



## ST JOSEPH'S SCHOOL - FAIRLIE

3 Gall Street, Fairlie

Phone (03) 685 8659 Fax (03) 685 8649

Principal: [principal@stjofairlie.school.nz](mailto:principal@stjofairlie.school.nz)

Administration: [office@stjofairlie.school.nz](mailto:office@stjofairlie.school.nz)

Dear Applicant,

The Board of Trustees of St Joseph's School Fairlie welcomes your application for the position of Principal.

Due to the resignation of our current principal to relocate, we are now seeking a replacement. We view this appointment as the most important function of this board.

St Joseph's is a small successful school, with high expectations of its teachers and children. This expectation has been well met for many years. The school family is long standing and closely tied to St Patrick's Church of Mackenzie Parish. The community, mostly rural, is close, though spread over a wide area.

Our school is set in a very picturesque part of New Zealand, which offers many recreational and lifestyle opportunities to its members.

The community is looking for a new principal to continue excellent leadership and vision for St Joseph's School.

Please find enclosed the following items:

- Description of School Community
- Person Specification
- Principal's Position Description
- Information for Applicants
- Application for appointment including Self-Assessment
- Statement re Special Character of a Catholic School
- Special Character (S) Form
- Timeline for Application

We require the following enclosed documentation to be completed.

- Application for appointment including Self-Assessment
- S464 Form

The S464 Form is required to be completed by all applicants for a Tagged position in a Catholic School. It asks the applicant to specify qualifications related to Catholic Special Character and to nominate referees who will be consulted by the Proprietor's

agent. The attached 'S Form' is a very important document. It determines an applicant's 'acceptability' to be appointed to a tagged position in a Catholic School. This form should be filled in as thoroughly as possible. The notes accompanying the 'S Form' are important and will assist in filling out the form.

Please note that information in the 'S Form' is the only information available to the Proprietor when determining 'acceptability', in terms of Catholic Special Character. The Catholic Education Office in Christchurch can be contacted for further advice and guidance.

Please return the above documents along with the following:

- Curriculum Vitae
- Evidence of current teacher registration

We welcome your enquiry and encourage you to visit our website which details information about our school and parish.

If you have any other queries in relation to our school or the Principal's position, please do not hesitate to contact Anne Harrison, Board of Trustee Chairperson.

We look forward to receiving your application and thank you for taking the time to consider the position of Principal at our school.

Applications close on Friday 15<sup>th</sup> May 2020 at 3:00pm and should be sent to:

**Principal Position  
C/o Kelly Cassie  
BOT Chairperson  
St Joseph's School  
3 Gall Street Fairlie 7925**

**Or e-mail to:  
kmon3@hotmail.com**

If you have any further questions, please contact Anne Harrison 03 685 4887 evenings only.

Kind regards,

Kelly Cassie  
Board of Trustee Chairperson  
St Joseph's School Fairlie

## Description of School Community

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St Joseph's Catholic School is a 2.5 teacher, Catholic integrated school situated in Fairlie. The school caters for children from Years 1 (5 years of age) to Year 6. The current school roll is 26.

St Joseph's School is a school with special character; it has an excellent community feel within the school and parish. Our school provides our students with skills and motivation for lifelong learning in a nurturing, Catholic environment.

The low teacher/pupil ratio allows every child to be treated as an individual. Class, group and individual teaching and school-wide activities are used to address the learning needs of all students and utilize teacher strengths.

The school is set in 2.8 hectares of park-like grounds, providing an ideal environment for Education Outside the Classroom, as well as providing a stimulating free play area for children to use during breaks. The school has three classrooms, a Principal's office and a staffroom, the school offers two sealed tennis courts/netball court, a full sized rugby field, adventure playground, massive sandpit, a wooded play area, ample grassed areas, and an inventive playground for outside activities. For wet weather activities, the school has access to the parish hall and a library.

In 2020 the school will become a Flexible Learning Environment. This will either involve extensive renovations or a total rebuild.

The board, staff and P.T.A. work co-operatively to provide a positive working environment, which enhances student achievement.

Visit the school website – [www.stjofairlie.school.nz](http://www.stjofairlie.school.nz)

## Person Specification

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### **The person to lead our school will be able to demonstrate:**

- Strong proven and positive professional leadership.
- Exceptional people skills and personal qualities.
- Recent successful educational management experience in the New Zealand school system.
- Competent administrative skills with experience in the New Zealand education system.
- Proficient leadership skills – the ability to build and value their team.
- The ability to advise, support and work closely with the Board of Trustees.
- A commitment to the future of our school and the ability to actively promote it.

