



Ranui Terrace
PO Box 51190
Tawa

e-mail: office@linden.school.nz
www.linden.school.nz
Telephone: 04 232 5329

Appointment of Fixed Term Scale A Teacher For Term 4 2021

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Year 2-4 Class

This position has arisen from roll growth

Dear Applicant

Thank you for expressing an interest in the position of a Scale A (Fixed Term) Teacher at Linden School.

The following documents are included in this application pack:

- Information about our School
- Criteria for Appointment
- Application for Appointment

Information about our school can be obtained from the school website www.linden.school.nz. The 2021 Charter is also available from the school's office. This includes our 2020-2022 Strategic Plan.

Please ensure that your CV clearly addresses the criteria for appointment.

The application for appointment is to be returned with your CV and covering letter. We only accept emailed applications, or hand delivered applications. The email address to use is: principal@linden.school.nz

Timeline

30 July	Ad to appear in the online Gazette
13 August	Applications close at 4pm
16-18 August	Shortlisting of applicants
19-24 August	Interviewing of shortlisted applicants
24-25 August	Appointment confirmed
18 October- 14 December	Employment contract dates

If you have any further questions, please contact the Principal, Gaylene Hill on (04) 2325329. Visits are welcomed.

Yours sincerely

Gaylene Hill
Principal

Information about our School

Our Educational Approach

We aim to create a cooperative teaching and learning environment that is relevant, purposeful and challenging. We believe students need support to take risks and become independent learners.

We place a strong emphasis on the core areas of literacy and numeracy, but also recognise and value the importance of all the essential learning areas and skills, the key competencies, and learning through our conceptual curriculum.

We encourage and recognise effort, progress and achievement, perseverance and fun.

Our School Vision

Drive, Strive, Thrive

Kokiritia, Tohetia, Wikitoriatia

*We build a community of learners who **drive** their learning, **strive** hard during their learning, and then **thrive** on their successes.*

Our Shared Values

We have established the following values based around the PB4L philosophy where the focus is on acknowledging and rewarding positive behaviour. We have taken on the acronym HEART as it demonstrates pride/ Mana, and is the shape of the Linden tree leaf.

Helpfulness

Empathy

Aroha

Respect

Trustworthiness

School Description

Linden School is a decile 4 contributing school situated in Linden, Tawa. The roll currently stands at 98 students from 17 ethnicities. We are inclusive and value all students equally for their positive contributions to our school.

We have 4 classrooms spread over 2 teaching blocks. We also have a school hall and a library.

We have an amazing amount of space for students to play (both hard surfaces and fields) and fully encourage our students to be active as much as possible.

Our teachers provide the opportunities for personalised learning approaches for our senior students, that lift achievement levels and enable the students to understand what their strengths and weaknesses are. Our school is on the journey to develop collaborative and/or personalised learning across the school. Staff work collaboratively with this goal in mind.

Criteria for Appointment and Person Characteristics

Professional

- Be a member of a collaborative team
- Establish and maintain effective relationships with students, whanau and staff
- Support students to develop their sense of belonging and self esteem
- Effectively communicate with staff, students and community
- Work with the team/curriculum leaders in the delivery of the school and NZ curriculum
- Demonstrate effective and integrated teaching based on best practice
- Positive behaviour management and/or experience with restorative practice
- Participate in all aspects of the school
- Committed to the school's positive culture
- Involved in development as a professional through engaging in PLD opportunities
- Be knowledgeable of the New Zealand Curriculum and supporting documents
- Strength/ interest in Tikanga and Te Reo Maori, and Health an advantage

Personal

- Strong interpersonal skills
- Collaborative, team builder
- Future focussed and reflective
- High level of personal integrity
- Strategic thinker
- Empathetic
- Energetic
- Sense of fun

Application for Appointment

Important Notes for Applicants

Thank you for applying for a position within our school. Please ensure you have a copy of the criteria for appointment and person characteristics above before completing your application.

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.
3. If successful in your application, you will be required to provide originals as proof of qualifications.
4. If you are selected for an interview, you may bring whanau/support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
6. In terms of criminal conviction, the criminal records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
 - a. you have not committed any offences within 7 (consecutive) years of being sentenced for the offence and
 - b. you did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) and
 - c. the offence was not a specified offence (specified offences are in the main sexual in nature) and
 - d. you have paid any fines or costs.

Custodial sentences include ascendance of preventative detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible, contact the Ministry of Justice.

Under the *Vulnerable Children Act 2014*, **core workers** in schools will not be covered by the Clean Slate.

All serious sexual violent offences against children will be included in the police vetting results. The Act will make it unlawful to employ people with convictions for these offences, unless they have an exemption.

This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993. If you have any queries please contact the Principal, Gaylene Hill.

Proof of Identity

Shortlisted applicants being interviewed, will need to provide two types of identification (one photo ID e.g. passport, New Zealand drivers licence and the other a record ID e.g. birth certificate, bank statement, utility account).

Application Form

To: Appointments Panel (email subject line should be endorsed 'Confidential Application')

Position Applied For: Fixed term for term 4, 2021 Scale A Teacher, Linden School in a year 2-4 class

Personal Details

Full name		Preferred title	
If you are known by another name please state			
Address			

Telephone (Home)		Telephone (Mobile)	
Email			
NZ Registration Status (highlight/circle one)	Full	Provisional	Subject to Confirmation
Registration Number		Expiry Date	

Qualifications

Qualification Attained	Name of Institution	Date Awarded	Years undertaking Qual

Please tick the appropriate boxes: ✓	Y	N
Are you a New Zealand citizen?		
If not, do you have resident status, or a current work permit?		

Have you ever had a criminal conviction (<i>convictions under the clean slate scheme excluded</i>)?		
If "Yes" please detail:		
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of license, or imprisonment? If "Yes" please detail below		
Are you awaiting sentencing or have charges pending? If yes, please state the nature of the conviction/cases pending below.		
In addition to other information provided, are there any other factors that we should know to assess your suitability for appointment and your ability to do the job? If "Yes", please elaborate below.		
Have you ever been subject of any concerns involving student safety? If "Yes" please detail below.		
Have you had any injury or medical condition caused by a gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the task of this position may aggravate or contribute to? If "Yes" please detail below.		
If "Yes" please detail/elaborate below:		
Do you have a current New Zealand driver's licence?		

Employment History

Please list your work experience in your last five positions beginning with your most recent position held. If you were self-employed, give details. If you have had more than five positions in the last five years, please list them all. Attach additional sheets if necessary.

School	Position held	Reason for leaving	Period employed

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.

Name	Contact Details <i>(Organisation, Address/ email)</i>	Mobile Phone	Relationship <i>(e.g. BOT Chair, Principal), including how long you have known the person</i>

Authority to approach other referees	Y	N
I authorise the Board, 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.		
I authorise the Board, or nominated representative, permission to access any information held by the Teaching Council of Aotearoa New Zealand or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for the appointment to the position.		

Any other information

Please use the following space to provide any additional information that you wish the panel to consider when reflecting on your application.

Signature and Date

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.
- 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.

Signature:		Date:	
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Please ensure this form is completed fully and included along with your personal curriculum vitae and covering letter in your application.