

CAMBRIDGE EAST SCHOOL

Kemureti ki te Rawhiti



SCALE A – Starting Term 4 2021

APPLICATION PACK



Please note that all applications must be received in printed form by
12pm on Wednesday 11th August 2021



**CAMBRIDGE EAST
SCHOOL**

27th July 2021

Dear Applicant

Thank you for showing interest in applying for our position advertised in the Education Gazette.

Included in this package are:

An application pack
Referees Form

Written applications for this position must be received by 12 noon, Wednesday 11th August 2021.

Applications should be personally delivered, posted or couriered to: (please mark confidential)

*Philippa Burchett
Acting Principal
Cambridge East School
Williams Street
Cambridge 3434*

Please ensure that your application addresses the person specification criteria as well as the key aspects for the job description. We understand that you may not be able to meet every criterion we have highlighted in this pack, but we would be interested in how you could deliver or work within such an environment.

If you wish your CV to be returned to you at the conclusion of the process, please include a stamped self-addressed envelope.

Closing date for applications is 12 noon, Wednesday 11th August 2021. An outline of the full process is included in the pack.

Applicants are welcome to visit the school. If you wish to make an appointment please contact the school office to arrange a convenient time.

Good luck with your application.

Nga Mihi

Philippa Burchett
Acting Principal

Kemureti ki te Rawhiti



Williams Street, Cambridge 3434 | Phone 07 827 7651
Email office@cambridgeeast.school.nz | cambridgeeast.school.nz



CAMBRIDGE EAST SCHOOL

New Entrant Fixed Term Position (18 October to 15 December 2021). We are looking for a dynamic, forward thinking teacher to work as part of our passionate, vibrant, collaborative and learner-focused team. Our key statement as a school is 'Learners at the centre'. An emphasis in our school development has been around Learner Agency, Mana Enhancing Practices and Learning Through Play. Our school works within a Teaching as Inquiry model highlighting shared expertise.

Positions to commence in Term 4 2021 or earlier by negotiation.

We welcome visits from potential applicants, information available from Joanna Baker–EA to the Principal (07) 827-7651 or email joannab@cambridgeeast.school.nz

Applications close 12pm on Wednesday 11th August 2021.

TIMELINE FOR CAMBRIDGE EAST SCHOOL – Vacancy

27th July 2021	Advertised online
11th August 2021	Applications Close 12.00 noon.
12th August 2021	Short listing of applicants begins / contacting short listed applicants for Interviews
16 - 17th August 2021	School Visits (if Required)
17th August 2021	Final Shortlisting for Interviews
18th August 2021	Interviews / Presentations
19th August 2021	Successful and non-successful shortlisted applicants notified verbally Successful applicants confirm acceptance of position by email
20th August 2021	Successful applicant confirms position in writing by this time
23rd August 2021	Letters sent to unsuccessful applicants
	Position starts – Term 4 2021 or earlier by negotiation

Note: Some of the above dates may be changed in consultation with the short-listed applicants

CAMBRIDGE EAST SCHOOL

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Background Information for the Scale A Position

Cambridge East School is situated in the heart of a developing and growing residential area and enjoys proximity to the wonderful historical town of Cambridge as well as the Waikato Countryside and farming communities.

Cambridge is one of the fastest growing towns in the Waikato and enjoys a strong local economy which has brought developing infrastructure, growing population and commerce making both the town and school vibrant, dynamic and full of opportunity.

Cambridge East School has a positive energy and diversity, and is looking for a highly skilled Teacher to come and join our growing team and bring their unique teaching style and attributes to our school.

The focus for the school is to continue to push the boundaries of innovative learning pedagogy, Mana Enhancing Practices and Learning Through Play across all areas of the school. We are committed to our continued implementation of the Digital Curriculum.

We are a school who is heavily invested into our local CoL (Te Kāhui Ako o Te Oko Horoi). Our Principal, Hamish Fenemor is the lead Principal for the Kahui Ako. The initiatives or threads for the CoL align with our school's vision with the needs of our wider education community.

The school is a decile 10 school that currently caters for 440 students with the roll to finish around 480 by the end of this year. We are very much junior heavy and the roll is predicted to reach 550 within the next 3-4 years.

The school is fortunate to have an active PTA who are goal driven and outcome orientated. I am amazed at their focus and positive contribution that they continue to make to our school.

The Board of Trustees is passionate about the school and its success. The team has excellent governance skills coupled with specific expertise in property, finance and strategic thinking.

All the foundations have been laid for the smooth transition for new teachers coming into Cambridge East School at a pivotal time of development and growth for our school. The school is very clear around its direction and pedagogy which drives learning in our setting. This will provide the opportunity for the right person to stamp their mark on our school.

These are exciting times for our school and you may be the person we need to help continue to build on the positive foundations that already exist within our thriving school.

Nga Mihi

Philippa Burchett
Acting Principal



PERSON SPECIFICATION

SCALE A POSITION 2021

Positions Breakdown

- Fixed Term (Roll Growth) until the End of 2021 school year, Wednesday 15th December
- Teaching level to be **New Entrant** within a traditional single cell setting.
- Position to start at the beginning of the Term 2 2021 or earlier by negotiation.

