



RATHKEALE COLLEGE

Wairarapa, New Zealand



New Principal Appointment

Candidate Briefing Information

August 2025

Welcome to Rathkeale College

Open Minds. Open Spaces. Open Futures.





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How to submit an application

Please submit the following information by email to The Board Secretary:

1. A brief covering letter
2. Current CV
3. Please complete the online application form [here](#)

For any further information, please do not hesitate to contact:

The Board Secretary | Rathkeale College

Mrs Barrie Gordon

Phone: **06 370 0175**

Mobile: **027 920 5909**

Email: **boardsecretary@rathkeale.school.nz**

Background

A state-integrated secondary school for boys from Years 9 – 13, Rathkeale College is part of the Trinity Family of Schools. Trinity Schools also comprises St Matthew's Collegiate School, Hadlow Preparatory School, and Hadlow Preschool, which is private. The proprietor of all three schools is The Trinity Schools Trust Board. Rathkeale College's Principal will be jointly appointed by the Rathkeale College School Board and the Trinity Schools Trust Board.

Introduction to Rathkeale College

Established in 1964, the school is located in a rural setting on the outskirts of Masterton in the Wairarapa. The grounds provide a stunning and unrivaled setting covering 58 hectares, including extensive playing fields, the Land Lab (a 15ha production, research and teaching facility), tracts of native bush, and the Ruamahanga River as a boundary. The school has up to 180 boarders and many activities occur outside normal school hours. With three boarding houses and approximately ten staff and families living onsite, the school requires a Principal who lives on site and is available to oversee the smooth, efficient and safe running of the school throughout the year. The school facilities are regularly utilised by external groups during the school holidays.

In 1992 the school entered into an Integration Agreement with the Crown. The Integration Agreement places an obligation on the school to uphold, protect and adhere to the school's Special Character. The Principal, Chaplain and staff of Rathkeale College share a leadership role in the delivery and representation of Christian Special Character. Rathkeale College has a close and active relationship with the Anglican Church and with the Bishop of Wellington.

Rathkeale College provides a well-rounded education promoting excellence through academic, performing arts, cultural and sporting pursuits. All students and staff are expected to fully participate.

The current roll is 330 boys (day students capped at 155), with additional international students which average 15-20 students.

In addition to the boys from Years 9 – 13, Rathkeale College hosts approximately 100 Year 12 and 13 girls from our sister school St Matthew's to create a co-educational Senior College. The Rathkeale and St Matthew's Principals operate as Co-Principals of Senior College. The Senior College enables the young men and women of both schools, supported by the staff, to engage academically, culturally and socially to enhance their education.

Introduction to Trinity Schools Trust Board

The Trinity Schools Trust Board is the Board of Proprietors for Hadlow, Rathkeale and St Matthew's. They own the schools, land and buildings, including Hadlow Preschool.

Vision

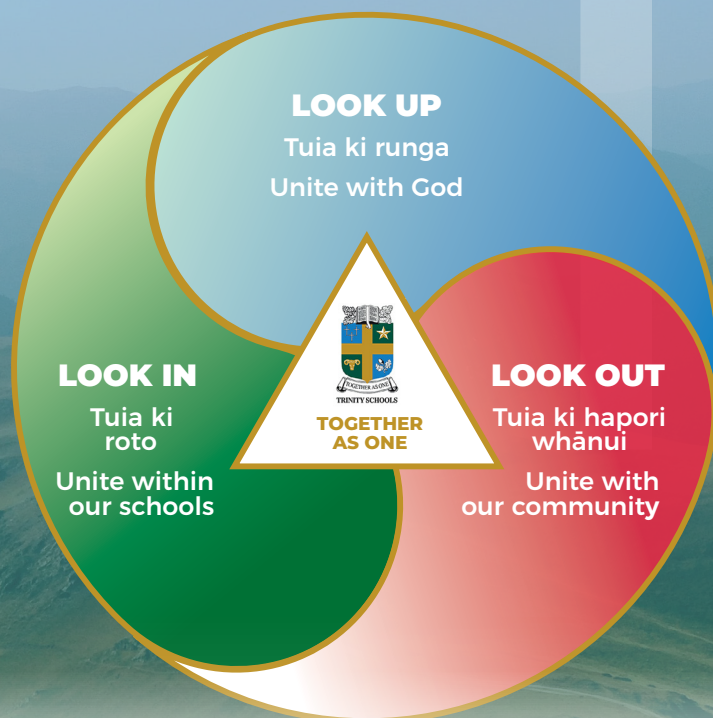
To enable an Anglican faith-based environment that empowers everyone in the system to achieve their best self.

