



Wakefield School
66 Edward Street
Wakefield
Nelson

Re: Deputy Principal Position (3MU)

Kia ora,

Thank you for your interest in joining our team as a Deputy Principal at Wakefield School. This position includes classroom teaching, management release time and 3 management units. We are willing to negotiate areas of responsibility to ensure we get the best fit for our school and our team.

Wakefield School is New Zealand's oldest continuous school, open since 1843 on our beautiful site in the heart of Wakefield, a small village just 30km from Nelson/Whakatū.

Our vision for our tamariki is that they will become confident lifelong learners. Our school is situated in a beautiful natural environment with the adjacent Faulkner Bush where the mighty Kahikatea trees inspire our kaiako and our tamariki to stand tall and be the best they can be.

Our School currently has learners from New Entrant to Year 6. In 2024 we begin an exciting new phase of development with our transition to becoming a full primary (Years 1-8). We begin this in 2024 with our inaugural Year 7 cohort.

Our whānau and Board of Trustees are supportive of our teaching and learning and have high and realistic expectations for their children. Our tamariki learn in a caring, collaborative, inclusive learning community with strong values included in our daily programmes around respect, responsibility, aiming high, persevering, and making the right choices. We place wellbeing/hauora at the centre of our curriculum. We prioritise the wellbeing of our staff and students.

We look forward to receiving your application.

Ngā mihi manaakitanga

A handwritten signature in blue ink that reads 'Freya Hogarth'.

Freya Hogarth
Principal



Deputy Principal Position Person Specification

We are looking for an experienced or aspiring leader to join our leadership team.

Personal Qualities

We are looking for a person who

- Demonstrates values from te ao Māori including manaakitanga and kaitiakitanga
- Has excellent communication skills
- Is open and supportive to ideas and learning
- Is approachable
- Is flexible
- Has a good sense of humour

Curriculum Strengths

We are looking for a person who may have specialist knowledge in some or all of the following areas

- Te Reo me Matauranga Māori
- Sport & PE
- Adventure/outdoors
- History
- The Arts - Drama, Music, Dance and/or Productions
- ICT/eLearning
- Kapa haka
- Anything different - do you have a skill set that is outside the box?

Teaching Style

We are looking for a teacher who

- Is an expert classroom practitioner
- Is flexible and willing to teach across multiple year levels
- Values the whole child - wants to understand the 'why'

Leadership Skills & Style

We are looking for a person who will lead in a style that fits with our Wakefield School culture. This means

- Kind and calm leadership
- Being approachable
- Skilled in building positive relationships with tamariki, whānau and staff
- Understanding and practicing distributed leadership
- Understanding and practicing a trauma informed approach



Appointment Timeline

Monday 9 September	Position Advertised
Friday 6 October, 5:00 pm	Applications close
Friday 13 October	Short listing completed and interviewees notified
Monday 16 - Friday 19 October	Interviews held
Term 1 2024	Position commences

Application Instructions

Applications are to be emailed to office@wakefield.school.nz by 5pm on Friday 6 October. Please include in your application:

- A covering letter
- CV
- Completed application form (attached)



Deputy Principal Position Application Form

Please email applications to: office@wakefield.school.nz

Position applied for: Deputy Principal (3 Permanent Management Units)

Personal Details

Surname				
Given names				
Preferred name				
Address				
Contact details	HOME		WORK	
	MOBILE		EMAIL	

Certificated Teacher Status	Registration No.	Expiry date
Certificated teacher		
Provisionally certificated		
Not certificated		

CONFIRMATION

1	I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be dismissed.	YES	NO
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2	I am currently registered to teach in New Zealand.	YES	NO
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3	In accordance with the Privacy Act 2020, I authorise the board of trustees to obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board	YES	NO
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4	STUDENT SAFETY [Cross out the statement that doesn't apply to you] <ul style="list-style-type: none">· I have never been the subject of a complaint about the safety of a student.· I have been the subject of a complaint about the safety of a student. <i>Please give dates and details:</i>
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5	OFFENCES AGAINST THE LAW [Cross out the statements that don't apply to you] <ul style="list-style-type: none">· I have never been convicted of an offence against the law (excluding minor traffic convictions).· I have no pending charges of an offence against the law.· I have been convicted of an offence against the law. <i>Please give dates and details:</i>· I have pending charges of an offence against the law. <i>Please give dates and details:</i>
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6	I know of no reason why I would not be suitable to work with children or young people.	TRUE	FALSE
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<i>Applicant's signature</i>

<i>Date</i>

REFEREES

Please provide the names and contact details of three referees below. Referee reports are confidential to the appointment committee. Referees will only be contacted for candidates who are shortlisted.

REFEREE DETAILS

Full name				
Position				
Relationship to applicant				
Contact details	PRIVATE		WORK	
	MOBILE		EMAIL	

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