



BAINESSE SCHOOL U1&2

**PRINCIPAL | TUMUAKI POSITION
INFORMATION PACKAGE**

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ADDITIONAL SUPPORTING DOCUMENTS

- Application form
- Referee form

Nau Mai Haere Mai

Kia ora,

The Bainesse School Board would like to thank you for your interest in applying for the tumuaki / principal position at Bainesse School following the departure of our previous long serving principal.

We are looking for a new tumuaki to lead our school from Term 3, Monday 20th July 2026 or earlier by negotiation.

Bainesse School is a thriving Year 0-8 full Primary School with a current roll of **79** students, and now comprising of 4 classes. The roll will build to **86** as the year progresses.

This appointment represents an important moment for our school as we continue to build on our strengths and look ahead with ambition for our tamariki.

We are a proud rural school that offers our students opportunities across all areas of the curriculum. From strong classroom learning, to sport, the arts, cultural events and lots of hands-on, active learning. We aim to provide experiences that help every child discover their interests, develop their strengths, and succeed.

We are seeking a tumuaki who will build on the strong foundations already in place and continue to guide our school forward. We want a leader who values both strong academic achievement and the wide range of opportunities we provide. We are looking for someone who sees the potential in every child and is committed to helping them grow in a supportive, high-expectations environment.

We value a tumuaki who is approachable. Being present in classrooms, at events, and in the playground helps build strong relationships and a positive school culture. This has been an important part of our leadership in the past, and we hope to continue that strong sense of connection.

Our next tumuaki will be well supported by a great team of experienced and committed staff who work closely together and take pride in our school. We are fortunate to have excellent support from our community, with whānau willingly giving their time to help with events, transport, and school activities. This support makes a real difference and reflects the positive relationships within our school community.

The board values a positive and respectful partnership with our tumuaki. We aim to provide strong governance, practical support, and regular communication, while trusting our tumuaki to lead the school with confidence and professionalism. We understand our role and are committed to working together to ensure the continued success of Bainesse School.

Our school is in a positive and healthy place, and we believe the years ahead are full of opportunity. The commitment of our staff, students, and families gives us confidence that we will continue to grow and achieve together.

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We look forward to welcoming a new tumuaki who will guide our school with care; ensuring it continues to be a place where our tamariki feel proud to learn and belong.

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

Ngā mihi nui,
Hayden Ellwood
Presiding Member- Bainesse School

Application Summary

The following documents will support you in completing your application:

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

Your application for appointment is to be submitted by **Friday 13th March 2026 at 4.00pm** and must include:

- A **covering letter** explaining how Bainesse School will benefit from your leadership and teaching experience. **What are your points of difference, strengths and skills that would add value to our school?**
- 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 2 minutes**) covering the following:
Ko wai au? Tell us a little about yourself.
Why Bainesse School? Share why you're interested in becoming our new tumuaki / principal. Your video doesn't need to be highly produced - just a simple and authentic way for us to get to know you better and hear about why you'd like to join our school community.

Please **email** your full application to our recruitment consultant **Nadia Ballantine** with the subject line: **Bainesse School Confidential Tumuaki / Principal Position Application** to principalvacancy@bainesse.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 **Friday 13th March 2026** to principalvacancy@bainesse.school.nz

Nominated referees may be contacted by the appointment committee (or their agents) for further and more detailed information.

If you have any questions, require further information or would like to visit our school, please reach out to our Education Consultant, Nadia Ballantine through our vacancy email principalvacancy@bainesse.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

| | |
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| Candidates finding out more about Bainesse School | Please email our Appointment Advisor, Nadia Ballantine at principalvacancy@bainesse.school.nz with any questions or to enquire about booking your school visit. You can also check out our school website or school Facebook page; Bainesse School and Community (Official) to find out more about us. |
| Closing date for referee reports | Friday 13th March 2026 4.00pm |
| Closing date for applications | Friday 13th March 2026 4.00pm |
| Shortlisting completed | Successfully and unsuccessfully shortlisted applicants will be notified by Wednesday 18th March 2026 |
| Referee calls completed | Wednesday 25th March 2026 |
| Interviews will be held at Bainesse School | Saturday 28th March 2026 If you are not available for an interview at this time, please note this in your covering letter. |
| Appointment commences | Term 3, Monday 20th July 2026 or earlier by negotiation. |

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 Bainesse School Board, in **consultation with** the staff and community, 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 respect our **established culture, values** and **high expectations**, and work in **genuine partnership** with staff, Board and community to ensure a strong and sustainable future for our school.

We seek a leader who:

- Is values-driven, empathetic and people-focused; prioritising teamwork and wellbeing.
- Is relational, welcoming and approachable, and actively builds and sustains positive connections with students, staff and families.
- Is highly visible, hands-on and actively involved in the daily life of the school.
- Is a credible, experienced teacher and leader who understands effective pedagogy and how to support high-quality teaching and learning in a full primary.
- Demonstrates integrity, honesty, fairness and consistency, and leads by example.
- Is highly organised and collaborative, recognising and drawing on the strengths of others while trusting them in their roles.
- Communicates openly and effectively, listens deeply, and engages in transparent decision-making.
- Is committed to excellence, maintaining high expectations for learning, behaviour and achievement.
- Can lead confidently in a dynamic environment, showing the ability to be flexible, adaptable, resourceful and solutions-focused.
- Has experience leading and managing and does so with calm, confidence.
- Demonstrates a genuine commitment to our healthy, active learning culture, promoting and creating opportunities for sport, wellbeing and outdoor learning.

We are genuinely open and curious to hear about your unique strengths, skills and experiences, and how you believe these could add further value to Bainesse School.

BAINESSE SCHOOL JOB DESCRIPTION

TEACHING PRINCIPAL U1 & 2

JOB TITLE

Teaching Principal

RESPONSIBLE TO

As the principal you will report and be accountable to the school board (as your employer) through the school board Presiding Member.

DELEGATIONS

The Principal is responsible for the successful management and professional leadership of the school by taking direction from the school board, the school strategic plan and the school's policies and annual delegations.

WORKING RELATIONSHIPS

The Principal:

- Ensures the well-being and educational achievements of the students
- Works supportively with the school board and members of staff
- Fosters and maintains positive relationships with the parents and the community
- Promotes the interests and profile of the school when dealing with external agencies
- As Principal you will liaise, when necessary, with educational agencies such as the Ministry of Education, Education Review Office, Novopay and Te Whakarōputanga Kaitiaki Kura o Aotearoa – New Zealand School Boards Association (NZSBA)

PRIMARY OBJECTIVES

The Principal is responsible for professional leadership, the day-to-day management of the school, compliance of legal requirements, the implementation of the school board's policies and plans, the direction and supervision of all staff and the educational achievement and general well-being of our students.

CULTURE

Provide professional leadership that focuses the school culture on enhancing learning and teaching.

PEDAGOGY

Create a learning environment in which there is an expectation that all students will experience success in learning.

SYSTEMS

Develop and use management systems to support and enhance student learning.

PARTNERSHIPS AND NETWORKS

Strengthen communication and relationships to enhance student learning.

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The Principal adheres to these Professional Standards as outlined in the Primary Principal collective agreement.

KEY RESPONSIBILITIES

LEADERSHIP

The Principal, as the leader of the teaching, support and administration team, assists staff to set goals and develop teaching and learning programmes.