Specific attributes sought for a Scale A Position role include

- Be able to deliver a balance curriculum for all learners within and outside your classroom setting
- Willingness to deliver modern pedagogy in a single cell or innovative teaching space that incorporates the successful integration of devices to help aid collaboration both by learners and teachers alike
- To deliver a Junior setting programme via concepts relating to Learning through Play
- Be involved in PLD to consistently implement Mana Enhancing Practices.
- Have the ability to deliver a Junior Literacy Programme which has Phonics at the Heart of the approach
- To be a team player and willing to work towards the goals outlined in the schools charter and add value to our hard working team
- Have an understanding of the “Teaching as Inquiry” model for improvement
- Ability to utilise Google Docs for planning and sharing across the school
- Ability to relate programmes to the learners within the classroom and be able to meet the vast learning needs of all students
- Working towards learning focused relationships with students and whanau alike through culturally responsive practices
- Can utilise formative assessment to help identify the learning needs of the students and then be able to group students according to needs and teaching focus
- Use learning progressions to plan and deliver learning. Link progressions to samples of learning for reporting to parents
- Utilise an overall teacher judgement to help monitor student progress and identify the next steps of learning
- To utilise Educa as a way of celebrating and sharing learning with whaanau
- A willingness to incorporate Inquiry Learning to promote key competencies within programmes
- Most of all a sense of fun and a willingness to get involved within the corporate life of the school and be a flexible team player who is happy to work around the changes of a larger school
- Must be committed to embedding the school-wide Inquiry Learning model within programmes
- Have the ability to bring something unique to our EnD (Enrich and Discover) options
- To be a team player and willing to work towards the goals outlined in the school's charter and add value to our hard-working team

In return we can offer

- Support from staff and leadership team.
- Designated release time to work with your Centre on Planning.
- The opportunity and support to develop yourself professionally.
- Coaching and Mentoring through Collaborative Inquiries
- Commitment to high quality professional development
- An exciting and busy place of work.
- A supportive community and Board of Trustees.
- The chance to work alongside a group of passionate, vibrant staff who are learner focused.
- The chance to work in a progressive school, which is undertaking a wonderful learning journey.
- Strong school-wide systems, committed to developing dynamic teachers and leaders.
- The potential of fixed term units for negotiated areas of responsibility

Key Tasks from Scale A Teacher Job Description

Primary Objectives	
<ul style="list-style-type: none">• To ensure that children maximise their learning opportunities• To ensure education of the highest quality is delivered to the children• Provide written evidence of planning of all programmes• Support and attend all school wide events• Monitor student progress for the use of report writing, reporting to parents, reporting to the Principal and BOT and to provide feedback to children and to further develop classroom programmes• Prepare for and actively participate in the staff appraisal process, including self-appraising regularly and the receiving and acceptance of professional advice• Willing to incorporate and try Innovative Learning Practices and share teaching strategies and programmes with other team members• Operate in a professional manner, demonstrating the expectations outlined in the Staff Code of Conduct and staffing handbook.• To work with the Principal, School Staff and School Board of Trustees, providing, where required, professional and administrative leadership, consistent with the aims of the Charter, schools annual strategic goals and the policies and procedures of the Board of Trustees.• To work within the spirit of the School's Vision and Values and the Code of Professional Responsibility and Standards for Registered Teachers	
School Wide Responsibilities	
<ul style="list-style-type: none">• To support the implementation of the school's Charter, Strategic and Action Plans• Support all staff members in the implementation of programmes, professional development or changes to our Cambridge East Curriculum	
Teaching and Learning	
<ul style="list-style-type: none">• Learning and Teaching Cycle for designated class	

Please note that this would be the basis for the starting point of the position. The final Job Description will be negotiated with the successful applicant and take into account their areas of strength and teaching experience.



APPLICATION FOR APPOINTMENT

Please fill in this form and attach a CV which addresses the requirements of the Job Description, Person Specification and details of your education and work history.

Personal Details			
Surname			
First Name(s)			
Postal Address			
Email			
Phone	Home:	Mobile:	Work:
Teacher Registration No.	Are you provisionally registered? YES / NO		
MOE Number			
Qualification(s)			

Preferred Teaching Level (please circle)		
Year 1/2	Year 3/4	Year 5/6

Employment History (Teaching Practicums for Beginning Teachers)		
Place of Employment	Time in Position	Position held (and level taught)

Please indicate your curriculum strengths (tick)					
	Reading		Writing		Maths
	Physical Education		Health		Social Studies
	Technology		Arts		Science

Please indicate other strengths you could bring to our school (tick)					
	Play an instrument		Teach another language		Sport
	Choir		Kapa Haka		Art
	Drama		Classroom Environment		ICT Skills
	Maori		Classroom Management		Inquiry Learning
	Formative Assessment		Integrating Computers into the classroom		Other...

Referees			
Please list two referees whose consent has been obtained and who may be contacted for a confidential reference			
Referee 1			
Name			
Workplace			
Relationship			
Phone	Mobile:	Work:	Home:
Referee 2			
Name			
Workplace			
Relationship			
Phone	Mobile:	Work:	Home:
In accordance with Section 6 of the Privacy Act, I authorise Cambridge East School Appointments Committee to contact any of my previous employer(s) and/or the referees listed above to obtain an evaluative report of my work: YES / NO			
Signed:			Date:

Convictions Against the Law
Have you ever been convicted of any offence against the law (excluding minor traffic offences), or know of any reason why you should not be employed in a school environment? YES / NO
If Yes, please give brief details:

Health

Do you have, or have you ever had, a medical condition caused by gradual process, or an injury, illness or disability which the tasks of the job may aggravate or contribute to, or which may affect your ability to carry out the work of the position applied for: **YES / NO**

If yes, please give brief details:

How many sick days have you required in the previous 12 months, either due to your health or the health of a family member?

Please provide any additional information in relation to health:

Declaration

I certify that the information given in this application and accompanying CV is, to the best of my knowledge, correct. False or incomplete information may be grounds for terminating an appointment.

Please note that this application is reliant on all background checks being completed for the successful applicant as part of the Vulnerable Children's Act 2014.

Signed:

Date: