



Rapuhia ko te mātauranga - Seek further knowledge

30 Tainui Street OHAKUNE 4625 Telephone: 06 3858398 Email: principal@ruapehu.school.nz

13th Maramatahi (January) 2021

Tēnā koe i ngā āhuatanga o te wā. Huri atu te pō, nau mai te ao!

Thank you for your recent enquiry for the Deputy Principal's position at Ruapehu College. Please ensure you read the information below for application requirements including the appointment process and timeline. You are welcome to visit the college at any time. Please get in contact with me if you are interested.

Application Requirements

Please submit the following information to complete your application:

- Letter outlining your interest in being Deputy Principal at Ruapehu College
- Application form available on the school's website, or by email request from Marama Allen, Principal
- Curriculum Vitae
- Two Referee Reports (to be sent independently to Marama Allen)

Appointment Timeline

Applications close at **2.00PM on 8th February 2021**. Initial short-listing will take place on 12th February 2021; we anticipate calling shortlisted candidates shortly after that.

Visitations

If you are short-listed, we may wish to make arrangements for a visit to your current school. If this is the case, we hope that you can make yourself available for up to 90 minutes at the time of our visit, which will be conducted by members of the Appointment Committee; the visit will be arranged through discussions with you, including making plans to ensure confidentiality.

We plan to do our visitations on either the **22nd or 23rd February, 2021**. The purpose of the visit is to meet with you on a more informal basis in order to discuss and share ideas that arose from reading your application; to provide you with an opportunity to share with us your current work and achievements; and finally, to discuss terms and conditions of the appointment.

Interviews

Our final short-listing process will determine which applicants will be taken to interview. These applicants will be notified by 26th February, 2021. Applicants will be provided with a presentation topic (15 minutes) which will form part of the interview process. We anticipate holding interviews on **Friday 5th March** in Ohakune.

Start date

The successful applicant will commence their employment at Ruapehu College at the beginning of Term 2, 2021 or on a date negotiated at the time of appointment.

The following are key dates in our appointment's procedures:

Advertisement online	14th or 15th January 2021
Closing date for Applications	8th February 2021
Closing date for Referee Reports	8th February 2021
Shortlisting for visits to applicants' schools	12th February 2021
Visits to shortlisted applicants' schools	22nd and 23rd February 2021
Shortlisting to Interviews	26th February 2021
Shortlisted applicants notified of Interview	26th February 2021
Interviews	5th March 2021
Appointment confirmed	8th March 2021
Appointee commences or <i>date as negotiated</i>	Beginning of Term 2, 2021

How to apply

Please find the application pack on our website

<https://www.ruapehucollege.school.nz/our-school/vacancies/>

or by emailing Marama Allen, Principal (email details below).

Your application should include the following documents:

	Tick <input checked="" type="checkbox"/>
Application form, including the self-assessment section	
Cover letter	
Curriculum vitae	
Referee reports (which must be filled out by your referees and emailed to Marama Allen by 2:00pm on Monday 8th February, 2021).	
Applications close at 2:00pm on Monday 8th February, 2021. Applications will only be accepted via email to Marama Allen, Principal, principal@ruapehu.school.nz	

We look forward to hearing from you soon.

Ngā mihi nui ki a koe.

Marama Allen

Principal, Ruapehu College Board of Trustees

principal@ruapehu.school.nz