Purpose

To support the Trinity family of schools to deliver balanced excellence – spiritually, physically, socially, culturally and academically – enabling students and staff to experience life in all its fullness through our Special Character.

OUR TRINITY SPECIAL CHARACTER

The Anglican family of Trinity Schools educates for life in all its fullness. We welcome everyone, from all faiths and backgrounds into an educational philosophy of living by looking upward to God, inward to the school community and outward in the service of others.



Additional Information

The following information is also available on our website [here](#):

- Video of College Campus
- Our Strategic Plan
- Our Special Character

Appointment Timeline

The following time frame will apply to this position:

2 Sept

- Advert lodged in Education Gazette and on Seek.

10 Oct

- 5pm Applications Close.

25 Oct

- Interview Day.

29 Oct

- New Principal announced.
-

**Ideally the position will commence in Term 1 2026,
or later by negotiation**

Our Values

- Rathkeale places considerable importance on the development of character in its young men. It is built on traditional values and high expectations are maintained.
- During their time at Rathkeale, boys are encouraged to develop their personal values and standards including self-discipline, self-reliance and a strong moral compass.
- A culture which permeates all aspects of school life encourages boys to have a go at everything, strive to succeed to the best of their ability, learn to win with humility and lose with dignity.
- The boarding experience provides professional support, wide-ranging friendships and abundant opportunities to achieve and have fun in an unparalleled environment.
- Rathkeale's values are underpinned by the Four Pillars, which link with Kaupapa Māori principles:

**Be at ease
with your
inner self**

Tikanga
Authenticity
Self-respect
Mindfulness
Resilience
Forgiveness

**Have an
awareness
of those
around you**

Manākitanga
Empathy
Compassion
Kindness
Respect
Generosity

**Be prepared
to step
forward**

Rangatiratanga
Courage
Responsibility
Adaptability
Leadership
Commitment

**Know that you
stand on the
shoulders of
those who have
gone before**

Kaitiakitanga
Gratitude
Humility
Continuity
Innovation
Legacy



Position Description

Purpose of Position:	The position exists to ensure the provision of high-quality education for the students of Rathkeale College.
Accountable to:	The Principal will report and be accountable to the Rathkeale College Board and the Trinity Schools Trust Board.
Functional Relationships:	The Principal will have functional relationships with the Board, the Trinity Schools Trust Board, the Senior Leadership Team, all members of staff, the students, parents and caregivers and all other stakeholders. The Principal will also liaise, when necessary, with educational agencies such as the Ministry of Education, Education Review Office, payroll service and NZSBA. Other key relationships include the Anglican Church, Rathkeale Old Boys' Association, The Friends of Rathkeale College, other secondary principals in related regional schools, tertiary institutions, mana whenua, sponsors, donors, leaders of sports and cultural organisations and the wider Wairarapa community.
Delegations:	The Principal is responsible for the successful management and professional leadership of the College by taking direction from the Boards, the Strategic Plan, Annual Plan, 10-year Master Plan and all Board and TSTB policies and the Integration Agreement.
Key Responsibilities:	<div>Leadership<ul style="list-style-type: none">• Uphold and be actively involved in the Christian (Anglican) Special Character of the school, including participation in chapel services and related Trinity Schools Special Character events• Maintain, protect, and enhance the school's culture and traditions• Lead strategic planning and the implementation of annual and strategic plans in collaboration with governing boards• Provide informed advice to the boards regarding teaching, learning, pastoral care and co-curricular activities• Give effect to Te Tiriti o Waitangi• Ensure the delivery of quality learning programmes that address the individual learning needs of all students• Manage marketing, promotion, and student enrolment to maintain full capacity as allowed by the Integration Agreement</div>

- Support and grow the co-curricular activities and extra-curricular activities offered by the college
 - Efficiently manage resources to achieve school objectives
 - Develop a shared vision for staff aligned with the Strategic and Annual Plans
 - Guide and support staff in implementing the school's strategic goals
 - Oversee school-wide performance, including appraisals and professional development for staff
 - Pursue personal professional development and engage in ongoing self-evaluation
 - Participate in educational and professional networks locally and beyond.
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Relationship Management

