



# St Joseph's School, Patea

Taking Responsibility | Achieving Excellence | Having Respect | In it Together

## **ACTING PRINCIPAL POSITION FIXED TERM INFORMATION PACKAGE**

### **Vision**

May our Waka always point to God as we enhance the wairua of our taonga (students).

Each day we will love the Lord our God with all our heart, mind and soul by:

Taking Responsibility, Achieving Excellence, Having Respect, In it together

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## ADDITIONAL SUPPORTING DOCUMENTS

- Application form
- CL 47 form
- Referee form
- Statement of Expectations for Staff of a Catholic School
- Principles of Commitment for Staff for Staff in Aotearoa New Zealand Catholic Schools
- Employment Fact Sheet Notes for CL 47 Form



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## Nau Mai Haere Mai

Tēnā koutou katoa,

On behalf of the School Board, I am pleased to invite applications for the position of Acting Principal at St Joseph's School Pātea, a Catholic kura that proudly upholds both Catholic teachings and the principles of te ao Māori.

This is a fixed-term position for the 2026 school year, offered at a time of transition for our kura. The Board sees this as a valuable opportunity for a leader to bring their strengths, energy, and vision to our community while supporting the school through this important phase.

The reason for employment being for a fixed term period and not permanent is that St Joseph's School Pātea is required by its Integration Agreement to employ a principal acceptable to the proprietor for appointment in accordance with Schedule 6 of the Education and Training Act 2020 ("the Act"). We have not been able to meet this requirement through our previous recruitment process.

Our school community is one of faith, learning, and connection. A place where Josephite values and tikanga Māori guide our daily practice. We are committed to nurturing the whole child spiritually, academically, socially, and culturally, ensuring that each ākonga is supported to reach their God-given potential.

We seek a leader who will continue to strengthen our Catholic special character, foster genuine partnership with whānau and parish, and lead our staff with integrity. The successful applicant will bring a clear educational vision, a deep understanding of learning, and a commitment to Te Tiriti o Waitangi and te ao Māori. Most importantly, they will be a person of faith. Someone who can inspire others through example, prayer, and pastoral care.

St Joseph's School Pātea is a small kura with a big heart, set in the beautiful South Taranaki region, a place where mountain meets sea, and community spirit runs deep. Our tamariki are curious and full of potential, and our whānau are supportive. The Board is proactive and committed, ensuring our kura is well resourced and forward looking.

We welcome applications from faith and education leaders who feel called to contribute to the ongoing journey of St Joseph's School Pātea, and who can uphold the mana of our kura while guiding it into the future with courage and compassion.

Please find in this pack all the application details. We encourage you to book in your school visit and connect with our [school website](#) for further background information.

Ngā manaakitanga o te Atua

May God's blessings be upon you

Jessica Patu-Hindes  
Presiding Member

## Application Summary

The following documents will support you in completing your application:

- This Acting Tumuaki | Principal application summary which includes our timeline, requirements, person specifications and our Acting Tumuaki | Principal's job description
- Application form
- CL 47 form
- Referee report
- Statement of Expectations for Staff of a Catholic School
- Principles of Commitment for Staff for Staff in Aotearoa New Zealand Catholic Schools

Your application for appointment is to be submitted by **Thursday 8th January 2026 at 4.00pm** and must include:

- A **covering letter** explaining how St Joseph's School Patea will benefit from your faith and educational 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**.
- A completed **CL 47 form**. Please ensure you read the notes and information for special character position forms. The employment fact sheet can be found alongside this document.
- A signed **Statement of Expectations for Staff of a Catholic School**.
- **Photo identification** e.g. passport photo or driver's licence.

Please email your full application to our **Appointment Advisor Nadia Ballantine** and **Presiding Member Jess Patu-Hindes** with the subject line: **St Joseph's School Patea Confidential Tumuaki / Principal Position Application** to [nadia@edlead.co.nz](mailto:nadia@edlead.co.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 **Thursday 8th January 2026** to [nadia@edlead.co.nz](mailto:nadia@edlead.co.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 reach out to our Appointment Advisor **Nadia Ballantine** at [nadia@edlead.co.nz](mailto:nadia@edlead.co.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

<b>Candidates finding out more about St Joseph's School Patea</b>	Please email our Appointment Advisor, Nadia Ballantine at <a href="mailto:nadia@edlead.co.nz">nadia@edlead.co.nz</a> with any questions or to enquire about booking your school visit. You can also check out our <a href="#">school website</a> to find out more about us.
<b>Closing date for referee reports</b>	<b>Thursday 8th January 2026 4.00pm</b>
<b>Closing date for applications</b>	<b>Thursday 8th January 2026 4.00pm</b>
<b>Acceptability sort from the Proprietor</b>	<b>Prior to Friday 9th January 2026</b>
<b>Shortlisting completed</b>	<b>Friday 9th January 2026</b>
<b>Referee calls completed</b>	<b>Tuesday 13th January 2026</b>
<b>Interviews will be held at St Joseph's School Patea</b>	<b>Saturday 17th January 2026</b> If you are not available for an interview at this time, please note this in your covering letter.
<b>Appointment commences</b>	<b>Term 1, Thursday 29th January 2026 or by negotiation</b>

*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 Board at St Joseph's School Patea is seeking a Faith and an Education Leader who:

## TAKING RESPONSIBILITY

- Is an innovative, motivated, and strategic leader who identifies and acts on opportunities for growth and drives continuous improvement across the school.
- Lives and promotes our Gospel Values - T.A.H.I. – *Taking Responsibility, Achieving Excellence, Having Respect, In It Together* – guided by the call to love the Lord our God with all our heart and mind (First Commandment).
- Is proactive, efficient, and well organised.
- Demonstrates a strong commitment to growing their own and others' faith leadership, modelling Gospel values through action and example.
- Is an energetic, inspiring, and engaging faith leader and teacher who motivates others through example, positivity, creativity, and service.

## ACHIEVING EXCELLENCE

- Has strong knowledge and experience in relational pedagogy, and keeps up to date with the refreshed *New Zealand Curriculum* and *Tō Tātou Whakapono – Our Faith*, the Religious Education Curriculum for Catholic Schools in Aotearoa New Zealand.
- Is experienced in achieving equitable and excellent educational outcomes for tamariki through a faith-filled, inclusive, and purposeful learning environment.
- Is committed to pastoral care, passionate about the holistic wellbeing of each person, and dedicated to creating a safe, inclusive environment where all students and staff are treated with dignity and respect
- Is confident and experienced in structured approaches to literacy and mathematics, and committed to embedding these across the school.
- Is skilled in multi-level teaching and demonstrates flexibility and adaptability, with the capacity and willingness to teach across the school as required.

## HAVING RESPECT

- Is warm, positive, and approachable, building strong and trusting relationships with students, staff, parish, parents, whānau, and the wider community.
- Engages in challenging conversations with empathy, fairness, and respect, guided by the principles of restorative justice and the dignity of each person as made in the image of God.

## IN IT TOGETHER

- Is visible, engaged in and community-minded, fostering and sustaining strong, positive partnerships with parish, whānau, iwi, and the wider community.
- Understands the principal's role as a member of the board, and is willing to learn about and competently manage school resourcing, including financial, property, and personnel responsibilities.
- Demonstrates a commitment to growing the school roll and promoting St Joseph's School Pātea as the first choice for families seeking a faith-based education.
- Brings Te Tiriti o Waitangi to life within the school, showing a commitment to developing their own te reo and tikanga Māori, integrating kaupapa Māori authentically, and ensuring a culturally safe environment where ākonga can thrive as Māori.



# St Joseph's School, Patea

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## JOB DESCRIPTION

**JOB TITLE: Acting Tumuaki/Principal/Director of Religious Studies, St Joseph's School, Patea**

### Our Mission Statement

**Our intention is to provide an Education in a Catholic environment, which will best enhance the wairua, the whole being, of each individual**

<b>ACCOUNTABLE TO:</b>	The acting principal will report, and be accountable to, the School Board (as the principal's employer) through the Presiding Member. The acting principal has the dual role of being a Board Member in his/her own right whilst undertaking the role of managing the school.
<b>PURPOSE OF POSITION:</b>	The position exists to ensure the provision of quality Catholic education to the tamariki of St Joseph's School Patea, providing religious and professional leadership and inspiration, consistent with the Catholic special character, Mission Statement and strategic goals, and to meet statutory and other requirements.
<b>IMPORTANT POSITIVE RELATIONSHIPS:</b>	<p>The acting principal will be a strong, relational leader liaising with the Parish Priest of St Patrick's Catholic Church, the Proprietor, Diocese of Palmerston North staff; the mana whenua, The Sisters of St Joseph – <b>Te Kahui Tuahine o Hato Hohepa</b>, educational agencies such as (but not limited to) the Ministry of Education; Education Review Office; teacher training organisations; payroll service and NZSBA.</p> <p>Other key relationships include principals in related local schools, Catholic Principals Association, tertiary institutions, parent and whānau communities, sponsors and leaders in sports and cultural communities. Broader connections nationally and globally are needed to build currency in developments in education.</p>
<b>DELEGATIONS:</b>	The Acting Principal is responsible for the successful management and professional and religious leadership of the school by taking direction from the Board, the Proprietor of the Diocese of Palmerston North, the School's Integration Agreement, Schedule 6 of the Education and Training Act 2020, the strategic plan, policies and current legislation.
<b>PROFESSIONAL STANDARDS:</b>	<p>The acting principal will maintain, demonstrate, and develop teaching practice that aligns with the <b>Code of Professional Responsibility</b> and meet the required <b>Teaching Standards/Catholic School Elaborations for the Standards for the Teaching Profession</b> for quality teaching as set for all registered teachers by the Teaching Council of Aotearoa New Zealand. As part of the school's annual review cycle, meet and demonstrate in practice the <b>Professional Standards</b> for Principals as per the Primary Principals Collective Agreement. Be responsible for ensuring the teaching registration process is completed at a time before the expiry date to ensure your Teacher Practicing Certificate is current. Follow the Principles of Commitment for staff in Aotearoa Catholic Schools and the Statement of Expectations of Staff in Catholic Schools.</p>

**KEY RESPONSIBILITIES:**

As the faith and educational leader of St Joseph's School, Patea, the acting Principal has six key areas of responsibility:

1. The safeguarding and strengthening of the Catholic special character of the school
2. The commitment to giving effect to Te Tiriti o Waitangi in all decision making
3. The educational and academic success of the school
4. The professional performance and development of the staff
5. The day-to-day administration and financial management of the school
6. Effective communication between all stakeholders of the school's Catholic, faith Community.

In each of these areas, the acting principal will implement approved school policies and procedures. These responsibilities may be stated generally as follows:

**The safeguarding and strengthening of the Catholic special character of the school.****The acting principal:**

1. Assumes the major leadership role in the school and because of this undertakes important religious, pastoral and professional responsibilities in the Catholic community in partnership with the DRS, teachers in CI 47 positions and with the support of the Palmerston North Catholic Education Office.
2. Must therefore be a fully committed Catholic, committed to:
  - a. Being a role model and Gospel witness for students, staff, and parents.
  - b. Growing and developing their own relationship with the person of Jesus Christ
  - c. Engaging in their own, ongoing faith formation to a level expected of a principal ensuring any conditions of acceptability are met.
  - d. Catholic religious practices
  - e. Catholic Social Teaching
  - f. The continuing growth of Catholic education
  - g. Active involvement in the parish life connected to the school
  - h. Growing and developing staff relationships with the person of Jesus Christ
3. Have the willingness and ability to take part in Religious Instruction appropriate to the special character of our Catholic School.
4. Abide by all relevant requirements of the school's Integration Agreement, Schedule 6 of the Education and Training Act 2020 and the School Charter, Strategic and Annual Plan.
5. Plan, in consultation with the School Board, to enhance the school's Catholic special character, and construct appropriate initiatives to achieve the desired outcomes.
6. Accept and recognise the primary day to day responsibility of maintaining, developing, and strengthening the Catholic special character of the school.
7. Be responsible to the School Board for ensuring that the school provides a structured and systematic course in Religious Education in accordance with the programmes published by the National Centre for Religious Studies and approved by the New Zealand Catholic Bishops Conference and by the Bishop of the Diocese of Palmerston North.
8. Be responsible to the School Board for developing in the school a community of faith through daily prayer, the sacraments and especially the celebration of the Mass. The principal is expected to take an active,



leadership role in school and parish liturgies and prayer services involving the whole school and take Religious Education classes whenever the organisation of the school requires.

9. On behalf of the school community represent and act for the school as the faith and education leader.
10. Ensure that the school staff, teaching, and non-teaching, recognise that the school is a Catholic school and that each staff member exhibits in their behaviours whatever is necessary to enhance the ethos of the school.

## **2. The commitment to giving effect to the principles of Te Tiriti o Waitangi in all decision making. The acting principal will:**

1. Embrace and enhance the relationship with mana whenua.
2. Show a willingness to lead and support the cultural initiatives within the school and community.
3. Have proven ability/strategies to work collaboratively with Māori learners and their whānau.
4. Ensure teaching and learning environments are culturally inclusive, equitable and uphold the school's Gospel values, representing the intent of Te Tiriti o Waitangi.

## **3. The educational and academic success of the school. The acting principal will:**

1. Strengthen and grow a culture where learning by all members of the school community is a highly valued activity.
2. Create a future-focused vision for the school that balances the school's long heritage and current academic, sporting and cultural strengths with the need to prepare all learners for the rapidly changing world.
3. Ensure the Catholic special character is integrated into the whole school curriculum. (Catholic Curriculum)
4. Deliver on student educational needs, maintaining high levels of achievement while providing multiple pathways to enable learning and success across cultures and capabilities.
5. Create a learning environment in which there is an expectation that all learners will experience success in learning.
6. Develop a school culture where all learners feel safe and valued, are engaged and committed to their learning and relationships.
7. Ensure that all programmes contribute to coherent, balanced, equitable learning that reflects established school priorities and promotes, and supports co- and extracurricular school activities.
8. Ensure that programmes are adapted to the specific learning needs of diverse learners and will enlist the assistance of specialist agencies if necessary. Learner progress in all programmes will be monitored.
9. Harness the potential of digital technologies to enhance communication and teaching and learning outcomes.
10. Stay informed about emerging trends in education by actively engaging with current issues in school leadership and curriculum development and participating in professional learning opportunities for Principals

#### **4. The professional performance and development of the staff. The acting principal will:**

1. Foster a culture of trust and co-operation amongst all staff.
2. Strengthen a collaborative, professional culture and develop expertise through sharing and creating new knowledge.
3. Provide professional leadership that inspires, attracts, leads, develops, manages and motivates quality staff, strengthening their ability to ensure every learner experiences success.
4. Build the capability and capacity of all staff and encourage leadership.
5. Delegate responsibility and build diversity into the leadership/management team.
6. Recognise individual differences and provide a variety of methodologies to meet these.
7. Respond to conflict and challenging situations with compassion and integrity, leading through example and fostering a culture grounded in restorative practices that reflect Gospel values and the dignity of every person.
8. Ensure all staff engage in a Professional Growth Cycle that meets the requirements of the NZ Teachers Council Aotearoa.

#### **5. Effective communication between all stakeholders of the school's Catholic faith community. The acting principal will:**

1. Be a strong relational leader.
2. Actively foster collaborative relationships with all sectors of the school community.
3. Ensure the school is an inclusive environment where input from parents, families and whānau is encouraged and valued.
4. Ensure parents are provided with timely updates of students' progress and achievement.
5. Ensure effective communication networks operate within the school to foster positive staff relationships and to provide staff with the opportunity to participate in decision-making within the school.
6. Develop a climate of partnership, trust and collaboration between the school and the Catholic faith community it serves.

#### **6. The day-to-day administration and financial management of the school. The acting principal will:**

1. Take responsibility for ensuring all aspects relating to the Catholic special character of the school are adhered to. These are as specified by the School's Integration Agreement and in accordance with the requirements of the Proprietor, the Roman Catholic Bishop of the Diocese of Palmerston North.
2. Provide effective management of the school buildings, equipment and grounds in partnership with the Proprietor.
3. Manage the day-to-day running of the school by implementing plans, policies and Board decisions, monitoring, reporting, and effective delegation.
4. Formulate and implement a financial plan to manage the school's facilities, equipment, and educational requirements, actively participating in fundraising to build the school's resources as required.

5. Support the Board in developing the strategic plan and take responsibility for drafting the corresponding annual operational plan, while providing informed advice on policy, professional, and administrative matters.
6. Provide the Board with clear, effective reports on the achievement of educational, financial, and administrative objectives. This is to include Catholic Special Character and reporting twice a year on student progress in Tō Tātau Whakopono Our Faith.

**GENERAL:**

The acting principal will be required to achieve the above key functions by meeting objectives and professional standards, including the Catholic Elaborations of the Standards, outlined in an annual performance agreement or Principal Professional Growth Cycle ratified by the Board after consultation with the principal.

It is expected that the principal will manage and lead in a positive, faith-filled and exciting environment for all learners, which will result in a high standard of quality Catholic education.

The acting principal must, at all times, uphold the school's Catholic Special Character.

**Signed:**  
**Date:**

Acting Principal:

School Board Presiding Member: