

2019 Primary and Secondary Principal Job Shadow

South Australia and New Zealand

Applications close **01 April 2019**

About the Principal Job Shadow

The Ministry of Education (the Ministry) and the South Australia Department for Education and Child Development (DECD) have developed a Principal Job Shadow for term three of the 2019 school year.

Successful principals will spend approximately four weeks working alongside a principal in a South Australian school to gain insight into their role and school.

Principals will then return to their own school and host the South Australian principal.

The Job Shadow aims to:

- support the Ministry's intention to strengthen 21st Century practice in teaching and learning through leadership development
- enable principals to experience challenges and learn something new in a different jurisdiction

- encourage principals to foster professional development through sharing ideas for innovation and excellence in leadership, teaching, curriculum and school activity
- enhance learning opportunities for all involved including the principal, teachers, other school staff, Boards of Trustees and the wider school communities
- create an environment for school communities to develop relationships and learning opportunities with overseas schools, foster goodwill, augment skills and knowledge of leaders and students and promote networking across jurisdictions
- provide an opportunity to build leadership capability.

For the 2019 school year, one placement is available for a New Zealand principal to participate in a job shadow with a school in South Australia.

Who can apply?

To be eligible, you must be a New Zealand principal employed on a full-time permanent basis in a primary, area or secondary state or state-integrated school.

Exclusions:

Private school and Partnership school principals are not eligible to apply. Assistant principals, acting principals and deputy principals are not eligible.

Timeline

- **February 2019:** Applications open
- **01 April 2019:** Applications close

- **01 May 2019:** All applicants are notified of their outcome.
- **June 2019:** Airfares and insurance organised.
- **22 July 2019:** Begin Job Shadow in South Australian school
- **19 August 2019:** Return to own school
- **2 September 2019:** Host South Australian Principal in your school.
- **27 September 2019:** Shadowing ends

Please note: The timing of the shadowing is flexible and can be adapted to suit the needs of both schools.

What the selection panel considers

The selection panel will look for applicants who:

- have a record of success as a school leader and capacity for leadership into the future
- are committed to public education
- give evidence of their enthusiasm for furthering their own professional development and education.

It will also consider:

- your experience as a principal in a New Zealand state or state-integrated school
- any personal qualities and experience that enhance your suitability.

Note: The selection panel may invite a number of applicants for an interview before making its final decision.

If necessary as part of the selection process, the Ministry will pay for you to travel to and from Wellington.

How the principals are matched

Both the New Zealand and South Australian selection panels will select potential principals for the Job Shadow. A joint New Zealand South Australian selection panel will then match potential principals and their schools. Following identification of a potential match, the Ministry will contact the School Board of Trustees Chairperson to seek approval of the exchange principal.

How costs and finances are managed during the exchange

If you are selected, your South Australian host will arrange a vehicle for you to use. The Ministry will organise and cover the cost of your return airfares, travel and health insurance.

A travel allowance of \$70 per day will be paid to cover any additional costs that you may incur while in South Australia. You'll be responsible for your passport costs.

You will continue to be paid your normal salary. The Job Shadow doesn't involve any loss of salary increments or service recognition. If there are any salary increases due during your time on placement, they'll still apply according to the provisions of the relevant collective agreement or your individual employment agreement. Your school will receive relief costs for the term of the job shadow.

Can I bring my family?

You can bring your family, but you must meet all costs associated with taking them with you.

Maintaining contact with your school in New Zealand

You will be responsible for maintaining contact with your school while you are in South Australia:

- keep informed of any organisational changes, development opportunities or current vacancies
- maintain social networks and foster a sense of still being a part of your school.

When you return from the Job Shadow

When you return, you must share what you have learnt on the Exchange with the Ministry and your school. This information will inform future international exchanges.

How to apply

Check the eligibility criteria below first, and then follow these steps:

- download and save this application form to your computer
- complete all sections of the form (sections 1–9)
- sign the form
- send the form, along with any supporting documents to: principal.jobshadow@education.govt.nz

Make sure your application is complete and correct, or it may not be considered.

If you have any questions, email: principal.jobshadow@education.govt.nz

Eligibility criteria

Make sure you meet the eligibility criteria before you apply

(Please tick)

I am employed as a full-time permanent principal in a New Zealand state or state-integrated school. *Note: Private school and Partnership school principals, assistant principals, acting principals and deputy principals are not eligible to apply.*

I am available for:

- term three of the 2019 South Australian school year (22 July - 27 September 2019).

I am a New Zealand citizen or permanent resident.

I am a fully registered and certificated teacher.

I have the support of my school's Board of Trustees.

I meet the health and character requirements for an Australian visa:

www.border.gov.au/Trav/Visa/Heal.

I am not currently under review or investigation for competence and/or conduct and discipline.

