

Te Totara Primary School

Application for Teaching Positions



Positions Available starting in Term 1, 2025

Position Type:

Years 1-6 Fixed Term Positions, up to 5 available due to roll growth

Kia ora potential applicants,

The Te Totara Primary School community welcomes your application for the Scale A Teacher position. Due to roll growth and staff taking up new opportunities we have a number of positions available, all fixed term.

Please find enclosed all the information you will need to apply for the role.

Te Totara Primary School prides itself on the quality of its teaching and learning opportunities provided to its students and teachers. We foster a learning culture where individuals are encouraged to achieve their potential in a safe, welcoming environment where excellence is valued. At Te Totara Primary School our school values are expressed through our "Reach for the Stars" philosophy. Within our community we foster smart decision making, are always trying our best, we are always learning, being respectful and growing self-managing learners.

Teachers at our school enjoy ongoing professional support which includes additional teaching and learning professional development time above award entitlement. If you are an enthusiastic and passionate teacher who enjoys working in a collegial manner with our staff, children and community, then we would like to hear from you.

Te Totara Primary School is located in the heart of North Hamilton. There are currently 32 classrooms, including two Satellite Classes from Hamilton North School. Other significant information includes:

- *We started 2024 with 28 classes, growing by four more classes during the year.*
- *The current roll is 770 students. We expect to finish the school year with 795 students.*
- *There were 11 Support Teachers at the beginning of 2024.*
- *4 Administration Staff including an Administration Manager and Business Manager.*
- *2 Library, ICT and Resource staff.*
- *2 Caretakers.*
- *18 Before & After School Care staff, with 2 Managers. The service is run by the school.*
- *Our website and our Facebook page has all the staff for 2024 and other information that may be of use: www.tetotara.school.nz*

We aim to develop in our students the attitudes, knowledge, understanding and skills the need to continue learning throughout their lives. We work alongside our School Board, students and their whanau in partnership to set goals so we can 'Grow and Learn Together.'

What needs to be completed?

Please provide the following:

- A Letter of Application addressing the Criteria for Appointment (below)
- Completed Application Form
- An up-to-date Curriculum Vitae
- A stamped self-addressed envelope (*if you wish for your C.V. to be returned*)

Applications can be dropped off at the School Office (31 Hector Drive, Rototuna), posted to the below address or emailed to: receptionist@tetotara.school.nz

*The Administration Manager
Te Totara Primary School
PO Box 28134
Rototuna
Hamilton 3256*

Timeline:

Tuesday 17th September, 2024
Friday 11th October, 2024

12:30pm Applications advertised
Applications close at 12 noon.
School Office will be open at 9.00am 11/10/24

Note: *Shortlisted applicants only will be advised by email/phone and invited for an interview*

Tuesday 15th & Wednesday 16th October, 2024 Interviews held

Criteria for Appointment:

- Develop and maintain positive relationships with students, whanau and colleagues
- Ability to create a culturally inclusive learning environment that reflects the principles of Te Tiriti o Waitangi partnership
- Effective Curriculum practice and a developing knowledge of the Curriculum Refresh
- Participate as an active member in your teaching team
- Ability to assess and respond to meet the needs of your learners, reflecting a strengths based approach

Note: Your application will not be accepted unless you have attached all of the required documents listed below:

- A Letter of Application
- Completed Application Form
- An updated CV

Application Form

Title and Surname/Family Name	First Names (in full)

Position starting Term 1, 2025	Please specify your preferred Year ✓	
Years 1-6 Fixed Term Position - roll growth	Year 1	
	Year 2	
	Years 3-4	
	Years 5-6	

Full Postal Address		Email address	
Mobile	Private:	Work	

Teacher Registration Status, number and expiry date: <i>(Please note we can only employ NZ Registered Teachers)</i>

Educational Qualifications: Please state your last secondary level qualification: Please state your tertiary level qualification/s: Please state any other qualifications that relate to the position:
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Declaration

Please <u>CIRCLE</u> the appropriate box:		
Are you a New Zealand Citizen?	Yes	No
If not, do you have NZ Resident status and/or a current Work Permit?	Yes	No
Have you ever had a criminal conviction? <i>(convictions that fall under the clean slate scheme do not have to be disclosed)</i>	Yes	No
If "Yes" please detail:		
Have you ever received a Police Diversion for an offence?	Yes	No
If "Yes" please detail:		
Have you been convicted of a driving offence which resulted in temporary or permanent loss of your Drivers Licence, or imprisonment?	Yes	No
If "Yes" please detail:		
Are you awaiting sentencing/currently have charges pending?	Yes	No
If "Yes" please state the nature of the conviction/cases pending:		
In addition to other information provided, are there any other factors that we should know to assess your suitability for appointment and ability to do the job?	Yes	No
If "Yes", please elaborate:		
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to?	Yes	No
If "Yes", please detail:		
Do you have a current New Zealand Driver's Licence?	Yes	No

Employment History

Please outline your most recent employment history, beginning with current or latest employment.

Period Worked	Employer's Name	Position Held	Reason for Leaving

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 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.

Name	Address	Telephone	Relationship (e.g. employer/principal)

I certify 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. I confirm in terms of the Privacy Act 2020 that I have authorised access to referees.

Authority to approach other referees: I authorise the Board, or nominated representative, to approach persons or the Teachers Council, other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.

Signature _____ Date _____