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**APPLICATION FOR PRINCIPAL’S POSITION**

Thank you for your interest in a principal’s position in the Cook Islands. Please complete all parts of this application form and return it by the due date with a

* Covering Letter
* Curriculum Vitae and
* Certified copies of relevant qualifications to:

Director HRM

Cook Islands Ministry of Education

PO Box 97

Rarotonga

COOK ISLANDS – Email: [vacancy@education.gov.ck](mailto:vacancy@education.gov.ck)

**Please Note:** Failure to complete all parts of this application form may jeopardise your consideration for this position.

**Position Applied for:**

**College/School:**

**Applicant’s Full Name:**

**Address:**

**Telephone Numbers:** Home: Business: ....................................

Cell: ......................................

**Email Address:**

**Teacher Registration Number:**

**Registration Expiry Date:**

**Date of Birth**:

**Nationality**:

**Qualifications - *Academic and Teaching*** *(List all qualifications gained)****:***

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Year Attained** | **Institution** |
|  |  |  |
|  |  |  |
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**Qualifications - *Other Relevant Qualifications*** *(List all qualifications gained)****:***

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Year Attained** | **Institution** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Work Experience – *Educational Management and Teaching*** *(List all positions held):*

|  |  |  |
| --- | --- | --- |
| **Positions Held** | **Year** | **Educational Institution** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Other Relevant Employment Experience for the Position** *(If applicable)***:**

|  |  |  |
| --- | --- | --- |
| **Positions Held** | **Year** | **Organisation** |
|  |  |  |
|  |  |  |
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**PROFESSIONAL EXPERIENCE**

*In the table below, you will find reference to some of the performance dimensions for Principals in the Cook Islands. Please discuss your experience in each of these areas – ie what you have done to date and what you would do if you were appointed to this position. Some prompts are provided for your written discussion. You may extend the table as required to complete your responses.*

|  |  |
| --- | --- |
| **Performance Dimensions** | **Discussion** |
| **Professional Leadership –**   1. Effective teaching and learning across the curriculum including assessment 2. Community relationships 3. Professional direction – vision, innovation, school organisation 4. School and Self Review 5. Policy management 6. Commitment to professional development of self and others |  |
| **Strategic Management -**   1. School Culture 2. Community Input 3. Barriers to Learning 4. Fostering High Achievement 5. Continued Improvement 6. Short, Medium and Long term planning 7. Evidence based decision making |  |
| **Staff Management -**   1. Teacher effectiveness 2. Delegated authority 3. Performance Management 4. Teacher support 5. Professional Development 6. Collaboration 7. Staff performance issues 8. Dispute resolution 9. Motivation of others 10. Review and reflection |  |
| **Relationship Management –**   1. Fostering positive relationships with stakeholders 2. Feedback 3. Community liaison 4. Learning Environment 5. Group diversity 6. Standards of behaviour and conduct 7. Student involvement and support 8. Health and Safety 9. School representation 10. Communication 11. Conflict management |  |
| **Performance Dimensions** | **Discussion** |
| **Financial and Asset Management –**   1. Accountability 2. Resource allocation 3. Planning and Budgeting 4. Risk identification and mitigation 5. Fixed assets and inventory 6. Financial audits 7. Hazards 8. Health and Safety 9. Vandalism |  |
| **Statutory and Reporting Requirements -**   1. Compliance 2. Knowledge 3. Ministry of Education reports and returns 4. Administration and Educational Guidelines 5. Education Act 6. Timeliness |  |

*Please give an indication of your professional skill/capability in the areas shown in the table below. Please extend the table as required to complete your responses.*

|  |  |
| --- | --- |
| **Skill/Capability** | **Response** |
| Inclusive Education |  |
| Technology to enhance student learning |  |

**PERSONAL QUALITIES**

*Living and working in a new environment provides many challenges and opportunities.*

*Please use your personal experiences, professional or otherwise, to give an indication of your personal strengths and qualities under the following headings. You may also add to the list other qualities that you have that are important to this position. You may respond to each one individually or as an overall response.*

**Points to consider:**

1. Adaptability
2. Flexibility
3. Initiative and resourcefulness
4. Attendance and punctuality
5. Attitude to work

**Referees**

You are required to select **three** referees, two of whom must have worked with you in a professional capacity recently. Provide each of them with a copy of the required referee’s report form. They are to forward this **directly by Sunday 1 September, 2019** to:

Director HRM

Cook Islands Ministry of Education

PO Box 97

Avarua

Rarotonga

COOK ISLANDS – Email: [vacancy@education.gov.ck](mailto:vacancy@education.gov.ck)

Please provide contact details of your referees in the spaces below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***Name*** | ***Address*** | ***Telephone*** | ***Position*** |
| ***1*** |  |  |  |  |
| ***2*** |  |  |  |  |
| ***3*** |  |  |  |  |

*Once this application is completed please forward it to:*

*Director HRM*

*Cook Islands Ministry of Education*

*PO Box 97*

*Rarotonga*

*COOK ISLANDS- Email:* [*vacancy@education.gov.ck*](mailto:vacancy@education.gov.ck)

*to reach our office by* ***Sunday 1 September, 2019***

Remember to include certified copies of your academic and professional qualifications and include any other relevant documentation (eg curriculum vitae) in support of your application.

**Applicant’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_