

# PRINCIPAL /TUMUAKI POSITION INFORMATION PACKAGE



## Halcombe School

Confident, connected, actively involved, life-long learners.

### Attitude Adventure Achievement

Show respect for ourselves, others and the community

Persevere and have a 'can do' attitude

Be confident

Be kind, tolerant and polite

Be honest and reliable

Show initiative

Be a team player and cooperate with others

Be a risk taker

Get involved

Show curiosity

Be innovative and a critical thinker

Have a sense of humour

Show creativity and use our imagination

Show resilience and cope with challenges

Manage ourselves

Set goals and work hard to achieve them

Set high standards and strive to do our best

Value opportunities to learn with and from others

Reflect on our learning and behaviour

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## ADDITIONAL SUPPORTING DOCUMENTS

- Application form
- Referee form



## Nau Mai Haere Mai

Kia ora

The Halcombe School Board would like to thank you for your interest in applying for the tumuaki / principal position which has become available following the very successful tenure of our current leader.

We are looking for a new Tumuaki to lead our school from Term 3, Monday 14th July 2025.

Halcombe School is a thriving Year 0-8 full Primary School with a current roll of 192 students, comprising 8 traditional single cell classes. The roll will build to 200 as the year progresses.

We are a close-knit supportive rural community, who benefit from a strong partnership between students, staff and families. Our school prides itself on its traditional triple A values, history and long-standing commitment to maintaining high standards in both education and behaviour. The focus on excellence in teaching, learning and student achievement is a key aspect of our school's identity.

Our school has spacious established grounds, fantastic facilities and resources to aid our environment for learning across all aspects of the curriculum. Outside classroom learning through camps, trips and traditional events like pet day remain highlights of our school calendar.

Our new Tumuaki will be supported by a highly skilled and dedicated teaching and support staff and will work alongside a motivated and committed Board. We also have a strong and active parent group who facilitate and lead fundraising and events throughout the school year.

This is an exciting opportunity for someone to lead a successful school and continue to consolidate and build on the positive direction and relationships established within our wider school community.

Please find in this pack all the application details. We encourage you to book in your school visit or connect with our [school website](#) or school Facebook page; Halcombe School, for further background information.

We thank you for your consideration of our role and wish you all the best with your application.

Ngā mihi nui,  
Simon Wishnowsky  
Presiding Member - Halcombe School Board



## Application Summary

The following documents will support you in completing your application:

- This Tumuaiki / Principal application summary which includes our timeline, requirements, person specifications and Tumuaiki / Principal's job description
- Application form
- Referee report

Your application for appointment is to be submitted by **Monday 28th April 2025** at **4.00pm** and must include:

- A **covering letter** explaining how Halcombe School will benefit from your leadership and teaching experience.
- Your **curriculum vitae** which includes at least a five year chronological list of employment and which is tailored to reflect your **evidence** of **expertise**, **experiences** and **achievements** against our **person specifications**.
- A completed **application form**.
- **Photo identification** e.g. passport photo or driver's licence.
- We invite you to create a short, self-made video (under 5 minutes) covering the following:
  - **Ko wai au?** Tell us a little about yourself.
  - **Why Halcombe School?** Share why you're interested in becoming our new tumuaiki / principal.
  - **A Proud Achievement** Describe one accomplishment in your current role that you're particularly proud of.

Your video doesn't need to be highly produced — just a simple and authentic way for us to get to know you better.

Please **email** your full application to our Presiding Member Simon Wishnowsky with the subject line: **Halcombe School Confidential Tumuaiki / Principal Position Application** to [vacancy@halcombe.school.nz](mailto:vacancy@halcombe.school.nz)

**Referee report forms** are to be given to your **three** referees for them to return directly. At least one of these should be able to attest to your work performance in your current or most recent role.

Referee forms should be emailed separately from your application and be received by email no later than **4.00pm** on **Monday 28th April 2025** to [vacancy@halcombe.school.nz](mailto:vacancy@halcombe.school.nz) Nominated referees may be contacted by the appointment committee (or their agents) for further/more detailed information.

