



Dear Applicant,

**Wairakei Primary School - Deputy Principal Vacancy**

Thank you for your interest in the position of Deputy Principal at Wairakei Primary School. In this application package you will find the following:

School Description

Job Description

Person description

Your covering letter should address the key aspects described in the Person and Job Descriptions. Other aspects of your practice can be recorded in brief on the application form under 'Key Criteria.' Please ensure you give examples from your current practice.

When the application form has been completed, please return via email, with your CV, covering letter and copies of your qualifications. No referee reports are required at this stage, however you must list three referees for us to contact as part of the application process.

Please note the closing date for applications is 5 pm on Wednesday 2 April, 2025. If you have any queries, please contact me on 021 278 0768.

**Key dates - Timeline:**

- Short listing will be on Friday 4 April 2025.
- Interviews will be held on Friday 11 April 2025.
- Start date for this position is 16 June 2025, but this can be negotiated.

We look forward to receiving your application.

Jo Wilson  
Consultant for Wairakei Primary School.

## **School Description**

Wairakei Primary School is located in a small geothermal village of 150 houses in close proximity to the larger town of Taupō. The school opened in 1959 and provides education for students in Years 1 to 6. The families of Wairakei Village, the surrounding farming district and Kinloch Village make up the school community. The school community reflects this mixture of both rural and urban families.

Our school is proud of our:

- professional teaching team who deliver rich, stimulating experiences
- comprehensive programmes, addressing various student needs
- unmatched learning support and personalised learning journeys to ensure no limits to achievement
- focus on student wellbeing
- community-focused approach
- emphasis on developing confident, independent, and creative thinkers
- strong values and culture

Here are the links to the school profile on [Education Counts](#) and the latest [Education Review Office Report](#)

## **Job Description**

Title: Deputy Principal  
Employed By: Wairakei Primary School Board of Trustees  
Responsible to: Principal and Wairakei Primary School Board of Trustees  
Relationships with: Principal, Associate Principal, Teaching Staff, Ancillary Staff, Outside Agencies, Parent, Pupils  
Responsible For: Carrying out the professional duties of a professional leader according to the policies of the board and to assist with the successful implementation of the National Education Learning Priorities.  
Management Units: 5 Permanent  
Status: Permanent/Full time

Primary Objectives:

1. To lead and drive school based curriculum focus areas and their implementation across the school.
2. To provide leadership of the assessment and reporting process, acting as facilitator of assessment collection and overall analysis and reporting to staff and board.
3. To oversee, monitor, review school charter to help implement and develop shared goals and vision across the school.
4. To work closely with the Principal and in discussion with the Board of Trustees, staff, students and parents to foster community relationships through strong communication and commitment to the school's vision.
5. Support and work with teachers to ensure behaviour management is maintained within the school

6. Any other tasks within the leadership role of the Deputy Principal
7. Be able to report on all personal goals set within the performance agreement
8. Work alongside the PTA to raise funds for the school

### **Professional Standards / Expectations:**

The Professional Standards provide a baseline for assessing satisfactory performance within each area of practice. They form part of the Deputy Principal's job description and selected personal goals.

Applicants will be expected to meet the Professional Standards for the Teaching Profession and have evidence indicating their professional growth aligned to the [Educational Leadership Capability Framework](#).

### **Person description**

Our new Deputy Principal will have the following skills and dispositions:

- be an experienced educational leader with a:
  - passion and commitment to leading teaching and learning
  - proven track record of leading the implementation of engaging learning programmes that raise student achievement
  - strong evidence based approach to teaching and learning
  - sound knowledge of behaviour management strategies to support the diverse needs of our learners
- a critical thinker who is discerning and focused on ensuring high quality learning opportunities through the enactment of our vision of "Rising to Success" and POWER values
- the ability to build and sustain positive, culturally responsive relationships, with all members of the school community
- actively lead, model and promote the principles of the Te Tiriti o Waitangi
- model and have evidence of ongoing professional growth
- deputise for the Principal, providing informed, calm and steadying leadership when required.