



Riverdale School



**Tumuaki / Principal
Recruitment Pack**

ARIKI

Tumuaki tanga
Leadership

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Nau Mai Haere Mai

Riverdale School

Congratulations on your decision to apply for the role of Tumuaiki at Riverdale School, in Palmerston North.

We are looking for a new Tumuaiki to lead our school from **Term 3, Monday 17th July 2023**.

Riverdale School is a modern school set in attractively developed grounds. We:

- have experienced, professional, enthusiastic teachers and support staff.
- are well resourced with a variety of sports, ICT and playground equipment.
- Are big enough to provide a range of resources and facilities, but small enough to care for individual needs.
- have 6 collaborative teaching teams, in flexible learning spaces, an indoor sports space/hall, multi-purpose track, turf and our own heated pool.

Riverdale School was opened in 1965. We draw our pupils from the area east of Awapuni School and south of West End School's area. We are very proud of our school, and the achievements of our learners. Parents, whanau and our community are an integral part of our school. At Riverdale School we believe that informed parents have an important part to play in the education of their children. We are committed to school being an enjoyable experience, and value a broad range of learning experiences which focuses on the development of the whole child.

The school currently has a working staff of 38 (20 teaching staff). The school is organised into 6 collaborative teams. Our modern flexible learning spaces have 2 or 3 teachers working collaboratively within each. Our school naturally integrates digital learning as part of our core business. We are very well resourced with a wide range of digital devices including BYO devices for Year 4-6.

The school was reviewed by the Education Review Office in 2018. This resulted in a third 5 year review cycle, of which we are very proud.

In summary, it's all about ... Piki ake te fihī – “Strive for Excellence”

This pack contains all the application details. We encourage you to book in your visit or connect with our [school website](#) for further background information about our school.

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

Ngā mihi nui,

Dwayne George

Presiding Member - Riverdale School Board



Application Summary

Riverdale School

The following documents will support you in completing your application:

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

Your application for appointment is to be submitted by **Wednesday 19th April 2023** at **4.00pm** and must include:

- A **covering letter** explaining how Riverdale 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 drivers' licence.
- An up to 3 minute self-made **video clip** titled "**Ko wai au? Who am I**". We are interested in learning about who you are and where you come from. This should be shared with us via a link alongside your other application documents.

Please **email** your full application to our Presiding Member Dwayne George and our Principal Appointment Advisor Nadia Ballantine with the subject line: **Riverdale School Confidential Tumuaki / Principal Position Application**. principalvacancy@riverdale.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 **Wednesday 19th April 2023** to principalvacancy@riverdale.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 contact our Presiding Member; Dwayne George, in the first instance using the email address above. All enquiries will be treated in strictest confidence.

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



Timeline Summary

Riverdale School

<p>Candidates finding out more about Riverdale School</p>	<p>Please email principalvacancy@riverdale.school.nz with any questions or to enquire about booking your school visit.</p>
<p>Closing date for referee reports</p>	<p>Wednesday 19th April 2023 4.00pm</p>
<p>Closing date for applications</p>	<p>Wednesday 19th April 2023 4.00pm</p>
<p>Shortlisting completed</p>	<p>Successfully and unsuccessfully shortlisted applicants notified by the 28th April 2023</p>
<p>Referee calls completed</p>	<p>During the week of the 8th May 2023</p>
<p>Interviews will be held at Riverdale School</p>	<p>Saturday 13th May 2023 If you are not available for an interview at this time, please note this in your covering letter.</p>
<p>Appointment commences</p>	<p>Term 3, Monday 17th July 2023 or by negotiation</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

Riverdale School

Our new Tumuaki will be an exceptional, experienced senior leader with a proven track record of successful educational leadership.

You will have the skills to consolidate and build on the current strengths of our school and work in collaboration with all stakeholders to continue enhancing our strong, improvement focused culture.

Your curriculum vitae should be tailored to reflect your evidence of expertise, experiences and achievements against our person specifications.

The board will be using these criteria to support decision making throughout the process.

We seek a leader who:

- is warm, fun, kind, caring, empathetic and approachable.
- is visionary - can identify new opportunities that complement our strategic direction.
- is curious – asks why, and challenges the norm.
- has outstanding communication skills.
- is committed to the principles of Te Tiriti o Waitangi and invests in growing Mātauranga Māori across our school.
- is able to build meaningful connections within the school community, across local Iwi, Hapū whānau/families, staff and with our ākonga.
- is committed to creating and leading in an open and inclusive environment for all.
- prioritises maintaining high standards of hauora for the students, staff and community.
- is collaborative in their approach and has successful experience in working in a well-established distributed leadership model that invests in growing leaders. You will show trust and draw on the strengths and passions of others.
- has the ability to lead the New Zealand Curriculum in an innovative and future focused learning environment that meets the needs of **all** ākonga.
- has a passion for their own and others' professional development and the ability to attract, inspire, empower and retain outstanding staff.
- can demonstrate competence in the areas of property, finance, personnel and health and safety and has practical skills to manage the everyday running of our school.

Piki ake te tihi – Strive for Excellence