What to provide as evidence that your Board of Trustees supports your application

You need your Board Chairperson's signature in the application form as evidence of support. If you can't provide this signature, we will accept one of the following:

- a copy of relevant Board of Trustees minutes confirming support
- a signed letter of support from the Board Chairperson
- an email sent directly from the Board Chairperson to principal.jobshadow@education.govt.nz.

We must receive your evidence of support by 19 March 2019.

What to do if you have accepted a Ministry of Education Study Award or Sabbatical for the 2019 school year

If you have accepted a Ministry of Education Study Award or Sabbatical for the 2019 school year, you need to speak with us and your Board of Trustees to discuss your options before submitting this application form.

1. Applicant details

Title: First name(s):

Surname:

Preferred name:

Date of birth: / /

Home address:

 Postcode:

Home phone: ()

Mobile: ()

Email:

MoE number:

Teacher registration number:

Expiry date of practising certificate: / /

You must be a New Zealand Citizen or New Zealand permanent resident. Please tick one:

I am a New Zealand Citizen

I am a New Zealand Permanent Resident

2. Current employment

Employment status: Permanent full-time Other (please note)

Other employment status:

Total length of service as a principal in a New Zealand state or state-integrated school (number of years):

Current position:

School name:

School number:

School address:

 Postcode:

School phone:

School email:

Does your current position include a teaching load?
 Yes No

3. Academic qualifications

Please provide details of your current qualifications.

Qualification:	Academic institution:	Year completed:

Please list any additional qualifications on a separate page.

Your Curriculum Vitae

Please provide a current CV along with this application form.

I confirm that I have attached a copy of my Curriculum Vitae to this application which includes: educational qualifications, employment and teaching history, and information about any extra-curricular activities undertaken as part of schooling duties.

4. Previous professional opportunities

Please list any previous professional opportunities you have received as a New Zealand teacher or principal. For example, any exchanges, scholarships awards, or prizes with or without associated funding.

Name of opportunity:	Sponsorship type (e.g. scholarship, award, prize)	Total funding received (if any):	Date received:

5. About your school

Please describe your school's programmes and educational values, and provide a brief description of your school's student body and faculty. Include anything unique or special about your school. You may add more pages if needed.

I have included an additional page.

6. Your leadership experience

a) What does educational leadership mean to you and how have you demonstrated this leadership throughout your career?

b) What do you hope to gain from the experience – what has motivated you to apply?

c) Describe a challenge you have faced as a principal, particularly the steps you took to lead change and engage others in making a difference. Tell us how you measured and evaluated the success of the steps you took, particularly the impact on student learning outcomes.

What lessons did you learn from this challenge about what works? How and when have you applied what you learnt since then?

d) If your application is successful, how do you propose to share what you have learnt with other educators?

7. Referees

Please provide the contact details of two referees who would support your application. The selection panel may contact your referee(s) to help them assess your application.

Referee 1:

Title: First name(s):

Surname:

Preferred name:

Position:

Organisation:

Home address:

Postcode:

Home phone: ()

Mobile: ()

Email:

Referee 2:

Title: First name(s):

Surname:

Preferred name:

Position:

Organisation:

Home address:

Postcode:

Home phone: ()

Mobile: ()

Email:

8. Support from your Board of Trustees

Your Board of Trustees must endorse your application. The selection panel may contact your Board to help them assess your application during the matching process. See page three for alternatives to providing a signature.

Your Board Chairperson's details and signature

Full name:

Signature:

Date Signed:

Phone number:

Email:

Role: eg Board Chairperson/delegate/
LSM(employment)/commissioner

Note: This section can only be completed by the person with employment authority (Employer). This would, in most cases, be the Board of Trustees Chairperson or another Board member with this delegation. This declaration must contain their original signature. If, however, either a Limited Statutory Manager (LSM) has been appointed for employment matters, or a commissioner has been appointed in place of the Board of Trustees, the LSM or commissioner must sign this form. Please make it clear who the signature is from and what role is held by that person. The principal's signature cannot be accepted as proof of Board of Trustees/employer support.

9. Applicant declaration

I declare the following is true and correct.

- All the information I have given in this application form is true.
- I understand that the Ministry of Education and the South Australian Department for Education and Child Development will share my application information with each other and the selection panel.
- I have attached all the necessary documentation to support my application and understand that if my application form is incorrect or incomplete it may not be considered.

Name:

Signature:

Date:

Your application must be signed and dated.

Privacy statement

The Ministry of Education uses the information collected on this form to consider and administer your application form for the South Australian and New Zealand Principal Job Shadow.

For these purposes, we will share your information with the South Australian Department for Education and Child Development, and the selection panel.

The Ministry may also use the information for statistical and research purposes, and to inform future international exchanges.

Your rights to access and correct your information

The Ministry of Education holds your information. You have the right to access your information and to request that we correct anything that you think is incorrect.

Checklist

- I have fully completed the application form (sections 1-9)
- I have provided my CV and two referees
- I have provided my Board of Trustees support
- I have signed the declaration and read the privacy statement.