



## Fixed Term Teacher Positions 2021 - Application Pack (f)

Thank you for your interest in the teaching position at St Joseph's School, Papanui. We hope you find this application package informative and useful.

The position relates to a new teaching role in our New Entrant Team.

Please find enclosed:

- Job Description including a Person Specification and a Statement of Responsibilities
- Application Form
- Equal Employment Opportunity Form

When submitting your application, please ensure you include the following documentation:

- Application Form
- Equal Employment Opportunity Form
- Covering Letter
- Curriculum Vitae
- Certified copy of photo identification (passport or driver's license)

**Application Close: 6th August 2021**

**Preferred Commences Date: 31 August 2021**

All applications must be sent to the following address: [applications@stjopapa.school.nz](mailto:applications@stjopapa.school.nz)

# JOB DESCRIPTION SUMMARY

- Employment Title:** Full-Time Teacher
- Term:** Fixed Term starting 31 August 2021 and Ending 17 December 2021
- Employment Agreement:** Primary Teachers' Collective Agreement (available)

## Key Objectives

1. To provide high-quality learning opportunities for the students at St Joseph's School, Papanui.

## Person Specifications

1. Holds a relevant teaching qualification and a current Registration Certificate.
2. An innovative and passionate teacher who enjoys assisting children to reach their full potential.
3. A collaborative focused individual who has excellent interpersonal skills.
4. Recent teaching experience in a New Zealand Primary School.
5. Excellent ICT skills that engage students and are used to communicate with the wider community.
6. A willingness to support and participate in the Special Catholic Character of the school.

## Statement of Specific Responsibilities

1. Successfully undertake delegated curriculum and corporate responsibilities.
2. Form effective partnerships with parents.
3. Actively participate in ongoing staff meetings and organized professional development.
4. Participate in school/community events.
5. The teacher is responsible for planning, teaching, assessing, and reporting on the achievement of students.
6. Collaboratively work with colleagues to achieve the goals set by the Board of Trustees
7. Support and participate in the Special Catholic Character of the school.

Specific responsibilities will be allocated on appointment. *A detailed Job Description and appropriate employment contract will be provided to the successful applicant when an offer of employment is made.*

# SCHOOL DESCRIPTION

St Joseph's School is a state-integrated school for girls and boys from Year 1-8 offering an education with a special Catholic character. The special Catholic Character of our school is founded on our patron St Joseph and the Gospel Values which flows the educational philosophy of Catherine McAuley as gifted to us by the Sisters of Mercy.

We aim to enrich children's lives by nurturing personal dignity, respect for others, a sense of community, and the living of Gospel Values within the teachings of the Catholic Church. The Gospel Values of Faith, Love, Courage, and Wisdom underpin the day-to-day activities.

St Joseph's School is a wonderful place to teach and learn. We strive to acknowledge the unique gifts of each individual and are committed to empowering every student to reach their full potential. Programmes are challenging, success – orientated and fulfilling. Our comprehensive learning programme ensures that students are equipped with the knowledge, skills, and attitudes to succeed in the future. We are committed to fostering confident, self-motivated, lifelong learners.

St Joseph's School is situated in the city of Christchurch, providing a Catholic Education to families in the northern suburbs of Belfast, Redwood, Northcote, Papanui, Casebrook, and Bishopdale. The school's positive reputation and high expectations have created an ongoing demand on its student roll which is limited to 440 students.

The school is organized into four teams: Years 1-2, Years 3-4, Years 5-6, and Years 7-8. Each team consists of 4-6 teachers. We encourage teachers to work collaboratively to respond to the emerging needs of children

The leadership team consists of the Team Leaders, Director of Religious Studies, two Deputy Principals and Principal. St Joseph's School is also a member of the Christchurch Catholic Schools' Kahui Ako (Community of Learning) that includes nine Catholic primary schools and five Catholic high schools spread across the greater Christchurch area.

St Joseph's School is a well-resourced school situated on 10 acres of land that includes a football field, rugby field, cricket facilities, netball court, basketball court and three adventure playgrounds. School facilities also include twenty classrooms, a library, and a hall. The school is currently working collaboratively with the parish to rebuild a church and new hall facility. When completed, this new complex will prove to be a valuable resource for the parish/school community.



# APPLICATION FOR APPOINTMENT

## Fixed Term Teacher 2021f

### IMPORTANT NOTES FOR APPLICANT

Thank you for applying for the Fixed-Term Teacher position at St Joseph's School, Papanui.

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. The school's selection panel also reserves the right to contact the applicant's past employers or colleagues to determine suitability for the position.
4. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
5. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
6. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or the appointment being terminated if any information is later found to be false.
7. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
  - You have not committed any offense within 7 (consecutive) years of being sentenced for the offense **and**
  - You did not serve a custodial sentence at any time (this would exclude serious offenses such as murder, manslaughter, rape, and causing serious bodily harm) **and**
  - The offense was not a specified offense (specified offenses are in the main sexual in nature) **and**
  - You have paid any fines or costs

Custodial sentences include a sentence of preventive 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.
8. 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 at Joseph's School, Papanui - 03 3528779

Applications Close on 6th of August 2021. Please send applications to

[applications@stjopapa.school.nz](mailto:applications@stjopapa.school.nz)

# teaching position application form

**Please post or email to:**

Application  
St Joseph's School Papanui  
4 Vagues Road  
Christchurch 8052  
[office@stjopapa.school.nz](mailto:office@stjopapa.school.nz)

**Position applied for: Fixed Term Teacher Positions 2021f**

## personal details

Surname	
Given names	
Preferred name	
Address	

Contact details	home		work	
	mobile		email	

Certificated Teacher Status	Registration No.	Expiry date
Certificated teacher		
Provisionally certificated		
Not certificated		

## Present Teaching Position

School	
Date appointed	
Type of appointment	

Can we contact your principal about this position?                      **yes**                      **no**

Educational Qualifications	Type of qualification	Date received	Received from

### Details of Training and Service

Please include details of your work history for the last 5 years.

school	position	dates	class level

Please indicate any breaks in service and give reasons, e.g. overseas travel:

dates	reason for break



# confirmation

1	I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked. 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 dismissed.	yes	no
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2	I am currently registered to teach in New Zealand.	yes	no
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3	In accordance with the Privacy Act, I authorise the board of trustees to: <ul style="list-style-type: none"><li>· Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board</li><li>· Obtain information in relation to my application from persons not listed as referees, and I consent to these persons disclosing pertinent information to the board.</li><li>· Contact the Teaching Council.</li></ul>	yes	no
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4	<b>student safety</b> <b>[Cross out the statement that doesn't apply to you]</b> <ul style="list-style-type: none"><li>· I have never been the subject of a complaint about the safety of a student.</li><li>· I have been the subject of a complaint about the safety of a student.</li></ul> <p><i>Please give dates and details:</i></p>		
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**offenses against the law**

**[Cross out the statements that don't apply to you]**

- I have never been convicted of an offense against the law (excluding minor traffic convictions).
- I have no pending charges of an offense against the law.
- I have been convicted of an offense against the law.

*Please give dates and details:*

- I have pending charges of an offense against the law.

*Please give dates and details:*

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I know of no reason why I would not be suitable to work with children or young people.

**true**

**fals  
e**

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*Applicant's signature*

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*Date*

# referees

Please provide the names and contact details of three referees below. Referees' reports are confidential to the board. Referees will only be contacted for candidates who are short-listed.

## referee's details

Full name				
Position				
Relationship to the applicant				
Contact details	private		work	
	mobile		email	

## referee's details

Full name				
Position				
Relationship to the applicant				
Contact details	private		work	
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Full name				
Position				
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Contact details	private		work	
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# EEO FORM

**Position:** Fixed Term Teacher 2021f

- A. The reason for collecting data from applicants and employees of the school include:
- Developing a profile on the range of people currently working at the school and the range of applicants applying for jobs.
  - Developing and monitoring an EEO action plan.
- B. The information is confidential and is gathered for statistical purposes only. It will be removed from your allocation when received and processed separately.
- C. The principal and the school secretary are the only people who will see the completed forms. The forms will be destroyed as soon as the data has been summarized and entered onto the personnel database.
- D. No Individual Equal Employment Opportunity records are kept in any form.
- E. The data is gathered and analyzed for EEO purposes only. A summary of the information is given to the Board of Trustees.
- F. The summary may also be used in the St Joseph's School Papanui annual report.
- G. Thank you for completing this form.

**Gender:** Male  Female

**Ethnic Identity:** NZ Maori  NZ Pakeha  Pacific Is   
Other (*Specify*)

**Disability:** Do you live with the effects of injury, long-term illness, or disability/disabilities?  
Yes  No

If you answered 'yes' in the question above, how does your injury, illness, or disability affect you at work?

Movement  Vision  Heart  Concentration

Hearing  Mental Health  Speech

Other (*specify*)

Do you need any aids or equipment or adaptations to your workplace to make your work easier or to improve your work performance? Yes  No

*If YES, please specify*

**Training:** In what country were you awarded your Teaching Qualification?

