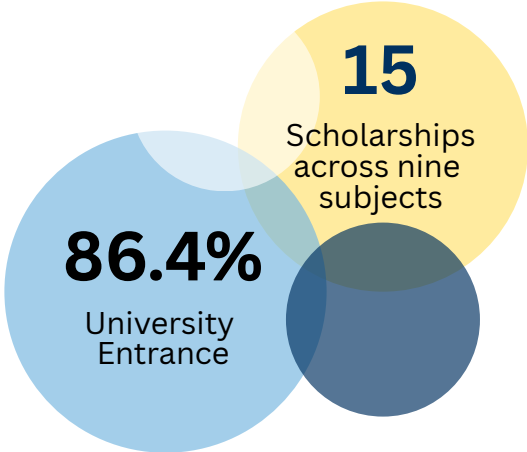
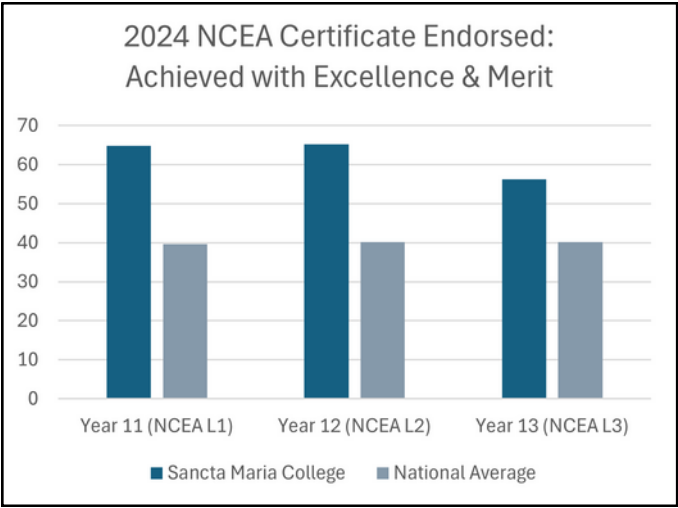
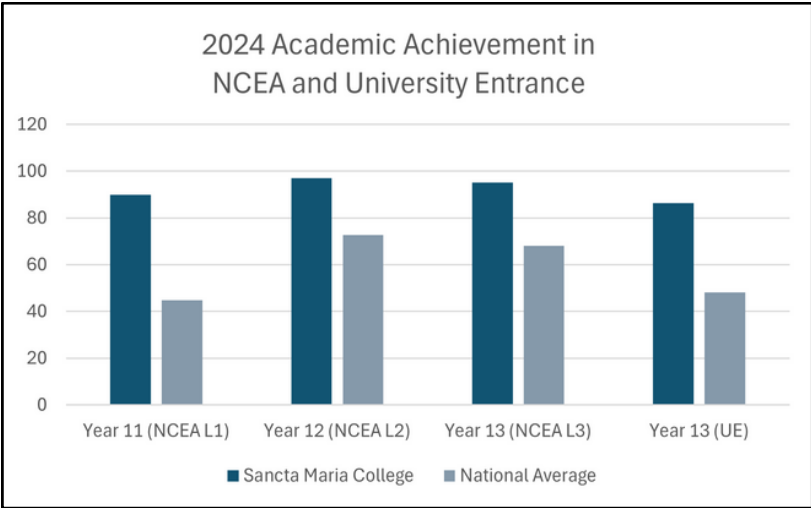


EMPOWERING STRONG LEARNERS

Our focus is the development of the whole person - spiritually, intellectually, emotionally, socially, culturally and physically. Sancta Maria College staff seek to educate its students to reach their full potential while assuming leadership, taking initiative in school and in the community, and successfully navigating the complexities of the modern world we live in.

