



## Application Pack for Establishment Principal/Tumuaki Position

October 2020

Thank you for your interest in applying for the position of Establishment Principal (referred to as Tumuaiki in this document) of Motueka Steiner School.

### Application Process

Included in this pack are:

- Letter of Introduction and information from the Board
- Person Specification
- Position Profile
- Self-Assessment (individual .doc)
- Declaration Form (individual .doc)
- Referee's Report Form (individual .doc)

Please send the following by email: to [recruitment@motueka.steiner.school.nz](mailto:recruitment@motueka.steiner.school.nz) attn: Lisa Dunn.

1. Your covering application letter and curriculum vitae by 5:00pm, Wednesday 4 November 2020
2. The completed Declaration Form by close 5:00pm, Wednesday 4 November 2020
3. **Please have your three referees submit** their completed confidential Referee Report forms by 5:00pm, Wednesday 4 November 2020

Applications close 5:00pm, Wednesday 4 November 2020.

### Intended timeline

We hope to shortlist candidates within the week beginning Monday, 9 November 2020. *Candidates selected for an interview will be asked to make a 20-30min presentation to the Motueka Steiner School Community. The topic will be provided once shortlisted.*

- **Applications Close:** 5:00pm, **Wednesday 4 November 2020**
- **Referee's Reports Due:** 5:00pm, **Wednesday 4 November 2020**
- **Candidate Presentations:** Likely to be, **Friday 20 November 2020**
- **Interviews:** Likely to be, **Saturday 21 November 2020**
- **Position Commences:** To be negotiated, however ideally by **Thursday, 28 January 2021**

If you have any questions or queries, please feel free to contact us via; [recruitment@motueka.steiner.school.nz](mailto:recruitment@motueka.steiner.school.nz) or call Lisa on +64 21 799 241

### Tumuaki Salary Package and Staffing

- Principal U grade will be U2. The integration agreement has a maximum of 100 students.
- The school is rated decile 4

## About Us/Special Character

The school is a Rudolf Steiner/Waldorf School in a farm setting. After over 30 years of Steiner Education in Motueka, we are now at one of the most important and exciting times for our school. The MSS Proprietors Trust successfully entered into an Integration Agreement with the Ministry of Education on the 17<sup>th</sup> of June 2020, the inaugural year to be 2021. It is the dawn of a new era.

With a single visit to our new school site, it is impossible not to be enriched by its potential and humbled by the contributions already made and awakened to the reality of the present moment. The opportunity to become the Establishment Principal Tumuaki of this very special and unique school is a rare gem. The community is ready to support a leader who has the depth of character and the professional wisdom to navigate our way forward as an integrated school.

The journey travelled thus far is testament to the determination; enriched by passionate community spirit, generous support, diverse opinion and an overwhelming willingness to understand what is needed to move forward for the enrichment of our special character school.

Special Character that is based on; the ideals and practices of education described by Rudolf Steiner (1861-1925), on the continuing research of the Steiner/Waldorf teachers, other compatible pedagogical approaches, on-going development, and adaptation for the unique context of Aotearoa New Zealand today. Including acknowledgment of the Māori world view by participation in the language and culture as a fundamental part of living Aotearoa.

The Proprietors Trust determines the Special Character of the school; and the Principal as the head teacher, along with the College of Teachers implements it with an anthroposophical impulse, inherent in all aspects of school life. Although anthroposophy inspires teacher development and informs teacher practice along with the understanding of the social mission of our education, it is not taught to the students. Rather, it is expressed in educational aims, curriculum content, teaching methods, organisational structures, seasonal and Christian festivals, as well as in the details of the social and physical environment of the school. The school supports and follows the Steiner Education Aotearoa New Zealand curriculum guidelines.

Imbued with beauty and reverence, the art of teaching comes to fruition. The curriculum delivery is linked to the developmental stages with particular emphasis on age-appropriate content and moral education. The school observes an unhurried, "learning in time, and over time" approach. In addition to academic subjects the curriculum includes movement, music, waiata, verse, karakia, storytelling, art, handwork, craft and many nature/farm outdoor classroom based activities.