## Principal's Position Description

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**Responsible to:** Chairperson of the Board of Trustees

**Working relationships with:** Board of Trustees  
St Patrick's Church of Mackenzie Parish  
All Teaching Staff  
Support Staff

**Terms of employment:** Full time permanent position

**Key performance indicators:** Will be agreed with the successful applicant

**Position Overview:** The principal shall accept and recognize a responsibility to maintain and preserve the special character of the school.

### **Responsible for:**

1. Leading Special Character
  - To provide Catholic cultural leadership.
2. Leading Learning
  - Demonstrate a comprehensive understanding of the NZ Curriculum.
3. Professional Leadership
  - Lead the teaching staff to support effective delivery of the curriculum, the implementation of the charter and improved learning outcomes for students.
4. Strategic Thinking
  - Work with the Board of Trustees to maintain the Strategic Plan.
5. Resource Management
  - Effectively and efficiently use available financial resources and assets to support improved learning outcomes for students.
  - Work to ensure that operations are within approved budget.

- Ensure that the Property Plan is maintained for: Capital Development; Maintenance and minor capital works; integrated buildings and grounds.

#### 6. Relationship Building

- Foster relationships with the wider community e.g. other Mackenzie District Schools, Catholic Primary Schools, Catholic Education Office, and local Parish.

#### 7. Statutory and Reporting Requirements

- To comply with all relevant statutes, regulations and reporting requirements.
- Recognise Maori as tangata whenua and implement the Te Tiriti o Waitangi as the partnership covenant fundamental to Aotearoa New Zealand.

## Information for Applicants

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Thank you for applying for the position Principal at St Joseph's School Fairlie. Please ensure you have read the Criteria for Appointment and Position Description, contained within this application pack, before completing the application form.

1. Please complete this form personally. Read it through first and then answer all questions. Make sure you sign and date where indicated.
2. Attach a *curriculum vitae* containing any additional information relevant to the position. If you include written references, please note that we may contact the writer of the reference.
3. Complete the S464 form attached to this application pack.
4. 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.
5. If you are selected for interview you may bring whānau/support people at your own expense. **Please advise if this is your intention.**
6. 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.
7. **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 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
  - You did not serve a custodial sentence at any time
  - The offence was neither a [specified offence under the Clean Slate Act 2004](#) nor a [specified offence under the Vulnerable Children Act 2014](#)
  - You have paid any fine or costsPlease 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.
8. This application form and supporting documents received from the successful applicant will be held by the school. That person may access it in accordance with the provisions of the Privacy Act 1993.
9. 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.

10. All information received will be confidential to the Board of Trustees.

**N.B. Identification:**

**If shortlisted, you will be required to bring to your interview, copies of two types of identification along with the originals to be sighted.**

- 1. If possible, this should be photo ID e.g. passport and a NZ Drivers License**
- 2. If you do not have one or other of the above documents, please supply a birth certificate, bank statement or IRD number**

## APPLICATION FOR APPOINTMENT

Please ensure you have read the 'Information for Applicants' in the accompanying Application Pack for St Joseph's School Fairlie before completing this Application.

**TO:** CHAIRPERSON, BOARD OF TRUSTEES OF ST JOSEPH'S SCHOOL FAIRLIE

**POSITION APPLIED FOR:** PRINCIPAL

### PERSONAL DETAILS:

Name: \_\_\_\_\_ Home Phone: (0 ) \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone: (0 ) \_\_\_\_\_  
\_\_\_\_\_ Mobile Phone: (0 ) \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_  
Registration No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_:

### PRESENT EMPLOYER:

Name of present employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone: (0 ) \_\_\_\_\_  
\_\_\_\_\_ Other Phone: (0 ) \_\_\_\_\_  
Position held: \_\_\_\_\_ Date commenced: \_\_\_\_\_

### REFEREES: (Note: at least one of these should be able to attest to your most recent work performance)

1

Name: \_\_\_\_\_ Home Phone: (0 ) \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone: (0 ) \_\_\_\_\_  
\_\_\_\_\_ Mobile Phone: (0 ) \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

2

Name: \_\_\_\_\_ Home Phone: (0 ) \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone: (0 ) \_\_\_\_\_  
\_\_\_\_\_ Mobile Phone: (0 ) \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

3

Name: \_\_\_\_\_

Home Phone: (0 ) \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: (0 ) \_\_\_\_\_

\_\_\_\_\_

Mobile Phone: (0 ) \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

### TERTIARY EDUCATION QUALIFICATIONS

Institution attended	Year	Qualifications attained	Date awarded

### TEACHING SERVICE (list all schools and positions):

Position	Salary Scale	School	Date from	Date to

### PROFESSIONAL MEMBERSHIPS

Please given details below:

## OTHER INFORMATION

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Have you had any injury or medical condition which the tasks of this job may aggravate or contribute to, or know of any reason why you might have difficulty carrying out the job description attached. If yes, please give details below:

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Do you have any matters relating to yourself currently or previously before the Education Council?

