

## Independent Schools of New Zealand

### Recruiting a New Principal

- 1 Selection panel
- 2 Agreeing on desired attributes
- 3 Appointment of agency
- 4 Determining preferred time-line
- 5 Process
- 6 Evaluation of short-listed candidates
- 7 Campus visits
- 8 Reference checking
- 9 Communication with:
  - senior management team
  - board
  - other stakeholders
- 10 Board approval of preferred candidate
- 11 Contract negotiations
- 12 Formal appointment
- 13 Announcements
- 14 Preparing for the new Principal's arrival
- 15 The first assembly
- 16 Monitoring and feedback

## Memo

To: Selection Panel  
From: \_\_\_\_\_  
Date: \_\_\_\_\_  
Subject: New Principal – What are we looking for?

To assist in our ongoing evaluation of the candidates we have interviewed to date, I thought I would jot down a few personal thoughts on what I think we are looking for in the new Principal.

I think there is broad agreement that we need someone who displays the following attributes (listed in no particular order):

- 1 Passionate educationalist.
- 2 A people's person – relationship management is critical, and we need someone with a collaborative leadership style.
- 3 Resilience – being Principal is tough.
- 4 Empathy – closely related to the relationship issue, but in terms particularly of relationships with students and children the new Principal must capture their hearts.
- 5 An innovative and inspirational thinker – out of the candidates we are looking at, which do we think is the brightest?
- 6 Stability and perseverance.
- 7 Management style – we want someone who is strong on both strategy and operational management.
- 8 Communication skills – must be able to present clearly and articulately, with an ability to capture and hold peoples' attention.
- 9 Marketing strength.
- 10 Appreciation of international market.
- 11 Good business brain – the new Principal must recognise that the School is a business and be in a position to monitor and evaluate its performance.
- 12 Team work – must be a team player.
- 13 Spiritual leadership, values and ethics – these are critical prerequisites.
- 14 Sports focus – our new Principal must be totally sportive of sports, and active.
- 15 Traditional versus new and innovative style?

- 16 Physical appearance and initial impact – the Principal should command attention immediately through physical appearance and panache.
- 17 Ease of communication – we want someone who is easy to talk to.
- 18 Ability to adapt to the New Zealand assessment system.
- 19 Humility – the Principal needs to display humility. Which of the candidates we are looking at displays this?
- 20 Appropriate focus on importance of technology.