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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:

HRM Division

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: Mobile: ...................................

**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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|  |  |  |
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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** |
|  |  |  |
|  |  |  |
|  |  |  |

**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 – i.e. 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 2. Identify barriers to learning 3. Curriculum leadership and learning and teaching 4. Reporting student progress and student support programs 5. Assessment – formative/summative improve learning 6. Fostering High Achievement 7. Professional development focused on improving teaching and learning |  |
| **Organisational Leadership -**   1. Short, Medium and Long term planning 2. School policy implementation and review 3. External review & audit 4. School committee active participation 5. Continued Improvement 6. Evidence based decision making 7. Communication – internal & external purposes |  |
| **People Leadership - Staff**   1. Staff consulted & feel valued 2. Staff collaboration 3. Delegated authority is effective 4. Staff performance & support 5. Staff performance issues 6. Professional Development 7. Active involvement in the community 8. Review and reflection |  |
| **People Leadership - Students**   1. Guidance and student support services – pastoral care 2. Involvement of outside agencies 3. Standards of behaviour and conduct 4. Behaviour management 5. Attendance 6. Involvement in decision-making 7. Caregiver involvement |  |
| **Performance Dimensions** | **Discussion** |
| **Administrative Leadership (Financial and Asset Management)**   1. Resource allocation 2. Planning and Budgeting 3. Accountability 4. Fixed assets and inventory 5. Risk identification and mitigation 6. Financial audits 7. Grounds, building maintenance 8. Hazards 9. Health and Safety |  |
| **Statutory and Reporting Requirements -**   1. Compliance with Education Act 2. Ministry of Education reports and returns furnished 3. Annual reporting to MOE/BOT 4. Administration and Educational Guidelines |  |

*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 Wednesday 23 July 2025** 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:*

*Human Resources Division*

*Cook Islands Ministry of Education*

*PO Box 97*

*Rarotonga*

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

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

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