ACADEMIC EXCELLENCE

At Sancta Maria College we continually strive for academic excellence through all we achieve. The commitment given by our students and staff to academic studies and service to the school enables students to achieve their goals and more. Over and above the academic studies, we offer our students an Able and Ambitious programme of events throughout the year that aims to stretch and develop learning outside the classroom in pursuit of all round personal growth.



2024 Scholarship & Tertiary grants awarded



Over 20 scholarships, totalling
\$310,000



PASTORAL CARE

Navigation occurs twice a week and each group is steered by a Kaiurungi (tutor teacher) who shares the journey over the years. It supports our students' spiritual, educational and personal growth in a holistic and purposeful way. *Navigation* aims to support students to thrive and succeed by building a strong sense of belonging and connection (whanaungatanga) that will support their hauora. Each house is led by a Kaihautū - they are the person in the waka who gives time to the paddlers ensuring that everyone is moving forward towards common goals. Backed by our Kaiurungi, Kaihautū, Heads of Department and SLT are two onsite school counsellors dedicated to the pastoral care of students.



HOUSES

House names were chosen as Bishop Pompallier stopped at these places as he travelled around the coast of Aotearoa New Zealand.

- **Kororāreka** (how sweet is the penguin)
- **Waitematā** (the sparkling waters)
- **Hokianga** (the place of Kupe's great return)
- **Akaroa** (the long harbour)



ALL ROUND EDUCATION

At Sancta Maria College, we believe strongly in a broad and balanced curriculum as well as an all-round education to develop the whole person - this includes participation in extra-curricular, special character, cultural and service activities.

The College has an extensive range of sporting opportunities for all levels and abilities, including: Athletics, Badminton, Basketball, Football, Hockey, Netball, Orienteering, Swimming, Rugby and Volleyball.



STUDENT-LED NEWS CENTRE

Taking an online presence on our school website, the News Centre is the voice of our student body, providing community visibility on student achievements that happen within our school (through the lens of a student).

[Click this link](#) to read our articles.



Sancta Maria College has a strong history of performing arts with a range of creative performing disciplines across Music, Drama and Media, and Cultural activities such as Kapa Haka. Talented teachers encourage students to participate and learn new arts to gain confidence, new skills and self-discipline. Every two years our senior school stages a major production - in 2025, this was *In the Heights* held in the Due Drop Centre, Manukau.

DEDICATED INTERNATIONAL DEPARTMENT

Sancta Maria College offers a unique learning experience. Our goal is to give each international student a personalised educational experience that will allow them to be educated holistically and to achieve their potential in all aspects of school life. All our international students have access to first-class pastoral care from a team of caring educational professionals within a dedicated international space designed for our students as they navigate learning and life often away from their home and families. The dedicated international team of four work closely with students to monitor their academic progress, their career pathways and their pastoral care needs.



OUR COMMUNITY

Sancta Maria College is a strong, cohesive community with Board, Staff, Students, Parents, active community involvement and Alumni working together to support our students to achieve at the highest level. We have strong links to our local Catholic parishes and the Proprietor, the Catholic Bishop of Auckland, that sees our school share in many Masses and cultural activities throughout the year. These community activities are pivotal for our school as they create strong relationships and connections.



Meet our Senior Leadership Team



Louise Moore
Principal



Ray Green
Associate Principal



Chris Sullivan
Deputy Principal
(Senior Curriculum)



Reshmika Lal
Deputy Principal
(Junior Curriculum)



Margaret Littlejohn
Business Manager



Lawrence Naicker
Assistant Principal



111 Total Staff

72 Teaching Staff
39 Support Staff

GOVERNANCE

Sancta Maria College Board are responsible for delivering on the strategic direction in consultation with parents, staff and students; ensuring the College provides a safe environment for learning within a school of excellence. Our current Board members are:



Warren Brabant
Presiding Member | Chair
Finance & Property, Health & Safety and
Parent Representative



Bradley Botting
Finance & Property and Parent
Representative



Thomas Pereira
Bishop's Proprietor's, Special Character,
Human Resources and Proprietor's
Representative



Dominic Carlos
Bishop's Proprietor's, Special Character and
Proprietor's Representative



Adrian Heffernan
Finance & Property and Parent
Representative



Juliet Martis
Bishop's Proprietor's, Special Character,
Human Resources and Proprietor's
Representative



Louise Moore
Principal
All Committees



Ilona Bokuniewicz
Deputy Presiding Member | Deputy Chair
Finance & Property and Parent Representative



Natasha Martis
Bishop's Proprietor's, Special Character,
Human Resources and Proprietor's
Representative



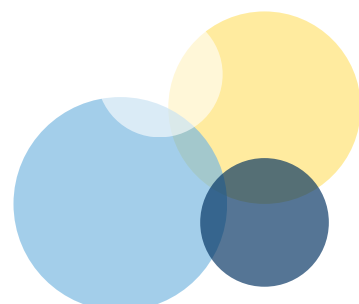
Nick James
Staff Representative



Mya Tubu
Student Representative

Please click the following links on the Sancta Maria College website:

- [2024-26 Strategic Plan](#)
- [2025 Annual Plan](#)
- [2024 Financial Statement and Annual Report](#)



POSITION DESCRIPTION

The Principal assumes the key leadership role in the College and because of this undertakes an important religious, pastoral and professional responsibility in the Catholic Community. The person appointed must therefore be a fully committed Catholic, committed to Catholic religious practices and to the furtherance of Catholic Education.

Responsible to: The School Board.

Responsible for: The professional leadership and overall management of the College, for leadership of the Catholic Special Character, for the implementation of policies and programmes, direction and supervision of all staff including administrative and all other non-teaching personnel.

KEY RELATIONSHIPS

- College Board through the Presiding member
- All College Staff
- Students and their whānau
- Alumni Association members
- Local community and Catholic church community
- Catholic Diocese of Auckland
- International student relationships including agencies

The Principal directs the day-to-day operations of the College, taking direction from the Integration Agreement, the College's Charter, its policies, and the Board. The Principal is a Board member in his/her own right and at the same time in the role of the College manager, fulfils a position as a consultant to the Board and its committees. Our Principal will be a mission and values driven leader committed to Catholic education, embodying the following competencies, characters and experiences:

SPECIAL CHARACTER

To lead, maintain and enhance the Special Catholic Character of the College as outlined in the Charter through the following:

- Ensure the programmes and activities of the College reflect the Catholic Character.
- In collaboration with the DRS, provide a structured and systematic course in Religious Education in accordance with the National Religious Education Curriculum.
- Ensure compliance with the requirements for a Catholic Integrated College.
- Maintain a working relationship with the Parishes and staff through regular formal and informal meetings and information sharing.
- Develop a college culture of faith sharing and community partnership by providing opportunities for: Daily Prayer, Meaningful Liturgical Celebrations & Celebration of Class and College Masses.
- Encourage through leadership, example and direction, respectful relationships within the College which reflect Gospel values and the charism of Sancta Maria College.
- Provide a warm, open, welcoming environment to parents, students and community.
- Participate in on going faith development and ensure that opportunities are provided for staff to do the same.
- Report to the Board as required in matters of Catholic Character.
- Assist the Board in the annual self-review of Catholic Character.
- Maintain a commitment to the Treaty of Waitangi by promoting the bicultural heritage of New Zealand and ensuring it is evident in school culture.



