



KARORI NORMAL SCHOOL

*We encourage our children to be the best they can be
"Tino pai ake"*

Wednesday 10 March 2021

Dear Applicant

Thank you for your interest in the recently advertised new-entrant roll-growth teaching position at Karori Normal School (KNS). This is a fixed-term position from Monday 3 May through to the end of the school year, Thursday 16 December 2021. The reason that this position is for a fixed-term is that it is a roll-growth position and the position will not be available at the start of the 2022 school year.

Emphasis for appointment will be placed on the following attributes:

- Enthusiasm and energy; we want teachers at our school who enjoy working with children and building strong, positive relationships with them.
- The ability and desire to work in a collaborative and cooperative teaching environment. Our team culture is very strong. We wish to appoint teachers who work well in this type of environment and are prepared to share their practice and support colleagues, including those in leadership roles. The ability to work positively with a range of colleagues is crucial to working at our school.
- Up-to-date knowledge of current curriculum documents and inclusive practice. Universal Design for Learning has been a staff development focus at our school since 2016. Catering for and celebrating the diverse needs (including cultural needs) of all students is important at KNS.
- Openness to improving your own teacher practice. You must be open to feedback and willing to reflect upon and inquire into your own teaching practice.
- The ability to act as an effective role-model and mentor for student teachers. This role is a cornerstone of the school's 'Normal' status and is a crucial factor in appointment. Fully-registered teachers at KNS must be willing to act as associate teachers to student teachers.
- Willingness to develop a strong learning partnership between the school and home. Ensuring effective, learning-focussed communication between teachers, parents/caregivers and children, is at the centre of our school's culture.
- Knowledge of, and experience in, the use of eLearning to enhance children's learning.
- Experience in teaching a play based programme, catering to the transition of students from early childhood to primary levels.

Further information regarding the school can be found here:

- The Karori Normal School website, www.kns.school.nz
- 2018 – 2020 Karori Normal School Charter, [KNS Charter](#)
- Our latest ERO Review Report, [KNS ERO Report 2019](#)

If you are interested in applying, please send:

- A Curriculum Vitae
- A covering letter that addresses the skills, qualities and attributes you have, that make you a strong candidate for these positions,
- A completed application form,
- A copy of your Teaching Council of Aotearoa New Zealand Practising Certificate

The timeframe for the appointment is as follows:

- | | |
|---|--------------------------------|
| • Applications close | Tuesday 23 March 2021 @ 3.00pm |
| • Shortlisting completed & interviews held by | Tuesday 30 March 2021 |
| • Candidates notified of outcome by | Thursday 1 April 2021 |
| • Successful applicants begin @ KNS | Monday 3 May 2021 |

Applications should be forwarded to Conrad Kelly, Principal, Karori Normal School, Donald Street, Karori, Wellington 6012 or ckelly@kns.school.nz. Should you have any questions please do not hesitate to contact me.

I urge you to apply. The supportive board, professional staff and motivated pupils make Karori Normal School an enjoyable, exciting and rewarding place to teach. Applications close on Tuesday 23 March 2021 at 3.00pm.

Yours sincerely

Conrad Kelly
Principal



KARORI NORMAL SCHOOL

APPLICATION FOR APPOINTMENT

To:

Conrad Kelly, Principal, Karori Normal School, Donald Street, Wellington 6012 or ckelly@kns.school.nz

Position/s applied for: Fixed-Term New Entrant Roll Growth – commencing 14/09/2020

PERSONAL DETAILS:

Name (in full): _____

Have you ever been known by any other name? If yes provide below.

Address: _____

Home Phone: (0) _____

Work Phone: (0) _____

Mobile Phone: (0) _____

Email: _____

Citizenship: _____

Teacher Registration No: _____

Category of Certification (Please tick one):

Full Practising Certificate

Provisional Practising Certificate

Subject to Confirmation Practising Certificate

Practising Certificate Applied For

PRESENT EMPLOYER

Name of present employer:

Work Phone: (0) _____

Address: _____

Other Phone: (0) _____

Mobile Phone: () _____

Position held: _____

Date commenced: _____

REFEREES

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your most recent work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

1.

Name: _____ Home Phone: (0) _____

Address: _____ Work Phone: (0) _____

_____ Mobile Phone: (0) _____

_____ Email: _____

Relationship or Position: _____

2.

Name: _____ Home Phone: (0) _____

Address: _____ Work Phone: (0) _____

_____ Mobile Phone: (0) _____

_____ Email: _____

Relationship or Position: _____

3.

Name: _____ Home Phone: (0) _____

Address: _____ Work Phone: (0) _____

_____ Mobile Phone: (0) _____

_____ Email: _____

Relationship or Position: _____

EDUCATIONAL QUALIFICATIONS

| Institution Attended | Year | Qualifications Attained | Date Awarded |
|--------------------------------------|------|-------------------------|--------------|
| Secondary School | | | |
| Private Training Establishment (PTE) | | | |
| Polytechnic | | | |
| University | | | |
| Other | | | |

Forwarding Applications:

1. **When completed** please forward:

- Curriculum Vitae
- Copy of Practising Certificate
- Any other documentation

To: Conrad Kelly
Principal
Karori Normal School
Donald Street
Karori
Wellington 6012

Or

ckelly@kns.school.nz

Upon receipt, all applications will be acknowledged by email if provided.

2. **For Return of Curriculum Vitae:**

- ❖ Your Curriculum Vitae will be returned if a suitably stamped self-addressed envelope for this purpose is enclosed with the application. Otherwise, collect from the School Office.
- ❖ If your Curriculum Vitae is not collected, within two weeks of the date of notification of the appointment, it will be destroyed.