We are looking forward to having our Tumuaki join us and embark on this undoubtedly rewarding journey as we experience the joy and pain of growth. At all times keeping the Steiner Special Character at the heart of our work.

## About Us/Location

We are the only Rudolf Steiner school in the Te Tau Ihu (Top of the South) region. Motueka Rudolf Steiner School opened as a private school in 2002. There is a local Steiner kindergarten, right in the heart of the Motueka township, which has operated for 34 years that feeds into the school.

Our new school is currently being built on a semi-rural 13 hectares organic farm, owned by the MSS Proprietors Trust on Robinson's Road, Lower Moutere. Here there is a river across the road, mountains to the West and sea to the East to surround and embrace our tamariki as they learn and grow. The farm will be a key part of the school's pedagogy and the school will be ready for use in early 2021.



## Tumuaki Position Profile

### Responsible to

The Board of Trustees Chairperson

### Scope

This profile describes the outcomes required of the Tumuaki role. Specific objectives and management responsibilities will be negotiated annually based on the Annual Plan between the Board of Trustees and Tumuaki, and recorded separately in a Performance Agreement document.

### Foundation Essentials

The Tumuaki will work with the Board of Trustees, Proprietors Trust, Ministry of Education and others as appropriate to:

- Develop plans for the school especially as we transition into the state schooling system
- Ensure that the Vision, Mission and Values developed from community consultation are assimilated into the integrated school
- Transition the students and staff in a way that ensures the Steiner Special Character is nurtured and maintained while implementing best practice
- Ensure that staff, tamariki, and whanau are fully engaged in the establishment of the new school, particularly through timely communications
- Ensure appropriate resourcing is available and used wisely and effectively.
- The Tumuaki will actively engage with those external stakeholders in the wider community to build relationships with the school, staff, MOE, and the Māori community.
- Follow the professional standards as outlined in the Professional Standards for Primary Principals

### The Role

The Tumuaki role is to ensure the effective operation of the school, specifically the implementation of approved Strategic Plan and School Policies. As a leader, manager and a professional there will be a close collaboration with the Board of Trustees involving five main areas of responsibility:

- Educational success of all ākonga; based on Steiner's development of the human being
- Staff professional performance and development
- Day-to-day leadership administration and management of school life
- Effective communication between all members of the school's community
- Lead the implementation of the Special Character

## Guiding Objectives

1. Ensure that curriculum and pedagogy is the central focus of the school, and that staff are encouraged to learn new skills, new approaches, and widen their curriculum and assessment knowledge, and by doing so each individual ākonga is eventually able to reach their full potential.
2. Ensure the school embodies opportunities to practice, teach and learn in a sustainable way – this is a fundamental basis for the culture of the school.
3. Develop and promote a school culture where ākonga feel safe, relaxed and encouraged to achieve, and to mature physically, emotionally and spiritually.
4. Ensure the school is an orderly place, where facilities are well maintained and respected.
5. Ensure that the core values and culture of the school are at the hub all school activities.
6. Encourage the staff, ākonga, whānau and wider community to partake in school life with reverence.

## Position Accountabilities – Desired Outcomes

- a) An updated Strategic Plan and revised Annual Plan is created for Board approval that reflects strategic intent, financial and non-financial performance indicators, key achievements, constraints or other issues in relation to meeting achievement targets.
- b) Open and timely communications are maintained to keep the Board regularly and fully informed on all material matters within the school.
- c) School procedures that are consistent with Board policies are maintained and reviewed on a cyclical plan.
- d) A Tumuaki Report is provided prior to regular Board of Trustee meetings, including relevant key performance indicators, as agreed with the Board.
- e) Timely, accurate and understandable reporting of ākonga progress and achievements – to the ākonga, whānau and the Board.
- f) Regular consultation with whānau to understand and deliver the educational needs of each ākonga.
- g) Promotion of a sustainable culture will be made at all opportunities, leveraging learning opportunities, school practices and our natural environs.
- h) Staff effectiveness is maintained, retained and enhanced through appropriate recruitment, leadership, performance management and development.
- i) EEO and staff appraisals will be complied in accordance with the relevant policies.
- j) Efficient and effective school office and internal administration functions are maintained.
- k) The school communicates regularly within the community promoting opportunities to deepen understanding of Rudolf Steiner education.
- l) Complies with all relevant regulatory requirements and legislation.
- m) A set of accurate, auditable accounts are provided on time, to the Board.
- n) Financial management procedures are in place that enable prudent budget control and appropriate reporting at all levels.
- o) Risks are identified, managed and reported effectively.
- p) School property is managed in accordance with the agreed property plan.

## Learning and Development

- i. The School is kept abreast of changes in the educational arena, through educational research and development.
- ii. Staff have an agreed personal development and learning plan that enables them to meet their full potential.
- iii. A plan is put in place to support staff in their understanding of Te Ao Māori (the Māori world view), Te Reo Māori and Te Tiriri o Waitangi.
- iv. The needs of Maori and Pacifica ākonga are identified to enable positive outcomes.

## Person Specifications – Desired Outcomes

Key attributes	Key outcomes
Works towards upholding the Treaty of Waitangi principles	→ Te Ao Māori is embedded in everyday activities including the use of Te Reo and increasing acknowledgement and use of tikanga values
Demonstrated leadership and management skills including conflict resolution	→ Honest and transparent processes are developed and adhered to, encompassing the process of information, consultation and decision making (ICD) → Engages respectfully with tamariki, whānau, staff, community, community groups and other schools
Lead by example and is culturally responsive and knowledgeable	→ To ensure ākonga and whanau from all backgrounds feel welcomed and included in MSS community events and education
Commitment to implementing environmentally sustainable practices and to be a leader in promotion of Tiakitanga	→ Adoption of environmentally sustainable principles including the biodynamic care of the earth
Commitment to excellence and interest in all subjects offered	→ Tamariki achieving to the best of their abilities and are encouraged to reach their potential
Ability to maintain good working relationships with the community of learning groups	→ Community engaged with a high level of participation in school activities



## Tumuaki Person Specification

The Establishment Board of Trustees seek an experienced school principal to bring that which we don't know and have the confidence to guide and lead us as we integrate. The voices collated below are offered as information for potential applicants about the kind of person Motueka Steiner School in its widest sense *ideally* would like to find. It is not intended as a requirement but simply as a window into our community.

### What our tamariki would like to see our Tumuaki;

- ✓ "genuinely interested in listening to students".
- ✓ "reads lots and tells us stories".
- ✓ "show everyone kindness and like people".
- ✓ "make sure everyone respects each other".
- ✓ "be a happy, friendly person who is willing to play with us."
- ✓ "who does not use punishment but uses creative reparative actions".
- ✓ "be well organised".
- ✓ "likes the outdoors and nature and animals".

### Our community anticipates our Tumuaki to be;

- ✓ "an experienced leader with strong communication and listening skills".
- ✓ "well organised".
- ✓ "have a background in Steiner Education or be open-minded and have the willingness to learn".
- ✓ "someone who builds and maintains positive relationships with a broad range of people".
- ✓ "positive and supportive with children and whanau".

### Our staff asks our Tumuaki to be someone who;

- ✓ has or develops a working knowledge of Waldorf/Steiner education.
- ✓ is self-reflective and willing to learn.
- ✓ is a clear, kind, positive and articulate communicator.
- ✓ is observant to the needs of others.
- ✓ is well organized.
- ✓ is able to work collaboratively and delegate effectively.
- ✓ is approachable and social.
- ✓ is happy and enthusiastic in their work.

### The Establishment Board of Trustees values a Tumuaki who;

- ✓ inspires our tamariki to be the best they can be.
- ✓ embraces our school and wider community.
- ✓ upholds operational vision and demonstrates excellence in conduct.
- ✓ demonstrates integrity in all aspects of leadership and communication.
- ✓ enjoys being our Tumuaki.