PROFESSIONAL AND INSTRUCTIONAL LEADERSHIP

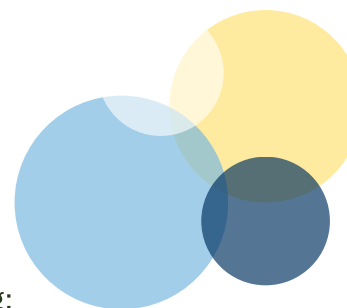
Provide professional leadership that focuses the school culture on enhancing learning and teaching through the following:

- With the School Board develop and then implement a school vision with shared goals and values focused on enhanced engagement and achievement (academically, socially and culturally) for all students.
- Manage all curriculum and student needs, reporting on progress as required by the Education and Training Act 2020.
- Oversee the identification of individual learning needs of students and the provision of quality programmes to meet those needs.
- Ensure that teaching programmes are planned, implemented and evaluated in line with the National Curriculum Statements, the College's Charter, policies and plans.
- Oversee the monitoring and reporting of every student's progress and achievements in accordance with guidelines developed in conjunction with staff.
- Promote a culture whereby staff members assume appropriate leadership roles and work collaboratively to improve teaching and learning.
- Report to the Board of Trustees on the effectiveness of curriculum delivery.
- Ensure that parents and caregivers receive regular reports on student progress.
- To be available at agreed times for parents and caregivers to discuss student needs.
- Ensure that systems are in place to recognise, investigate and assist any students who have problems that are affecting their progress.
- Ensure students' needs are being met in the areas of pastoral care, guidance or peer support.
- Promote new curriculum initiatives for the benefit of staff and students.
- Oversee the regular review of curriculum plans to ensure teaching programmes are relevant to students.
- Regularly review classroom practice to ensure that curriculum delivery is consistent with Charter and policy objectives.
- Prepare, in consultation with staff, clear procedural statements which are designed to create an environment which encourages and enhances learning and self-esteem.
- Ensure that an appropriate system of assessment and evaluation operates across the college and within departments.
- Ensure that the above procedures are adhered to by all and are reviewed on a regular basis.

PERSONNEL MANAGEMENT

To provide motivational leadership and effective guidance to all staff through the following:

- Implement and maintain employment policy and practices on behalf of the Board.
- Ensure the College is staffed to meet the learning needs of students.
- Advertise vacancies and assist with staff appointments as and when required and in accordance with Board policy.
- Allocate duties and prepare job descriptions for all staff.
- Ensure a process of professional growth cycle (PGC) is in place for all staff focusing on collaborative learning and professional development and report to the Board as required.
- Ensure an active programme of professional learning is in place for all staff including yourself as Principal, to ensure effective teaching and learning, in the context of the New Zealand Curriculum that enhances students' progress.
- Hold regular formal and informal dialogue with all staff members and be 'available' as and when required.
- Hold regular staff meetings to cover the day-to-day management needs of the college.
- Assist the Board to achieve its good employer obligations.
- Report on and monitor the Board EEO obligations.
- Ensure that all staff are employed under relevant awards, collective agreements or individual contracts, as the case may be.



FINANCE

Manage the College's finances in accordance with Board policy in the following:

- Assist the Board to develop sound financial plans which reflect the present and future needs of the college.
- Ensure teaching resources meet staff needs, within budgetary guidelines.
- Administer the college's funds according to approved budget and financial policies, and report the Board as required.
- Advise the Board on policy development, budgeting, planning and resources.
- Assist the Board in meeting its annual audit and reporting requirements.
- Monitor budget allocations and alert the Board to any areas of over expenditure.
- Ensure good financial controls are in place for the handling and safe keeping of cash and valuables on a day-to-day basis.
- Ensure all accounts are paid on time.
- Ensure all expenditure is in accordance to delegated authority.
- Ensure a monthly financial statement is produced for presentation to the Board.

PROPERTY

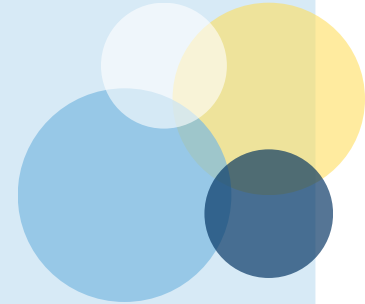
Assist the Board to maintain and protect all buildings and property under its control through the following:

- Provide for the acquisition (in accordance with the College's development and strategic plan), orderly management and upkeep of the College's equipment and resources.
- Ensure an up-to-date asset register is maintained and reviewed annually.
- Ensure that all staff have adequate and up to date inventories of classroom assets and equipment that are kept in a safe place.
- Ensure that the Ten-Year Maintenance Programme for the College is reviewed each year in consultation with the Board and work applied for at the appropriate time and within time limits and budgets.
- Ensure that a system to monitor property maintenance and statutory requirements on a day-to-day basis is in place.

BOARD AND COMMUNITY

Develop and maintain good working relationships with the Board and the community through the following:

- Achieve a climate of confidence, co-operation, support and goodwill between the College and the community.
- Initiate and maintain a system of effective two-way flow of communication between the College, parents, community, Ministry of Education and Diocese.
- Report regularly to the community through newsletters and meetings as appropriate.
- Give parents and staff the opportunity to express their ideas and preferences through good consultation practices.
- Have regular formal and informal dialogue with Board members.
- Attend all full Board meetings and present a written report for each regular monthly meeting.
- Keep the Board fully informed on all aspects of college activities.
- Assist the Board to maintain good community relationships by being available at all College functions and activities.
- Ensure all parental inquiries and complaints are handled promptly and in the appropriate manner according to Board policy.
- Assist the Board in the development of an annual College Development Plan and long-term Strategic Plan.
- Assist the Board in the ongoing programme of self-review.
- Comply with, and reply to, on behalf of the Board, all Ministry of Education directives and information requirements.
- Ensure that any social, economic or cultural changes occurring in New Zealand are reflected in the College's Strategic Planning and operation.
- Advise the Board in its liaison with the Ministry of Education, Education Review Office and Catholic School's Office



STATUTORY AND REPORTING REQUIREMENTS

Comply with all relevant statutes and regulations, and with monitoring and reporting requirements through the following:

- Survey and report to the Board on hazards in the college as required under the Health and Safety in Employment Act and review each term.
- Ensure that the Board is immediately informed in the event of any employment matter that may lead to dispute.
- Inform the Board immediately of any new or changed legal responsibilities.
- Monitor and assist the Board to meet all of its legal obligations.
- Ensure that the Board is meeting all its monitoring and reporting requirements.

This Position Description will be reviewed annually by the Presiding member of the Board on the anniversary date of its being signed.

PERSONAL QUALITIES & SKILLS

The ideal principal is a faith-filled, visible, and visionary leader—someone who leads with humility and strength, builds trust through relationships, and inspires excellence through Gospel-centered service. They must balance firm leadership with compassion, and ensure stability, clarity, and hope to the school into the future.

SPECIAL CHARACTER

As leader of the College it is essential that the principal shows:

Faith-Based Leadership

- Strong Catholic faith and active practice are seen as essential
- Must model Gospel values—humility, compassion, integrity, and service
- Should be a spiritual leader, not just a manager—someone who leads with Christ at the centre
- Maintains a commitment to ongoing personal formation.

LEADERSHIP

As leader of teaching and learning at the College the principal must be an inspiration presence and show:

Visionary & Strategic Thinking

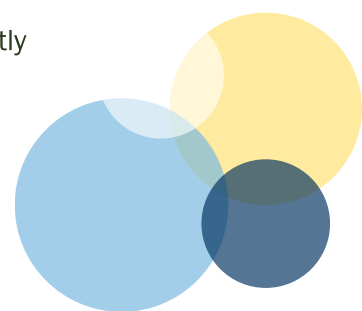
- Have a clear, future-focused vision for the school
- Be capable of managing change, especially with so many changes happening currently
- Understand the importance of stability, structure, and long-term planning.

Strong, Decisive Leadership

- Be firm but fair, especially in matters of discipline, HR, and school standards
- Set clear expectations and hold people accountable
- Lead with confidence, consistency, and courage
- Demonstrate real enthusiasm and inspire others to achieve.