- Maintain constructive working relationships with all stakeholders
 - Sustain positive relationships with students
 - Build connections with future students and their families/whānau
 - Ensure that comprehensive information about school life is accessible to parents, prospective families, and the community
 - Attend School Board and Trinity Schools Trust Board meetings as required
 - Address parental concerns in an appropriate and timely manner, including disciplinary matters
 - Engage with local iwi
 - Communicate with media when necessary
 - Collaborate with all schools in the Trinity Schools system in accordance with the Together as One principle
 - Support key school-related events, e.g., Old Boys' Reunions and Friends of Rathkeale events.
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Operations and Compliance

- Oversee annual budget preparation for the School Board and the Trinity Schools Trust Board, and manage school operating budgets throughout the year
- Complete Ministry of Education returns and external audits (e.g., ERO, NZQA)
- Manage Health and Safety within the school environment
- Lead staff recruitment and appointments consistent with Board policy

- Meet regularly with the Senior Leadership Team and key staff
 - Mediate between staff, students, and/or parents as needed
 - Resolve conflicts effectively
 - Ensure efficient administrative systems
 - Implement and maintain the Emergency Response Plan
 - Coordinate efforts to optimise enrolment of both New Zealand and international students.
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Boarding and Pastoral

- Foster a safe and supportive, positive and inclusive boarding and school environment
- Develop and review systems for effective boarding administration
- Support smooth operation of boarding houses
- Ensure compliance with the Code of Practice for the Pastoral Care of International Students
- Oversee pastoral care throughout boarding and the day school
- In collaboration with the Director of Boarding, ensure that appropriate weekend and after-school activities for boarders are provided
- Maintain regular, visible presence in day and boarding environments.



Senior College Roles and Responsibilities

The Principals of Rathkeale College and St Matthew's Collegiate School serve as Co-Principals of the Senior College. The role involves meaningful consultation on operational and financial matters to support the common goals of both schools.

Accountable to:

- Rathkeale College Board
 - Trinity Schools Trust Board
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Functional Relationships:

- St Matthew's Collegiate School Principal
 - Head of Senior College
 - Senior College Deans
-

Responsibilities:

- Address Senior College objectives outlined in the participating schools' Strategic and Annual Plans
- Work with the Head of the Senior College to manage academic and pastoral matters
- Consult with the St Matthew's Principal on areas of shared activities and address any related concerns that may arise
- Coordinate operations to meet student needs on both sites. Visit classes and support Senior College activities
- Collaborate with the St Matthew's Principal on student numbers, teacher requirements to support Senior College and registration and performance management for Senior College appointments and mobile teachers
- Contribute to the development of the Senior College Curriculum
- Annually update the Operational Agreement and ensure functions are carried out as agreed.



Person Description

The Rathkeale College School Board and the Trinity Schools Trust Board require the Principal to be a visionary and collaborative leader who has a strong commitment to our Special Character and to educational excellence, and who can create a strong sense of community and belonging for all.

The position calls for an individual who:

- Can strongly support our Anglican Special Character, has a strong moral compass, and is a positive role model for students, staff and the school community.
- Engages and inspires staff and students to excel, to grow and be the best they can be, together with a sense of pride in themselves and the College.
- Is a strategic thinker and the professional leader of teaching and learning, who can work collaboratively with both Boards, with staff, students and the wider community.
- Possesses the drive and commitment to understand the needs of all students and ensures the provision of high-quality educational opportunities.
- Exhibits boldness, visibility, approachability, curiosity, and the ability to command attention and respect.
- Has excellent interpersonal skills and can build and sustain positive relationships within the organisation and with external stakeholders.
- Holds deep knowledge of educational practices pertinent to New Zealand's secondary school sector.
- Communicates effectively and relates well to all individuals.
- Is culturally competent, with an understanding of Te Tiriti principles, tikanga, and te reo Māori.
- Is sensitive to the needs of international students and their educational needs.
- Can lead change and implement new initiatives.
- Demonstrates innovation and proficiency in digital technologies and applications.
- Has high personal standards, works independently, sets priorities, meets deadlines, and maintains composure under pressure.
- Maintains a warm, approachable manner and demonstrates genuine integrity.
- Is present and actively supports all school activities.

**Rathkeale
College is
an equal
opportunities
employer.**

[Apply online here.](#)



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Open Spaces.
Open Futures.