If you have any questions, require further information or would like to visit our school, please reach out through our vacancy email [vacancy@halcombe.school.nz](mailto:vacancy@halcombe.school.nz) in the first instance. All enquiries will be treated in strictest confidence.

Once again, thank you for your interest in leading our school.



## Timeline Summary

<p><b>Candidates finding out more about Halcombe School</b></p>	<p>Please email our Presiding Member, Simon Wishnowsky <a href="mailto:vacancy@halcombe.school.nz">vacancy@halcombe.school.nz</a> with any questions or to enquire about booking your school visit. You can also check out our <a href="#">school website</a> or Facebook page; Halcombe School to find out more about us.</p>
<p><b>Closing date for referee reports</b></p>	<p><b>Monday 28th April 2025 4.00pm</b></p>
<p><b>Closing date for applications</b></p>	<p><b>Monday 28th April 2025 4.00pm</b></p>
<p><b>Shortlisting completed</b></p>	<p>Successfully and unsuccessfully shortlisted applicants notified by <b>Tuesday 6th May 2025</b></p>
<p><b>School visits to shortlisted applicants</b></p>	<p>If possible, a sub-committee would like to make a brief visit to shortlisted candidates' in their schools before interviews. This would only take place with everyone's agreement and if practical for all involved. Please get in touch if you have any questions or concerns.</p>
<p><b>Referee calls completed</b></p>	<p><b>Tuesday 13th May 2025</b></p>
<p><b>Interviews will be held at Halcombe School</b></p>	<p><b>Saturday 17th May 2025</b> If you are not available for an interview at this time, please note this in your covering letter.</p>
<p><b>Appointment commences</b></p>	<p><b>Term 3, Monday 14th July 2025</b></p>

Every effort will be made to keep to the following schedule in determining the successful candidate; however the Board reserves the right to alter the timeline if required.



## Person Specifications

The Halcombe School Board, in **consultation** with the staff, have set the following appointment criteria for the tumuaki / principal.

Your curriculum vitae should be tailored to reflect your **evidence of expertise, experiences and achievements** against these criteria. The board will be using these to support decision making throughout the process.

Our new tumuaki / principal will appreciate and build upon the established school culture and values and work in partnership with staff and community to take us into the future.

You will be someone who leads by example and upholds our commitment to excellence. We seek a leader who places students first - ensuring that every learner feels safe, supported and engaged in their learning - and who empowers and supports our teaching staff to reach their potential in a positive, supportive work environment. Our low staff turnover reflects that this is highly valued.

### ATTITUDE

**Effective Communication and Decision Making:** An exceptional listener, open, transparent, highly organised and proactive in their communication.

Confident, decisive, and clear in communication, and able to convey the vision, values and priorities effectively.

**Approachable and Relationship Focused:** An approachable, visible, relatable leader who fosters strong connections with students, staff, parents and the wider community.

**Outgoing and Personable:** Energetic, inspiring, positive and loves some fun.

### ADVENTURE

**Supportive and Collaborative Leadership:** A team player who is fair, empowers staff, fosters wellbeing, encourages professional growth and trusts in the expertise of the team.

**Holistic education and student engagement:** Invested in providing a wide range of rich experiences and opportunities for students inside and outside of the classroom. Prioritises student well-being and success: fostering a holistic and inclusive environment for all.

**Respect for Tradition and Openness to Innovation:** Respects our school's strong history and traditions while being skilled in leading and managing change that is well-considered, evidence informed and contributes to our teachers remaining confident and highly capable.

## **ACHIEVEMENT**

**Commitment to Growth and Excellence:** Embrace and uphold our culture of high expectations and continuous improvement.

**Proven Experience and Successful Leadership:** An experienced primary school leader, with a passion for rural education and an understanding of leading teaching and learning in a full primary school setting. Understands the role of Principal on the board and can demonstrate some knowledge and experience in successfully managing the areas of property, health and safety, finance and personnel.

**Leading Learning:** An in-depth understanding of the New Zealand Curriculum, demonstrates a strong understanding of adult learning principles and practices, with the ability to lead and facilitate engaging professional learning for staff.



# HALCOMBE SCHOOL JOB DESCRIPTION

## PRINCIPAL U4

### PROFESSIONAL LEADERSHIP

<p>To provide professional leadership for all members of staff.</p>	<p>Focus on moving the school forward by...</p> <ul style="list-style-type: none"> <li>● Keeping up to date with theories and practices in teaching and learning</li> <li>● Planning professional development for staff meetings</li> <li>● Monitoring enrichment programmes school wide</li> <li>● Induct new staff</li> <li>● Preparing and leading the school through a period of change in curriculum delivery</li> </ul>
<p>To present oneself to the Halcombe community as the professional leader of the school and to represent the school at the appropriate functions.</p>	<ul style="list-style-type: none"> <li>● Acknowledge children, staff and community achievements via Newsletters</li> <li>● Attend meetings and support activities associated with the school</li> <li>● Act as role model for staff</li> </ul>
<p>To ensure learning programmes meet the needs of the children.</p>	<ul style="list-style-type: none"> <li>● Have high expectations of achievement by setting expectation goals</li> <li>● Ensure assessment data is used to target individual needs</li> <li>● Encourage professional discussion about individual needs</li> <li>● To plan &amp; provide professional development opportunities that enhance teaching &amp; learning</li> </ul>
<p>To ensure that all regulations are met and that all appropriate records are maintained.</p>	<ul style="list-style-type: none"> <li>● Sets clear expectations for others</li> <li>● To have systems in place that ensure regulations and records are maintained</li> </ul>
<p>To ensure that planned programmes of work are prepared for all classes to meet the NZ Curriculum.</p>	<ul style="list-style-type: none"> <li>● Ensure school wide planning of teaching</li> <li>● Monitor planning &amp; delivery of programmes</li> <li>● Collect data via the school reporting processes</li> </ul>
<p>To be responsible, with the staff, for writing school curriculum policies and programmes and carry out</p>	<ul style="list-style-type: none"> <li>● Monitor and develop new Strategic Plan, Implementation Plans, including NELPs, and Self Review system.</li> </ul>



evaluation of school and class programmes.	<ul style="list-style-type: none"> <li>● Monitor assessment programmes and share successes/concerns with staff</li> <li>● Continue to provide relevant data to the Board of Trustees via the Achievement Reporting &amp; Self-Review processes.</li> </ul>
To delegate responsibility to ensure that the functions of the school are carried out.	<ul style="list-style-type: none"> <li>● Ensure job descriptions identify clearly areas of responsibility</li> <li>● Acknowledge skills and abilities of staff</li> <li>● Develop staff abilities through targeted professional development</li> </ul>
To liaise with other professional organisations and bodies.	<ul style="list-style-type: none"> <li>● Attend Principal Network meetings, PLG/PGC meetings as necessary</li> <li>● To liaise with organisations as necessary to support students and staff</li> <li>● Be active within any local schools' Cluster</li> </ul>
To arrange opportunities for the continuing professional development of staff.	<ul style="list-style-type: none"> <li>● Plan and Monitor the Staff Development budget and use to meet needs of staff</li> <li>● Have all staff participate in Professional Development through an Annual PLD Plan</li> <li>● Organise Teacher Only days as needed</li> </ul>
Ensures an effective appraisal system is implemented.	<ul style="list-style-type: none"> <li>● Keep the focus on continued school improvement</li> <li>● Link job description to Professional Standards at appropriate level, personalising them to Halcombe School</li> <li>● Ensure performance management system provides for ongoing professional support &amp; development</li> </ul>
To maintain an acceptable level of student behaviour and performance.	<ul style="list-style-type: none"> <li>● To review and uphold the school wide behaviour management plan</li> <li>● To acknowledge appropriate behaviour</li> <li>● To support teachers and family with behaviour issues</li> </ul>
Creates a safe teaching and learning environment.	<ul style="list-style-type: none"> <li>● Ensure that the school wide values are reinforced at assemblies, through the newsletter, in the playground and in classrooms</li> <li>● Makes social links to the Halcombe Kid</li> <li>● Ensures procedures are in place and follows them</li> <li>● Responds appropriately to issues of concern</li> </ul>
To be approachable and accessible	<ul style="list-style-type: none"> <li>● Maintain an open door policy</li> <li>● To make opportunities to interact with parents and the community</li> </ul>

## STRATEGIC MANAGEMENT

<p>To identify initiatives in education and apply them as appropriate to fulfil the Halcombe Strategic Plan.</p>	<ul style="list-style-type: none"> <li>● Work with the Board of Trustees and keep the community informed regarding the Strategic Plan</li> <li>● Write an annual Implementation Plan to fulfil the Strategic Plan</li> <li>● To keep the focus on continued improvement and high achievement</li> </ul>
<p>To complete the Planning and Reporting requirements for the Ministry and to the Board.</p>	<ul style="list-style-type: none"> <li>● To ensure planning and reporting requirements are completed on time (1 March, 1 July returns, Strategic Plan and Annual Implementation Plan, Statement of Variance, &amp; Audit)</li> <li>● Keep Board informed of Ministry requirements</li> </ul>

## STAFF MANAGEMENT

<p>To recognise and encourage abilities in individual teachers.</p>	<ul style="list-style-type: none"> <li>● Allow opportunities for staff to lead professional development</li> <li>● Take responsibility to professionally develop staff</li> <li>● Teachers to report to staff on any professional development undertaken</li> <li>● Acknowledge staff skills publicly</li> </ul>
<p>To support efforts by teachers to improve their personal qualifications and teaching performance.</p>	<ul style="list-style-type: none"> <li>● Share information regarding courses and qualifications available</li> <li>● Provide equal opportunities for staff to access professional development</li> </ul>
<p>To be responsible for the employment of staff in accord with the various Collective Contracts.</p>	<ul style="list-style-type: none"> <li>● Follow the policies and procedures relating to employment</li> <li>● Ensure all relevant contracts are adhered to</li> </ul>
<p>To work to ensure staff feel motivated and valued.</p>	<ul style="list-style-type: none"> <li>● Build a team based on respect, acceptance, appreciation and development</li> <li>● To acknowledge their successes and support them, when needed, in identified areas</li> <li>● To consider their individual requests, make fair decisions and explain them</li> </ul>
<p>To ensure staff reflect on their practices.</p>	<ul style="list-style-type: none"> <li>● To model reflection through school review</li> <li>● To include self-reflection in the appraisal process</li> <li>● To use Teacher Inquiry as a reflective tool</li> <li>● Ensure Teacher Aides are involved in PLD and reflection of their position</li> </ul>

## RELATIONSHIP MANAGEMENT

<p>Keep the Board Presiding Member informed about issues and needs within the school.</p>	<ul style="list-style-type: none"> <li>● Have regular fortnightly meetings with the Board Presiding Member</li> <li>● Have an open and honest relationship</li> </ul>
<p>To provide opportunities for parents to be involved in their children's learning.</p>	<ul style="list-style-type: none"> <li>● Provide a range of opportunities for parents to be welcomed into the school</li> <li>● Ensure parents are aware of ways they can be involved in their children's learning</li> <li>● Keep parents informed about their children's progress</li> <li>● Invite dialogue and seek feedback through both formal and informal</li> <li>● To organise "experts" for public meetings when necessary</li> </ul>
<p>To manage in conjunction with the Board Presiding Member any news releases.</p>	<ul style="list-style-type: none"> <li>● Follow established procedures in the event that a news release is required</li> <li>● Ensure others are informed of the required procedure</li> </ul>
<p>To report to parents on a regular basis informing them of school events, children's progress and on matters relating to the wider community.</p>	<ul style="list-style-type: none"> <li>● Maintain a high quality weekly school newsletter</li> <li>● Ensure ways (electronic and paper) are continued for all, informing parents of activities in advance of the activity</li> <li>● Information of progress and achievement are regularly shared with caregivers</li> <li>● Ensure that parents see student work in exercise books each term (Seniors), and regularly (Juniors)</li> <li>● 3WC to be held during Term 1 &amp; 3, with summary reports at mid-year</li> <li>● Written end-of-year reports towards the end of Term 4</li> <li>● Ensure parents know that teachers are available for appointments at any time</li> </ul>

