

Cloverlea School

55 Herbert Avenue, Palmerston North

Phone 06 357 3955

Email principal@cloverlea.school.nz



Cloverlea School: Deputy Principal, Full Time, Permanent, (5MU)

Start Date: Term 1 2024

On behalf of the Cloverlea School Board of Trustees, I would like to thank you for your time in applying for our Deputy Principal position. With the current workload in schools and the ongoing sickness, I am aware this creates more pressure to ensure your application is completed, your CV shows your strengths and is completed for the Appointments Committee by the closing date. I thank you in advance for your time and for the effort you intend on doing.

Please find enclosed:

- A brief School Description
- A general Person Specification
- The Application Form
- A Timeline of Appointment

This is an exciting opportunity to become part of the Cloverlea LEGENDs and join our Senior Leadership Team. I have been privileged to be the Principal for the last 7 years and have genuinely enjoyed the challenges and journey we are on as a community.

In the 7 years I have been Principal, I have worked alongside 5 Deputy Principals. In 2017, one left and began her role as an RTL. In 2020, one retired after 23 years of service at Cloverlea. One accepted a Deputy Principal position in a larger school and two have been successful in winning their first principalship!

Our new appointment will be someone who genuinely wants to be part of our learning journey and helps lead the school, by contributing to the day to day functioning of our school and the strategic direction. We are after someone who is motivated to make a difference for the students, the staff and our whānau through positive, engaging experiences. We work incredibly hard to address inequities within the system and would like our new Deputy Principal to be brave and continue this alongside us. Our strategic direction is clear and our journey over the next 2 years excites us as we develop a genuine, localised curriculum alongside Rangitāne.

I am also looking for a Senior Leader that genuinely wants to 'lead' and potentially someone who sees principalship as a real prospect. I enjoy mentoring and enjoy supporting others in reaching their leadership aspirations.

There will be some classroom contact, negotiated annually with the Deputy Principal. This could be in the form of some CRT, PRT release or relieving within the school. Being U5, means there is flexibility in how this is structured and the successful person will not have a set classroom responsibility. There is limited classroom teaching so it is classed as a walking position.

The Deputy Principal will have responsibility for leading a team within the school for 2024, and this will be negotiated annually.

The short-listed applicants will have referees contacted via phone and then a written referees report will also be required. If you would like your CV to be returned, please include a self-addressed envelope.

Applications are to be addressed to:

The Principal
c/o Cloverlea School
55 Herbert Avenue
Palmerston North
Or via email principal@cloverlea.school.nz

If this excites you and sounds like your next step, we welcome your application and look forward to reading your strengths and what you believe you will bring to this position. A job description will be negotiated with the successful applicant, based on strengths and the strengths alongside the current leadership team.

I am happy to talk about this position further and confidentially. I welcome visits, can be flexible and able to also do these outside of school hours, should you want to remain anonymous. I can assure you that this process is treated in the strictest confidence.

Yours Sincerely,



Leiana Lambert
Principal