



St Mary's School
WHANGANUI

PRINCIPAL | TUMUAKI POSITION

Information Package

2026

Faith • Leadership • Learning

At St. Mary's School
we see, do and say
God's mission with
grace and love



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St Mary's School, Whanganui

Tumuaki | Principal U4

We see, do and say God's mission with grace and love.

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ADDITIONAL SUPPORTING DOCUMENTS

- Application form
- CL 47(a) 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
- [Confirmed St Mary's School CSC Evaluation Report](#)
- [2024 School Evaluation Report](#)





St Mary's School, Whanganui

Tumuaki | Principal U4

Presiding Member Welcome

We see, do and say God's mission with grace and love.

Nau Mai, Haere Mai

Tēnā koutou katoa,

On behalf of the Board, I am delighted to invite applications for the position of Principal of St Mary's School, Whanganui.

St Mary's School Whanganui is a thriving Catholic kura that proudly upholds both Catholic teachings and the richness of te ao Māori. We are a Year 0 - 8 full primary school with 10 classes and a current roll of 244, building to approximately 258 as the year progresses. Our kura is inclusive, diverse and forward-thinking, where every ākonga is encouraged to flourish in faith, learning and wellbeing.

Our vision is for all tamariki to deepen their relationship with Jesus Christ. Our Catholic special character underpins every aspect of school life as we nurture the whole child. We are committed to ensuring every ākonga is supported to discover and fulfil their God-given potential.

We are seeking a faith-filled leader who inspires others through their example and who will safeguard and strengthen our Catholic special character.

As part of our consultation process, we invited our senior students to share what they value most about St Mary's and the qualities they hope to see in their next principal. Their responses reflected a deep sense of pride in their school and a clear appreciation of the culture that has been carefully nurtured.

Students want *a principal who is kind, caring, understanding, fair and approachable; someone who listens, helps solve problems, genuinely cares about students, and protects the positive culture that already exists at St Mary's.*

Students value *the strong sense of belonging created through leadership opportunities, houses, traditions and special school experiences. They also treasure the school's outdoor*

“

It is important to us that our new Tumuaki respects what works, protects what is special about St Mary's, and builds on the successful culture of our kura.

spaces, facilities and caring environment, and overwhelmingly want these strengths to continue.

Over recent years, our school has worked intentionally to embed a restorative culture where positive relationships, accountability and student wellbeing sit alongside high expectations for learning. This has created calm, purposeful learning environments where teachers are well supported and students are encouraged to take responsibility for their actions. Our leadership team takes an active role in coaching, mentoring and supporting both staff and students each day, and we are seeking a principal who will continue to nurture and strengthen our approach.

It is important to us that our new Principal respects what works, protects what is special about St Mary's School and builds on the successful and well-established culture of our kura. Working in partnership with committed staff, learners, whānau, our Parish and the wider community, they will lead with faith, courage and compassion as we continue to grow together in Christ and confidently embrace the opportunities ahead.

We also look forward to learning about the strengths, gifts and experiences you would bring to complement and enhance our existing practice. We warmly welcome your application and encourage prospective applicants to visit our school to experience our culture firsthand. Further information can also be found on our [website](#) and Facebook page; St Mary's School Whanganui..

Thank you for considering this opportunity to serve the St Mary's community.

Ngā manaakitanga o te Atua

May God's blessings be upon you.

Helena Anderson
Presiding Member
St Mary's School Whanganui Board





St Mary's School, Whanganui

Tumuaki | Principal U4

Application Summary

We see, do and say God's mission with grace and love.

The following documents will support you in completing your application:

- This Tumuaki | Principal application summary which includes our timeline, requirements, person specifications and our 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 in Aotearoa New Zealand Catholic Schools

Your application for appointment is to be submitted by **Thursday 10th September 2026** at **4.00pm** and must include:

- A **covering letter** explaining how St Mary's School, Whanganui will benefit from your faith and educational leadership 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.
- As part of your application, we would like you to submit an **up to 2 minute** self-recorded video. This is an opportunity for us to get a sense of you beyond your written application. In your video, please introduce yourself by responding to: **Ko wai au? Who am I?**
We would prefer that this video is not highly produced — just a simple and authentic way for us to get to know you better.

KEY DOCUMENTS



Covering Letter



Curriculum Vitae



Application Form



CL 47 Form



Statement of
Expectations



Photo
Identification



Up to 2 minute
Self-Recorded
Video

Please email your full application to the St Mary's School, Whanganui Board with the subject line: **St Mary's School, Whanganui Confidential Tumuaki / Principal Position Application** to principalvacancy@stmarys.ac.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 10th September 2026** to principalvacancy@stmarys.ac.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 Tumuaki/Principal recruitment advisor Nadia Ballantine from edLead Consulting Ltd at principalvacancy@stmarys.ac.nz in the first instance.

All enquiries will be treated in strictest confidence.





St Mary's School, Whanganui

Tumuaki | Principal U4

Timeline Summary

We see, do and say God's mission with grace and love.

Candidates finding out more about St Mary's School, Whanganui	Please email our Appointment Advisor, Nadia Ballantine at principalvacancy@stmarys.ac.nz with any questions or to enquire about booking your school visit. You can also check out our school website to find out more about us.
Closing date for referee reports and applications	Thursday 10th September 2026 4.00pm
Acceptability sort from the Proprietor	Prior to Wednesday 16th September 2026
Shortlisting completed	Wednesday 16th September 2026 Successfully and unsuccessfully shortlisted applicants notified by Thursday 17th September 2026
Referee calls completed	Monday 21st September 2026
Interviews will be held at St Mary's School, Whanganui	Saturday 26th September 2026 If you are not available for an interview at this time, please note this in your covering letter.
Appointment commences	Term 1 2027 2nd February 2027



St Mary's School, Whanganui

Tumuaki | Principal U4

Person Specifications

We see, do and say God's mission with grace and love.

Through robust consultation, we have identified that the School Board, staff, learners, community and Parish at St Mary's School Whanganui are seeking a Faith and an Education Leader who:

Embracing Faith: The Heart of our Catholic Community

- Is a committed and practising Catholic who will uphold and continue to strengthen the school's Catholic special character.
- Nurtures the spiritual life of the school, leads Religious Education with confidence and fosters a culture where faith is lived, celebrated and integrated across all aspects of school life.
- Actively grows their own and others' faith leadership, modelling Gospel values through action and example.
- Builds and sustains authentic, trusting relationships with students, whānau, the parish and the wider community through visible leadership, approachability, honest communication and genuine partnerships.
- Demonstrates a collaborative and distributed approach to leadership, recognising the strengths, gifts and expertise of others. Empowers people to lead with confidence through trust, coaching, professional learning and shared ownership.

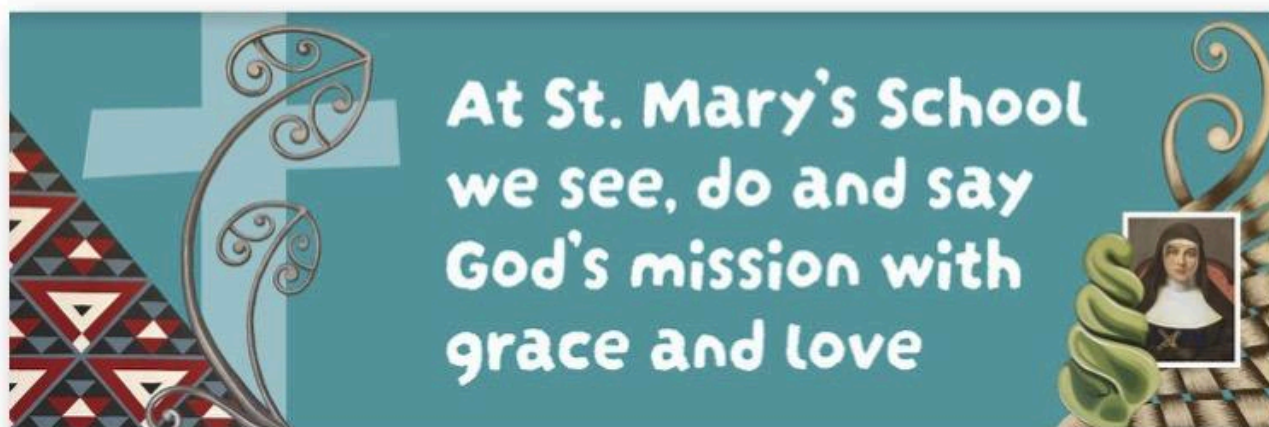
Excellence in Education. Designing Dynamic Curriculum for Quality Learning

- Keeps abreast of developments in curriculum and assessment, demonstrating an understanding of how to effectively lead the implementation of the refreshed New Zealand Curriculum and *Tō Tātou Whakapono – Our Faith The Religious Education Curriculum Aotearoa New Zealand*.
- Builds a culture of assessment literacy, ensuring assessment and reporting practices are dependable, meaningful and used to improve teaching and learning.
- Is skilled and experienced in successfully leading change. Demonstrate the confidence to preserve what is working well, the courage to improve what is needed and the relational leadership to bring staff alongside through authentic co-design.
- Uses evidence to evaluate the impact of teaching, leadership and school initiatives, to support continuous improvement.