Visible and Engaged Academic Leadership

- Be committed to the highest possible standards of academic achievement and achievement in all other areas of College life
- Be actively involved in academic life—visit classrooms, attend academic events, and understand what's happening in teaching and learning
- Show strong interest in student progress and teacher practice
- Be committed to continuing professional development for staff underpinning student achievement
- Be visible and able to maintain and build strong relationships with the whole College Community.



MANAGEMENT EXPERIENCE AND SKILLS

The principal should have proven experience in leadership and be a successful manager including:

- The ability to establish and communicate priorities, develop systems, delegate effectively and see tasks through to completion
- The ability to recognise talent, build teams and plan succession
- Acknowledging staff contributions publicly & privately
- Experience and skill in leading, managing, motivating and mentoring staff
- Trusting and empowering staff in their roles
- Sound financial management and planning
- Willingness to embrace technology and innovation to support learning
- A good understanding of the ways in which the College must give effect to Te Tiriti o Waitangi.

COMMUNICATION SKILLS

The principal must be able to build relationships, model integrity and create a culture where people feel seen, heard and valued. As professional leader of the College the principal must be a transparent, timely and effective communicator across all mediums, including:

- Have excellent verbal and written communication skills
- Ensure communication reflects the school's Catholic values and commitment to inclusivity
- Be able to communicate effectively with the College Board, students, staff, parents and other members of the Sancta Maria College community and broader communities
- Be approachable, able to listen with an open mind and show compassion to students, staff and parents
- Understand, respect and integrate diverse perspectives within the school community.

PERSONAL QUALITIES

The Board seeks to appoint a principal who:

- Models exemplary leadership that aligns with the schools' values of faith, hope, respect and aroha
- Has excellent interpersonal skills, is a good listener and is able to work with strong teams and yet take responsibility for final decisions
- Has a deep belief in Catholic faith and Special Character of Catholic schools
- Is calm, respectful and insightful with the ability to rise above any situation and make sound decisions
- Acknowledges the significance of the Te Tiriti o Waitangi
- Values diversity and recognises the needs of individuals
- Demonstrates fairness, integrity and a commitment to maintaining high standards
- Is open, honest, with a good sense of humour.



SANCTA MARIA COLLEGE OFFERS...

a unique opportunity to lead within a vibrant, faith-filled Catholic community where Gospel values are at the heart of everything we do. Our school is a place of belonging and purpose, where students are nurtured to grow in faith, knowledge, and character. We are proud of our committed, self-motivated students and the families who actively support their learning journey. The college is set within an attractive, well-resourced environment that enhances both teaching and learning, and provides a strong foundation for academic and personal excellence.

The successful candidate will be supported by a highly capable and enthusiastic staff, a forward-thinking and engaged Board, and a community that values collaboration and continuous improvement. Professional development is encouraged and resourced, and the leadership of the principal is seen as central to shaping the future of the college. This is a unique opportunity to lead a school that is proud of its Catholic identity, confident in its direction, and excited about the possibilities ahead.

We look forward to receiving your application for the position of Principal at Santa Maria College.



Timeline

**01
JUL**

Search and advertising role of Principal

All applications received will be acknowledged via email.

All application documents can be found online at www.sanctamaria.school.nz. To apply in strict confidence, you must email your cover letter, CV and completed application pack documents to employment@sanctamaria.school.nz

**04
AUG**

Applications close 4 August 2025 at 5pm

**08
AUG**

Last date of referee forms to be received

**23
AUG**

Shortlisted candidates will be notified

**30
AUG**

Interviews to be conducted in person (if possible)

Reference checking completed post interviews.

**Term 1
2026**

Commencement date for new appointment





Contact

Website	www.sanctamaria.school.nz
Email	employment@sanctamaria.school.nz
Address	319 Te Irirangi Drive, Botany South, Auckland 2016