## STATUTORY & REPORTING REQUIREMENTS

<p>To be responsible for payment to staff in accordance with the various contracts (in conjunction with the Board).</p>	<ul style="list-style-type: none"> <li>● Ensure that staff are on correct pay scales</li> <li>● To monitor and use the budget effectively to support all staff</li> <li>● Ensure staff reimbursements are handled efficiently</li> </ul>
<p>To ensure good employer and equal employment opportunity principles are followed.</p>	<ul style="list-style-type: none"> <li>● Close consultation with the Board Presiding Member regarding employer issues</li> <li>● Keep the Board of Trustees informed regarding staff issues</li> <li>● Advise the Board, where necessary</li> </ul>

<p>To keep the Board informed about school activities.</p>	<ul style="list-style-type: none"> <li>● To support the Returning Officer for the Board elections</li> <li>● Have a comprehensive report available for the Board prior to each Board meeting</li> <li>● Have regular meetings (fortnightly) with the Board Presiding Member</li> <li>● Help access information the Board may need</li> </ul>
<p>To provide the Board with information regarding school achievement and curriculum initiatives</p>	<ul style="list-style-type: none"> <li>● Provide analysis of the numeracy and literacy assessment data via teacher OTJs</li> <li>● Keep the Board informed of curriculum initiatives and future initiatives to be completed/planned for to lift student achievement</li> <li>● To provide the Board with full analysis of student achievement three times a year: baseline, Mid-Year and End-of-Year</li> <li>● To report the Statement of Variance to the Auditor</li> </ul>

### **FINANCIAL AND ASSET MANAGEMENT**

<p>Be aware of legal requirements concerning finance and taxation in conjunction with the Board.</p>	<ul style="list-style-type: none"> <li>● Ensure audit requirements are met by due date</li> <li>● Ensure that fixed asset register is maintained</li> </ul>
<p>Focuses available financial resources on improving student learning.</p>	<ul style="list-style-type: none"> <li>● Allocate resources to reflect priorities in strategic plan and Annual Implementation Plan</li> <li>● Ensure that resources are being used to improve student learning outcomes</li> </ul>
<p>To ensure that appropriate budgeting is prepared and maintained in conjunction with the Treasurer.</p>	<ul style="list-style-type: none"> <li>● Have regular liaison with Board Treasurer (monthly)</li> <li>● Monitors and works within approved budget</li> <li>● Provides clear expectations and gives responsibility to curriculum budget holders</li> <li>● Oversees routine maintenance, cleaning and caretaking to ensure a safe school</li> </ul>
<p>Efficiently manage the general property issues.</p>	<ul style="list-style-type: none"> <li>● Work with the Board to implement the 10 year property plan</li> <li>● Liaise with Ministry of Education property officers</li> <li>● Work with the Schools appointed property manager</li> <li>● Liaise with MoE Senior Adviser</li> </ul>
<p>Efficiently manage property projects.</p>	<ul style="list-style-type: none"> <li>● Consult with the staff regarding property needs</li> <li>● Work with the Board to manage any school property projects</li> <li>● Have regular liaison with Property Sub-Committee</li> </ul>