The Principal:

- Demonstrates and promotes high expectations of student achievement
- Ensures that goals are set and programmes are developed in line with the New Zealand Curriculum
- Oversees the planning, implementation and evaluating of teaching programmes in line with the Education and Training Act 2020 and the Education and Training Amendment Act 2025, the New Zealand curriculum, the school's curriculum and the school's strategic plan and policies.
- Uses a range of evaluation, inquiry and knowledge building activities to develop, implement, monitor and modify strategies for improvement
- Ensures learning programmes have appropriate sequences and coherent progressions over the class and year levels
- Manages the identification of students' individual learning needs and the provision of quality programmes to meet those needs
- Provides a safe and positive learning environment for all students and monitors their welfare and conduct
- Oversees the monitoring, recording and the reporting of student progress and achievements to parents and the Board
- Shows progressive educational practice by keeping up-to-date with curriculum and administrative developments
- Provides a curriculum which will engage, excite and motivate all students

MANAGEMENT

Has overall responsibility for staff performance and development.

The Principal will:

- In conjunction with the school board, ensure the school is appropriately staffed
- Allocate and delegate duties and responsibilities to all staff
- Report to the school board as required
- Ensure that performance management / PGCs are effectively used to identify and address ongoing improvement of the quality of teaching and goals are specifically linked to school goals and strategic plan
- Provide effective guidance and motivational leadership to all staff
- Support staff and develop their skills through guidance, coaching and mentoring, PGC and the promotion of professional development programmes

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- Give the staff opportunity to express their ideas and views through good consultative practices
- Assist the school board to achieve its good employer obligations
- Promote a culture of health and safety in the school
- Maintain a teaching component that reflects the annual staffing provision and needs of the school.

FINANCE AND ADMINISTRATION

Is responsible for the efficient day-to-day management of the school's finances.

The Principal will:

- Help the school board and staff to develop sound financial plans and budgets which reflect the current and future needs of the school
- Administer and monitor the school's funds according to approved annual budget and financial policies, and report to the school board as required
- Advise the school board on policy development, budgeting, planning and resources
- Assist the school board in meeting its annual audit and reporting requirements

SUPERVISION OF PROPERTY AND RESOURCES

With full support from the school board, the Principal is responsible for ensuring the school environment and school property are safe and secure.

The Principal will:

- Ensure the school is kept safe and clean
- Provide acquisition, management and upkeep of the school's equipment and resources
- Provide advice to the school board on the maintenance, development and enhancement of school property and facilities

PROMOTION OF GOOD COMMUNICATION AND RELATIONSHIPS

The Principal will help the school board to develop confidence, cooperation and goodwill between the school and its community.

The Principal will:

- Foster good working relationships with the school board, staff, students, parents, members of the school community and agencies such as the Ministry of Education
- Proactively maintain and develop effective communication between the school, parents and community
- Be sensitive to parent and community concerns and address them effectively and promptly
- Keep parents and the community well informed of the school's activities, programmes and achievements
- Give parents and caregivers the opportunity to express their ideas and views through good consultative practices
- Sustain, strengthen and grow existing relationships with all families and whānau

INFORMATION AND ADVICE TO THE BOARD

Provides professional and administrative advice to the school board and contributes to its effective operation.

The Principal will:

- Provide effective executive advice to the school board to help ensure it meets all of its statutory and other obligations
- Supply information to the school board and highlight issues on all matters relevant to the school board's responsibilities
- Report to the school board on school-wide curriculum achievements
- Support the board in its aim of establishing good working relationships between school and community
- Assist the school board with policy developments and the ongoing review of its policies and plans
- Implement school board decisions.

REGULATORY REQUIREMENTS

The following regulatory requirements form part of this Job Description.

- Our Code, Our Standards - Teaching Council of Aotearoa New Zealand
- Principal's Professional Growth Cycle
- NZEI or PPCB Primary Principals Collective Agreement
- Primary Principals' Career Structure
- Professional Standards for Primary Principals

PROFESSIONAL LEADERSHIP AND ANNUAL PERFORMANCE REVIEW

The Principal will be a member of a Principal PLG and participate in an annual professional growth cycle.

Any matters related to the Principal's annual performance review will be discussed 'In Committee' by the Board.

Principal:

Presiding Member:

Date: