

Principal Application Pack 2026



*Equipped with the skills and knowledge
to confidently navigate life's challenges*

He haerenga eke noa

Principal position at Strath Taieri School

We thank you for your interest in the Principal's position at Strath Taieri School. The Principal (U1) position is available commencing week one, Term one, 2026.

Strath Taieri School caters for students from Years 0-8. We are looking for an organised, enthusiastic, and vibrant leader with a passion for working with our wonderful tamariki alongside a supportive, professional staff and board. The position is a teaching Principal role.

Our current Principal leaves the kura in a strong position for future growth and success based on our strong foundation built on five core values of:

- Showing respect
- Developing resilience
- Taking responsibility
- Nurturing empathy
- Striving for excellence

In doing so we strive for our mission that children will be 'equipped with the skills and knowledge to confidently navigate life's challenges', together with our whakatauki 'he haerenga eke noa' meaning 'we are on this journey this together'.

Our new Principal will build on these values while delivering quality future-focussed learning and teaching to promote student progress. This Principal role offers a great opportunity for a strong leader who is keen to stamp their mark on our school and continue to build a lively, stimulating and inspiring environment for our students.

The school is in a strong financial position and well placed to support our tamariki's achievement progress. Strath Taieri School continues to develop, including property improvements with a new cycle of 10YPP about to commence. Wellbeing, resources and staffing are priorities and the Board of Trustees encourages Professional Learning Development and the ability to build on networking relationships outside of the school.

If this sounds like the opportunity you are seeking, we welcome your application, please find the application form below. For more information visit our website: www.middlemarch.school.nz or please get in touch with the presiding member at boardchair@middlemarch.school.nz

Ngā mihi nui,
Bevan Wilson
Chairperson - Board of Trustees
Strath Taieri School

About us

Strath Taieri school provides for students from year 0 to year 8. We have a starting roll of approximately 37 students in 2026, which is expected to grow throughout the year.

Middlemarch is located an hour's drive inland from Dunedin and Strath Taieri School is at the heart of our great, warm and welcoming community with a friendly can-do culture. We work hard

to make things happen so our students get the best education and leave at the end of Year 8 as life long learners, equipped with the skills and knowledge to confidently navigate life's challenges. Living rurally does not deter us from creating opportunities and experiences for our tamariki.



Our school prides itself on our rich history and strong affinity for the environment around us which give our tamariki a wealth of opportunities for learning. We continue to invest in the foundations of a structured approach to both literacy and numeracy as part of our core curriculum, which is key to driving improved outcomes for our students.

We collaborate with our neighbouring Lee Stream and Macraes Moonlight Schools to enhance learning opportunities for our students, this also includes sporting and cultural events. We are positive about the opportunities this cluster brings.





Our school receives close parent and community support. We have a dedicated Board of Trustees, Parent/Teacher Association (PTA), Kapa Haka committee, community groups and individuals who support the school, staff and children in many ways to deliver our curriculum.

We are fortunate to have recently renovated teaching spaces, a resource room and sports shed. Also on our school grounds is a heated swimming pool allowing us to provide swimming lessons to our students (maintained and managed by the local swimming club). We also provide the Strath Taieri Playgroup an equipped facility and separate playground onsite for our younger members of the community. Being onsite helps to foster their transition into schooling as new entrants.



Furthermore, we have a recently redecorated 3-bedroom home with new bathroom and double-glazed bedroom windows available for our new Principal.

For more information about our Strath Taieri community, feel free to click on this link: [Discover Middlemarch](#)



Appointment process

Position advertised:	19th September 2025
Closing date for applicants:	13th October 2025
Short listed candidates notified:	14th October 2025
Interviews:	The week beginning 20th October 2025, by arrangement
Commencement date:	Week one, Term One, 2026

Application process

Your application is to be submitted by emailing it through to Bevan Wilson at boardchair@middlemarch.school.nz **no later than 5pm, 13th October 2025.** Receipt of your application will be acknowledged by email.

Your application must contain the following:

- A cover letter addressed to presiding member Bevan Wilson, explaining why you are applying for the position and how your skills and experience are relevant to the position. Please include any Professional Learning undertaken.
- Completed application form (below)
- Your curriculum vitae
- Contacts of 3 referees





APPLICATION FOR EMPLOYMENT

Important Notes for Applicants

Thank you for applying for a position with our school. Please ensure you have a copy of the position (job) description before completing this application and read the following notes:

1. You need to fill out this form yourself.
2. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
3. Attach a current curriculum vitae (CV) containing any additional information, if necessary.
4. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
5. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
6. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
7. All applicants are required to give consent to a Police vet:
 - a) You cannot be employed as a children's worker if you have been convicted of a specified offence listed in [Schedule 2 of the Children's Act 2014](#) (unless you have obtained an [exemption](#)). The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
 - b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:
 - you have not committed any further offence within 7 consecutive years of being sentenced
 - you did not serve a *custodial sentence at any time
 - the offence was neither a [specified offence under the Clean Slate Act 2004](#) nor a [specified offence under the Children's Act 2014](#)
 - you have paid any fines or costs

Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

8. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g., passport) and a secondary identity document (e.g., New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the [Children's \(Requirements for Safety Checks of Children's Workers\) Regulations 2015](#).
9. This information will be held by the employer. For the successful candidate, this document will be held on their personal file, otherwise the information provided will be securely destroyed after 30 days. You may access it in accordance with the provisions of the Privacy Act 2020.

** Custodial sentence means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. Non-custodial sentence includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.*

APPLICATION FOR EMPLOYMENT

Position Applied for:	Location:	Vacancy/Reference Number:

Tick one:

Mr ☐

Mrs ☐

Ms ☐

Miss ☐

Or other preferred title	Names in full:

Birth name (If applicable)

Are you known by any other name(s)? If yes, please provide below

Full postal address

Contact telephone numbers	
Personal:	Work:

Identity Verification, Criminal Record and Right to Work

Please select the appropriate boxes:

Are you a New Zealand Citizen?	Yes	No
If not, do you have resident status? <i>or</i>	Yes	No
Do you hold a valid visa that allows you to work legally in New Zealand?	Yes	No

Have you ever had a criminal conviction?	Yes	No
If 'Yes', please detail: <i>(A board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the Children's Act 2014 unless they have an exemption. The Clean Slate Act does not apply to Schedule 2 offences.)</i>		
Have you ever received a police diversion for an offence?	Yes	No
If 'Yes', please detail:		
Have you ever been discharged without conviction for an offence?	Yes	No
If 'Yes', please detail:		
Do you have a current New Zealand driver's licence?	Yes	No
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?	Yes	No
If 'Yes', please detail:		

Are you awaiting sentencing, or do you have charges pending?	Yes	No
If 'Yes', please state the nature of the conviction/cases pending:		
In addition to other information provided are there any other factors that we should know to assess your suitability for appointment, your suitability for work with children or your ability to do the job?	Yes	No
If 'Yes', please detail:		
Have you ever been the subject of any concerns involving child safety?	Yes	No
If 'Yes', please detail:		
Are you aware of any injury or medical condition that could impact on your ability to perform this job effectively?	Yes	No
If 'Yes', please detail:		
For teaching / principal positions: Do you hold a current practising certificate from the Teaching Council of Aotearoa New Zealand?	Yes	No
Please enter your registration number:		

Educational Qualifications

	Name	Location	Number of years completed	Highest Qualification Gained
Secondary School				
University				
Other				
Other				

Employment History

Please list your work experience for the last five years beginning with your most recent position. Please in clue months as well as years and explain any gaps in employment. If you were self-employed, give details

Period worked (please specify the start and end dates)			Employer's name (or reason for gap in employment)	Position held	Reason for leaving
Start Date		End Date			
	to				
	to				
	to				
	to				
	to				
	to				

Referees

Please provide the names of three people who we can contact as referees for you. One of these should be your current or most recent employer. Please indicate which referee is your current/previous employer in the table below.

We will advise you before we make contact with the referees provided.

Name	Organisation	Position/ Relationship	Phone (preferred)	Email

Key Criteria

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These key criteria and person specifications we are seeking are stated in the position description. Please outline below how you meet each of these attributes and abilities. Even if you are attaching a CV, please fill this out in full. The contact person cited in the advertisement can assist with any questions.

Criteria (knowledge, skills, attributes, personal characteristics)	Past roles in which you have demonstrated the criteria	What did you do which demonstrated this	Key achievements

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm, in the terms of the Privacy Act 2020, that I have authorised access to referees so any enquiries deemed appropriate for determining my suitability for employment can be made.
- I know of no reason why I would not be suitable to work with children/young people.
- I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

Signature: _____ Date: _____