

6 May 2019

Principal Position – Bethlehem College

Thank you for your interest in the position of Principal at Bethlehem College. This cover letter and the associated documents that make up the application pack contain the information you will require to complete your application.

We have established a webpage for the Principal recruitment process (www.beth.school.nz/principal). This has links to additional information which might be of interest such as the College Charter, our Prospectus, the most recent ERO report and the Statement of Special Character.

Your application will be confidential to the Bethlehem College Board of Trustees (including the Proprietor appointees) and our Appointment Adviser Mark Larson, and may potentially be viewed by the Executive Lead Team.

To be considered complete your application must include:

1. An up to date Curriculum Vitae
2. A completed Application Form, which requires you to
 - a. Provide 4 referees
 - b. Sign the Statement of Belief
 - c. Answer 8 questions regarding the Special Character
 - d. Provide your response to 5 hypothetical scenarios.

Shortlisted candidates can expect that we might look to:

- Visit your current school
- Complete psychometric testing
- Request your referees complete a report
- Seek further referees.

Below is our currently expected timeline. Please note these dates are subject to change due to unforeseen circumstances.

Applications Close	17 June 2019
Shortlisting Complete	8 July 2019
Complete Reference Checks	21 July 2019
Visit by Appointment Committee members to your current school	22 July - 2 August 2019
Interviews	9 – 10 August 2019

Please ensure you familiarise yourself with the Important Notes for Applicants on the application pack cover. If you require any further information this can be requested in confidence at applicant@beth.school.nz or by calling Paul Shakes (Deputy Board Chair) on +64 27 379 8879.

We look forward to receiving your application in the near future.

Yours sincerely



Paul Shakes
Deputy BOT Chair