



Kia ora and welcome to Norsewood & Districts School, on our GREAT learning adventure.

Thank you for your interest in our school. Please read the information below carefully.

**Permanent 0.8 teaching position at Norsewood & Districts School.**

Norsewood & Districts is a vibrant, rural, full primary school with a roll of 65+ children.

The school has an ongoing commitment to staff professional learning to impact student achievement. Teaching as Inquiry and collaborative practice are major focuses of our professional growth, with direct links to improving student learning and to staff appraisal.

The Board work together to effectively support all aspects of student learning. We are proud of our children, our staff, and our friendly and supportive school culture.

The timeline for the appointment process of our permanent senior school teaching position is as follows:

- |   |   |
|---|---|
| ➤ Position advertised in Gazette (online) | Current                                       |
| ➤ Applications close                      | 5.00pm Friday 24 <sup>th</sup> September 2021 |
| ➤ Shortlisting                            | Tuesday 28 <sup>th</sup> September 2021       |
| ➤ Referees contacts                       | 29-30 <sup>th</sup> September 2021            |
| ➤ Interviews                              | To be confirmed                               |
| ➤ Position commences                      | Negotiable                                    |

The application pack includes:

- Application forms & Selection criteria
- Referee report – to be given to two (2) referees

By **5pm Friday 24<sup>th</sup> September** please complete the **application form** and email **with your CV** and **covering letter** marked **CONFIDENTIAL APPLICATION** to:

The Principal  
Norsewood & Districts School  
[principal@norsewood.school.nz](mailto:principal@norsewood.school.nz)

*Nga mihi,  
Angela McQuarrie  
Principal*

# SELECTION CRITERIA

0.8 teaching position at Norsewood & Districts School. The year level for this vacancy is Years 6-8.

We have high expectations of our teachers to consistently demonstrate our Norsewood **GREAT** values within all areas of school life.

Give it a go  
Respect  
Empowered  
Attitude  
Thinking

The following criteria are expected attributes:

## EXPECTATIONS

- Has high expectations of equity for learning and behaviour, for all learners
- Encourages learners to have high expectations of themselves
- Shows personal commitment to upholding the school values.

## MEETING THE NEEDS OF LEARNERS

- Up-to-date current pedagogical and practice of teaching and learning, including strong New Zealand Curriculum (NZC) knowledge
- Demonstrate genuine passion and skills to grow learner engagement and achievement
- Understand the significance of building a 'community of learners' within the classroom
- Understanding of how to apply evidence-based practice and assessment to inform teaching and learning for our learners
- Evidence of recent successful teaching experience
- The ability to work collaboratively as part of the Norsewood & Districts team to best meet the needs and strengths of our learners.

## PERSONAL

- Resilient and flexible
- Enthusiastic, reflective and open-to-learning, demonstrating genuine passion and dedication to continually advance own professional learning and practice
- Shows evidence of excellent and effective communication skills
- Enjoys a work-life balance
- Values and respects the effectiveness of teamwork and collaboration
- Builds respectful relationships with staff, learners, families and whānau
- Is well organised, prepared and planned for effective teaching and learning

## COMMUNITY

- Will enjoy building and maintaining connections with the community and be proactive in helping generate a positive image for our school
- Shares an understanding of the unique nature and character of Norsewood & Districts School and its place in the community.

**APPLICATION FOR APPOINTMENT AS:**

**PERMANENT 0.8 TEACHING POSITION - Start date negotiable**

Please complete all sections of this form, ensuring you sign and date the last page.

*The completed form must be received by the Principal by 5.00pm Friday 24<sup>th</sup> September 2021*

**PERSONAL DETAILS**

**Title:** Mr/Mrs/Ms/Miss/Other

\_\_\_\_\_

**Surname:**

\_\_\_\_\_

**Given Names:**

\_\_\_\_\_

**Full Postal Address:**

\_\_\_\_\_

\_\_\_\_\_

**Phone**

**Private:**

**Business:**

**Mobile:**

**Email:**

**Previous name if used in teaching:** \_\_\_\_\_

**Are you registered as a teacher?** \_\_\_\_\_ **Registration No:** \_\_\_\_\_ **Expiry:** \_\_\_\_\_

**Ethnic Origin** (*This is for EEO purposes only*):

\_\_\_\_\_

Are you a New Zealand citizen? \_\_\_\_\_

If not, do you have resident status? \_\_\_\_\_

Do you have a current work permit? \_\_\_\_\_

If so, what are the terms of this work permit? \_\_\_\_\_

**PRESENT POSITION HELD**

**Title:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Date appointed:** \_\_\_\_\_

**Nature of present position:** (please tick as appropriate)

(Full Time Part Time) Permanent  (Full Time Part Time) Fixed Term  Relieving

Proof of identity and right to work check

Shortlisted applicants being interviewed will need to provide <b>originals of two types of identification</b> (one photo ID e.g. passport, New Zealand driver licence; and the other a record ID e.g. birth certificate, bank statement, a bill).		
	YES	NO
Have you ever had a criminal conviction? <i>Convictions that fall under the clean slate scheme do not have to be disclosed. Short-listed candidates will be asked to consent to police vetting.</i>		
If the answer to the question above is "Yes", please give details here:		
Have you ever received a police diversion for an offence? <i>If "Yes", please detail below:</i>		
Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?		
Are you awaiting sentencing, or do you have any current charges pending? <i>If "Yes" please detail the nature of the situation pending in the space below:</i>		
In addition to other information provided, are there any other factors we should know to assess your suitability for appointment and ability to do the job? <i>If "Yes", please elaborate below:</i>		
<b>MEDICAL/HEALTH</b>		
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome or stress which the tasks of this job may aggravate or contribute to?		
Have you suffered any previous back injury or strain?		
Are you allergic to, or have sensitivity to, any substances or chemicals? <i>If answering "Yes", please provide details below, including treatments/medications.</i>		
Do you have a current Full Driver's licence?		

I verify that the information I have supplied above is true and correct.

**Applicant's signature:** \_\_\_\_\_

**Referees:** Please provide the names of three (3) people who could act as referees for you. One of these should be your current employer and all three should be able to attest to your work performance.

<b>Referee</b>	<b>Contact Details</b>	<b>Relationship</b> <i>(eg: Employer/Principal)</i>
Name:  Position:	Ph:  Ph:  Email	Relationship:  Time known:
Name:  Position:	Ph:  Ph:  Email	Relationship:  Time known:

- Please attach your curriculum vitae and covering letter
- Please read and sign the statements below:

**Authority to approach other referees:**

I authorise the Norsewood & Districts School Board of Trustees, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I authorise the Norsewood & Districts` School Board of Trustees, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organisation, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Confirmation:**

I verify that the information I have supplied in this application is true and correct. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Privacy Statement from the Board of Trustees to Applicants**

The information that has been, or will be provided to the Board of Trustees in regard to this application will be used only for the purpose of determining the applicant's suitability to fill the vacancy. Only the Board of Trustees and their representatives will have access to the information. The curriculum vitae of the successful applicant will be kept on file along with her/his application. All referees interview notes along with other information gathered on applicants during the process will be destroyed.

*Nga mihi*

*Angela McQuarrie*

*Principal*

*Norsewood & Districts School*

Please email or mail your completed application marked (CONFIDENTIAL APPLICATION) to arrive by 5.00pm Friday 24<sup>th</sup> September to:

Angela McQuarrie

Principal

Norsewood & Districts School

[principal@norsewood.school.nz](mailto:principal@norsewood.school.nz)