- Leads with care and commitment to culturally responsive practice, where **all** learners experience belonging and have their identity, language and culture valued.
 - Demonstrates a genuine commitment to honouring Te Tiriti o Waitangi and values tikanga and te reo Māori. Build on the strong foundations established through Takitini and continue to strengthen authentic partnerships with mana whenua and local Iwi.
-

Thriving from Within: Nurturing Authentic Wellbeing

- Demonstrates knowledge of effective school administration and management, including finance, property, personnel, and organisational systems. Can exercise wise stewardship of the school's resources, using them strategically to support teaching and learning.
- Nurtures staff confidence and capability to respond to the unique and sometimes complex needs of learners, recognising the God-given dignity of each person and ensuring that all decisions are grounded in justice, inclusion, and compassion.
- Engages in 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.
- Sustains a school culture supported by effective systems and practices that promote the hauora, spiritual wellbeing and resilience of students and staff.
- Is highly organised, managing competing priorities effectively while modelling the values and Catholic special character of St Mary's School.





St Mary's School, Whanganui

Tumuaki | Principal U4

Tumuaki | Principal Job Description

We see, do and say God's mission with grace and love.

Our Mission Statement

Integrating the Catholic worldview into our daily practices, our school will develop and guide the growth of our rangatahi's abilities and talents.

ACCOUNTABLE TO

The principal will report, and be accountable to, the School Board (as the principal's employer) through the Presiding Member. The principal has the dual role of being a Board Member in his/her own right whilst undertaking the role of managing the school.

PURPOSE OF POSITION:

The position exists to ensure the provision of quality Catholic education to the tamariki of St Mary's School, Whanganui 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.

IMPORTANT POSITIVE RELATIONSHIPS:

The principal will be a strong, relational leader liaising with the Parish Priest Father Craig Butler, the Proprietor, Diocese of Palmerston North staff; the mana whenua, educational agencies such as (but not limited to) the Ministry of Education; Education Review Office; teacher training organisations; payroll service and NZSBA.

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. Participate actively in professional networks and collaborate with other schools to enhance learning, leadership and community outcomes.

DELEGATIONS:

The 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.
PROFESSIONAL STANDARDS:	The principal will maintain, demonstrate, and develop teaching practice that aligns with the Code of Professional Responsibility and meet the required Teaching Standards/Catholic School Elaborations for the Standards for the Teaching Profession 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 Professional Standards for Principals as per the Primary Principals Collective Agreement through a Professional Growth Cycle. 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.
KEY RESPONSIBILITIES:	As the faith and education leader of St Mary's School, Whanganui, the 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 learners 4. The professional performance and development of the staff 5. The day-to-day administration, financial and property management of the school 6. Effective communication between all stakeholders of the school's Catholic faith Community. In each of these areas, the 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 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 47c and CI 50 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 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 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. Analyse and act upon school-wide evidence on student learning to maximise learning for all students.
5. Deliver on student educational needs, using evidence based decision making, maintaining high levels of achievement while providing multiple pathways to enable learning and success across cultures and capabilities.
6. Create a learning environment in which there is an expectation that all learners will experience success in learning.
7. Develop a school culture where all learners feel safe and valued, are engaged and committed to their learning and relationships.

8. Ensure that all programmes contribute to coherent, balanced, equitable learning that reflects established school priorities and promotes, and supports co- and extracurricular school activities.
9. 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.
10. Harness the potential of digital technologies to enhance communication and teaching and learning outcomes.
11. 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 principal will:

1. Foster a culture of trust and co-operation amongst all staff.
2. Promote the wellbeing of staff and learners, fostering a supportive, respectful and sustainable workplace culture.
3. Strengthen a collaborative, professional culture and develop expertise through sharing and creating new knowledge.
4. Provide professional leadership that inspires, attracts, leads, develops, manages and motivates quality staff, strengthening their ability to ensure every learner experiences success.
5. Build the capability and capacity of all staff and encourage leadership.
6. Delegate responsibility and build diversity into the leadership/management team.
7. Recognise individual differences and provide a variety of methodologies to meet these.
8. 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.
9. Ensure all staff engage in a Professional Growth Cycle that meets the requirements of the NZ Teachers Council Aotearoa and in addition reflects professional growth in individual and collective Catholic special character.

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

1. Be a strong relational leader keeping the dignity of all at the forefront.
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. Foster authentic partnerships with parents, caregivers and whānau as active participants in their children's learning, faith formation and wellbeing.
5. Ensure parents are provided with timely updates of students' progress and achievement.
6. 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.
7. 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 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. Provide high-quality professional advice to the Board to support effective governance and fulfilment of its statutory responsibilities and objectives.
6. 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.

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

Signed:

Principal

Date:

School Board Presiding Member