Do you have a current New Zealand Driver License?

Do you give permission for your police record to be checked?

Are you a New Zealand citizen?

If not, do you have residential status?

A current work permit?

Do you give permission for the Board to carry out a credit check?

Have you changed your name by deed poll / statutory declaration?

Other names known by: \_\_\_\_\_

## PRIVACY ACT 1993 (To be 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 authorised representatives who may at any time have access to this information.

Furthermore, consent is given for members of the St Joseph's School Fairlie Appointments Committee or its advisor 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 Principal at this school including accessing any information used by the Education Council of Aotearoa New Zealand.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## DECLARATION:

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from minor traffic offences) Have you received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment? If YES, please provide date and details of offence(s) 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.

I certify that I know of no reason why I would not be suitable to work with children/young people.

I certify that I am registered (or provisionally registered) as a New Zealand teacher. I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my CV is correct.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Self-Assessment

Please complete the following self-assessment. Please limit your responses to the space provided. Bullet points are acceptable.

**Special Character**

What do you see as the role of a Catholic school in the third millennium and what do you see as your role as a leader of Catholic Education at our school?

**Professional Leadership**

How do you currently enact the role of professional leader of learning and what attributes do you bring to the team at St Francis Catholic School?

- How would your colleagues describe your leadership style?

**Teaching and Learning**

How have you improved teaching and learning in your current role? What positive impact did this have on student outcomes – both achievement and wellbeing outcomes?

- Give details:

### **Management of Change**

Give an example of when you have managed a significant change process. How did you lead the process and outline the results?

- Is there anything you would do differently next time?
- How did you manage relationships with staff during the change process?

# St Joseph's School Fairlie

Integration Agreement dated 28 September 1982

## Clause 5 Special Character statement

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 Roman Catholic Church, as determined from time to time by the Roman Catholic Bishop of the Diocese.

### **Positions related to special character (S forms)**

The following pages contain the S forms. Copies of the S forms are usually available from any Catholic school and are also available on the NZCEO website.

These forms have been approved by Proprietors for use when a tagged position is being filled. It is essential that teachers fill in the form when applying for tagged positions in Catholic primary schools. The Diocesan Catholic Education Office needs this information to determine the teacher's acceptability. Secondary school Boards also use the S form so that they can decide which applicants fulfil the requirements of the tag. (See Part 4 for detailed explanations of tagged positions.)

These forms are referred to as S464 and S467 forms (the numbers refer to sections in Part 33 of the Education Act 1989).

Section 464 positions include the principal, the DRS and all those other tagged positions that require the successful applicant to have the willingness and ability to take part in religious instruction appropriate to the special character of the school.

Section 467 makes provision for special positions whose tag wording differs from the tag wording for Section 464 positions. In Catholic schools Section 467 is applied to the position of deputy principal only. The tag wording, which is standardised in all Catholic school Integration Agreements, differs for primary schools and secondary schools.

What is an S464 (tagged) position?

An S464 (tagged) position is one for which "a willingness and ability to take part in religious instruction appropriate to [the] school shall be a condition of appointment." This was formerly known as an S65 position.

The Proprietor of the school has a responsibility to ensure that the school's Special Catholic Character is maintained, and S464 positions are an integral element in this.

The Catholic Church describes these positions as a ministry within the Church. A ministry is an office in the Church to which a person is called by the Church community to serve that community – in this case, the ministry of religious instruction. Therefore, such a person needs to be baptised and be part of the Catholic faith community.

"Religious instruction" is rather more than Religious Education teaching. It implies the ability to support the Catholic religious life of the school by many specific actions, and by providing a personal example of what it means to be a Catholic. It does not necessarily mean teaching Religious Education, although in a primary school it would normally do so.

By law, the Board of Trustees of a primary school is legally bound to appoint only from a list of applicants who are acceptable to the Proprietor of the school. For secondary school positions, acceptability is established by the appointments committee of the school. Once acceptability

has been established, the Board of Trustees considers the information on this form, together with the application, in order to assess an applicant's suitability for the position.

### **What is acceptability for the position being applied for?**

#### *Assessing acceptability*

When assessing the acceptability of a teacher who is being considered for an S464 appointment with responsibility for religious instruction in a Catholic school, the following qualities are sought.

#### **Response to a call**

Teachers with a responsibility for religious instruction respond to a call to share in the work of the Church. They should be willing to give their time and talent, not only to students, but to their own continued growth and understanding in their faith.

#### **Witness to the Gospel**

Such teachers need to be committed to Jesus Christ and to have an aptitude and ability to communicate the Gospel message. They are people of prayer and reflection, who witness to a life of faith.

