

# NewsFirst | 09

THE FIRST-TIME PRINCIPALS PROGRAMME

He Hōtaka mō ngā Tumuaiki hou

2009

## TENA TATOU KATOA

### WELCOME TO THE 2009 FIRST-TIME PRINCIPALS PROGRAMME

Congratulations on your appointment as a Principal. Thank you for your recent enrolment in the First-time Principals Programme.

The First-time Principals Programme is designed to guide, support and challenge you by enhancing your knowledge, skills and understanding to effectively lead teaching and learning in your school. You will be encouraged to identify your professional learning goals and be a self directed learner. You will be supported by your mentor, the residential courses and online learning opportunities.

The First-time Principals Programme (FTPP) Project Team and the mentors look forward to working collaboratively with you. Your individual learning needs and goals will be responded to and you will be introduced to the key school leadership practices and priorities that all new principals need to know about.

### INTRODUCING THE PROJECT TEAM

Based in the Faculty of Education at The University of Auckland (Epsom Campus) and working in partnership with the Ministry of Education, the team is:

**John Locke**, Director; **Professor Viviane Robinson**, Academic Director; **David Eddy**, Executive

Director Educational Leadership; Associate Director, **Jill Lunn**; Project Coordinator, **Yohei Guy**; Project Assistant, **Gavin Hirst**; Research Fellow, **Dr Constance Chai**; Research Associate, **Dr Deidre Le Fevre**.

### FIRST-TIME PRINCIPALS PROGRAMME SUPPORT MATERIAL

Detailed information about the First-time Principals Programme (FTPP) will be posted to you. This will be in the form of printed content and labelled dividers. Please place these in a ring binder or lever arch file dedicated for the FTPP. Over the next eighteen months these dividers will enable you to collect and keep track of the material linked to the main components of the programme.

A great deal of our contact with you will be via the internet. It will make your job easier if you use the same divider headings for the digital folders used to store and categorise information linked to the programme.

During the next eighteen months you will be developing a portfolio of evidence about your Principalship. It will be helpful to gather any digital portfolio items in a dedicated folder by using hyperlinks.

### EMAIL INFORMATION

Please carefully read programme information emailed to you as this is the main way that we will communicate with you. We aim to keep you well informed on a monthly basis through NewsFirst09 newsletters. Please note that copies

of all NewsFirst09 can be viewed on our First-time Principals Programme website (under 2009 Cohort). Please click here to view these <http://www.firstprincipals.ac.nz/latestNews.htm>

### SALTAL QUESTIONNAIRE

You are required to complete this online questionnaire **before** your mentor's first visit. It is accessed in the FTPP website under the 'Research' button on the blue left hand toolbar. Please click on this link <http://www.firstprincipals.ac.nz/SALTAL.htm> Your username is your email address and the password is the same one you chose when you initially enrolled. If you need a reminder of your username or password, please contact Yohei Guy (Project Coordinator) [y.guy@auckland.ac.nz](mailto:y.guy@auckland.ac.nz) or telephone (09)3737599 ext 83095 for assistance.

When you have completed this questionnaire online, press the submit button. This will produce an automated email reply summarising your SALTAL responses. **Retain a copy for yourself and forward a copy to your mentor.**

It is important that you keep a printed copy of your SALTAL responses in your blue folder under the "Research" heading.

### RESIDENTIAL COURSE ONE

Residential Course One *Starting Your Leadership* will be held in Auckland from **Wednesday 15th April to Friday 17th April 2009 (3 days)**.

You will be sent detailed information about the course and arrangements (travel, accommodation, etc) well in advance. Dates of the second residential course are **Thursday 1<sup>st</sup> October to Friday 2nd October 2009 (2 days)** in Auckland.

## MENTORS

Each first-time principal is assigned a mentor who has been appointed from a rigorous selection process. They are all highly experienced school principals and trained in mentoring at The University of Auckland.

You will be informed once a mentor has been assigned to you and they will contact you promptly. This will begin the process of building a mentoring relationship and your use of their expertise. Your mentor will arrange the first mentoring activity (School Based Visit One) with you and meet you at your school. Should you have mentor related enquiries or concerns, please contact Jill Lunn the Associate Director telephone (09)3737599 ext 85870.

As well as regular email/telephone contact with your mentor, the mentoring activities include School Based Visits, a Professional Learning Group (PLG) and mentor support at residential courses.

## SCHOOL BASED VISIT ONE

Your mentor will first visit you at your school. In preparation for this visit, please ensure that you have:

- A private, quiet and uninterrupted space to meet and talk in.
- Identify a list of immediate issues that you wish to confidentially discuss with your mentor.
- Completed prior to the visit the online SALTAL (Self Assessment of Leading Teaching & Learning) questionnaire; emailed a copy to your mentor and have a copy available for discussion.
- Your SALTAL responses will identify the areas you feel that you need to further develop. These are your professional learning goals. You will work with your mentor to craft these goals into a Professional Learning Plan.

Your mentor will be available to you via phone, internet (email, Skype) and personal visits. **You should never hesitate to contact your mentor when you feel that you need their assistance.** If the situation is urgent and your mentor cannot be reached, please contact either John Locke (09)3737599 ext 82929 or Jill Lunn Director (09)3737599 ext 85870.

## WEBSITES AND ONLINE LEARNING

Comprehensive information about the First-time Principals Programme is available on our website:

[www.firstprincipals.ac.nz](http://www.firstprincipals.ac.nz)

This website is the location of the Self Assessment of Leading Teaching and Learning (SALTAL) questionnaire, residential course option choices (prior to each course), online modules and other useful resources.

LeadSpace [www.pen.leadspace.govt.nz](http://www.pen.leadspace.govt.nz) is another key website that contains a wealth of information. PEN is the Principals Electronic Network and this area contains a section devoted to the First-time Principals Programme. FTTP online communities are based here together with information about residential courses, online modules and downloadable resources.

**Online help is available** through your local LeadSpace Facilitators <http://www.leadspace.govt.nz/contact.php#f>

## NATIONAL CERTIFICATE

**National Certificate for First-time Principals Programme Completion** is endorsed by all major stakeholder organisations. The certificate is a record of your personal commitment to professional learning. It confirms completion of

- the two residential courses;
- all the mentoring programme activities, including a Professional Learning Plan supported by a portfolio of evidence
- SALTAL on enrolment and all programme evaluation questionnaires
- online modules

## POSTGRADUATE QUALIFICATIONS

Participants in the First-time Principals Programme in 2009 have the option of enrolling in one or two postgraduate courses in the Faculty of Education at the University of Auckland. The two courses are *Undertaking Research for School Improvement and Educational Leadership*. Each course is available either face-to-face or online. On confirmation of enrolment, participants will receive further information about these study options. The two courses are closely aligned to the curriculum and activities of the First-time Principals Programme.

## RESEARCH

During your participation in the First-time Principals Programme you will from time to time receive evaluation questionnaires to complete. Your participation in this process is much appreciated as it is vital for the ongoing development of the programme.

## NEWSFIRST09

Our next communication with you will be via the monthly newsletter NewsFirst09 emailed to all participants. In the meantime, please do not hesitate to contact us if you need any assistance. We wish you well in your new position as a first-time principal. You now hold one of the most exciting jobs in the world.

Warm Regards,  
Noho ora mai. Naku noa

**John Locke (Director) & the First-time Principals Programme Project Team**