#### **Commitment to the Church**

They represent the Church and so they need to be in communion with the Church and the Bishop of their diocese. They test and validate their faith understanding and insights in the light of the gospel message as presented by the teaching authority of the Church.

#### **Involvement in the community**

They are called to foster the concept of Christian community that people can experience in practice. A Christian community is nurtured especially through sharing in the Eucharist. Teachers holding tagged positions normally experience unity with the Catholic Church through frequent participation in the celebration of the Eucharist within the Catholic community. They also seek to cooperate with other parish leaders in making the parish itself a focal point of community in the Church.

#### **Servant of the community**

They are committed to serving the Christian community, particularly in their parish and in the community at large. Such service means not only responding to people's needs when asked to do so, but also taking the initiative in seeking to identify the needs of individuals and groups in the community, and then encouraging students to do the same.

#### **Knowledge, skills and abilities**

They seek to acquire the knowledge, skills and abilities to communicate the gospel message effectively. They are required to have a solid grasp of Catholic doctrine and worship, familiarity with Scripture, to have good teaching skills and a general appreciation of the curriculum requirements appropriate to the position. They also demonstrate an appreciation of the most suitable ways of communicating the teaching of Jesus Christ to others at their level of understanding and according to their life situations and their social and religious backgrounds.

## **S464 Form**

*Important information about the form you will fill in*

It is important to fill in this form as clearly and thoroughly as possible, even if that means repeating material included elsewhere in your application, because this form and the information it contains is used to determine *acceptability*. In the case of a primary school appointment, this form is the only information the Proprietor has by which to determine acceptability.

### **Section D: Qualifications in Religious Education**

Please include your certification details (if relevant – see box below), and any degrees or diplomas in Religious Education, or related subjects; the institution that granted these, and the year of graduation. Include qualifications in Catechetical Studies, Theology, Christian Family Life Education, any relevant pre-service and in-service courses you are currently undertaking or have completed. Even if the position does not include teaching Religious Education you may have details to record.

These are:

Certification in Catholic schools

Certification (formerly accreditation) is the means by which teachers are recognised for their professional preparation in taking faith-leadership roles in the Catholic school. Diocesan Catholic education offices can explain the course work and levels of certification available to teachers.

### **Section F: Other qualifications and experience**

You may include any in-service courses relating to Religious Education and/or courses for personal development, such as scripture studies, which were not covered in Section D. You may also include your involvement in parish or Church groups or other organisations. Please add any other qualifications, training or experience you consider relevant to Catholic Character.

### **Referees**

S464 referees may be asked to attest to the qualities and/or qualifications recorded in this form. At least one such referee must be your parish priest (or parish pastoral leader) or a priest recently known to you who can judge whether you fit the criteria for a teacher in a tagged position. It is prudent to obtain agreement from your referees before nominating them.

NZCEO

July 2017

# S464 FORM

## Education Act 1989, Section 464

(Previously – Private Schools Conditional Integration act 1975, Section 65)

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

#### A. POSITION BEING APPLIED FOR

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):

School	Address

**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.)

<b>1</b>	Name		Phone: Day	
	Address		Night	
			Cell	
Email				
<b>2</b>	Name		Phone: Day	
	Address		Night	
			Cell	
Email				
<b>3</b>	Name		Phone: Day	
	Address		Night	
			Cell	
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 Act 1989, Section 464 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: .....

St Joseph's School Fairlie has set the following timeline for the appointment. Every effort will be made to keep to the following schedule in determining the successful candidate.

<b>TIMELINE FOR APPOINTMENT</b>	
Gazette Advertisement	Wednesday 26 <sup>th</sup> September (Online)
Applications close	Friday 19 <sup>th</sup> October 2018 at 3pm Applicants will receive email acknowledgement that your application has been received.
Shortlisting of candidates and sign off on acceptability by Catholic Schools office completed	Saturday 20 <sup>th</sup> October 2018 Telephone notification of interview times shortly after.
Interviews	To be mutually arranged with successful candidates.
Appointment decision made, and candidates notified	On or before Tuesday 30 <sup>th</sup> October
Appointment commences	Term 1, 2019

**Please ensure you have enclosed the following completed documentation:**

- Application form and self-assessment
- Curriculum Vitae – with copies of verified qualification certificates attached
- Names of three referees
- S464 form

**Completed applications are to be received by 3pm, Friday 24<sup>th</sup> January and should be emailed or mailed to:**

**Principal Position  
C/o Anne Harrison  
BOT Chairperson  
St Joseph's School  
3 Gall Street Fairlie 7925**

**Or e-mail to:  
anne.harrison@farmisde.co.nz**

If you have any further questions, please contact Anne Harrison 03 685 4887 evenings only.