

Application Instructions

Candidates are strongly urged to keep application material succinct and relevant to the specifications of this position.

This position is a Point Six, permanent, Scale A position. The applicant will teach three days a week.

If you are interested in applying for this position please email your application to:
abatt@greatvalley.school.nz

Your application should include:

1. Your letter of application, which should directly address the job description, the kind of person we are looking for and any areas of strength that you would bring to our school.
2. The completed Application form.
3. Your CV.
4. A copy of your Registration.

If you have any queries regarding this position please ring:
The Principal, Anne Batt
027 675 2929.

Timeline for the appointment process

Below is the timeline for the position advertised.

These dates are a guide only, however the appointments committee will endeavour to ensure they keep as close to them as possible.

You are welcome to visit the school. We would be happy to show you our facilities and answer any questions you may have regarding the position. Please contact the Principal to arrange a time.

	Timeline	Date
1	Applications close	Tuesday 23rd of November 3.00pm
2	Short listed applicants informed	26 th November
3	Interviews to be held	Week starting 8 th of December
4	Applicants informed of decision	13th December
5	Position commences	The beginning of 2022

Job Description

	Requirements for this Position:
1	This position is a Point 6, permanent position. The current level spread is New Entrant to Year 3. Experience in multi level teaching is important.
2	Be confident in implementing all aspects of the New Zealand Curriculum at the junior level.
3	Demonstrate a clear understanding of the concept of teaching as inquiry.
4	Having a strength in music would be an advantage but is not essential.
5	Take full responsibility for the classroom environment, ensuring it is conducive to the promotion of motivational learning.
6	Be fully planned and organised for all teaching programmes. Understand that you need to recognise in your planning the diverse needs of your learners, including catering for the Year level range of NE to Yr 3.
7	Participate in all aspects of school life. The understanding is that there will be times when this is outside of normal school hours.
8	Support the school vision of preparing students for being active, self motivated life long learners.
9	Take part in all professional development to extend your own learning and keep your teaching practice current.
10	Maintain regular professional reading, applying this when appropriate to improving teaching practice and be prepared to share findings in staff meetings.
11	Be an active participant in the school staff meetings. Be prepared to take a lead role when asked.
12	Take responsibility for allocated curriculum areas.
13	Participate fully in the school appraisal system.
14	Build strong relationships with the children, parents, staff and the wider community.

What kind of person are we looking for?

1	An enthusiastic, confident teacher who is in the job because they love teaching and guiding children through their learning journeys.
2	Someone who is experienced in the Junior school area and understands the elements of working in a multi class situation.
3	Someone who is creative and energetic.
4	A person who can recognise the potential in every child and knows how to work with them to help them realise this potential.
5	A punctual, honest and reliable person.
6	A person whose literacy skills are high.
7	A team player.
8	Someone who is prepared to go that extra mile for their students.
9	Someone who enjoys becoming involved in all aspects of school life.
10	A teacher who isn't afraid to ask for help and one who willingly shares their ideas.
11	A realistic goal setter.
12	An effective planner who is well organised.
13	Someone who uses their initiative.
14	A person who understands that teaching involves looking at the whole picture of the student.
15	A person who is sensitive to the needs of others.
16	A person who understands the workings of a rural community.
17	And above all, someone who has a great sense of humour!!

Application Form

Personal Details

Surname	
Christian Names	
Preferred Name	
Address	
Contact Phone Number	
Registration Details	
Registration Number	
Expiry Date	
Current Position	
School	
Date Appointed	
Title of Position	

Curriculum Vitae

Please summarise the following from your Curriculum Vitae.

Previous Employment in Education (last 5 years)

School	Position	Class Level	Start Date	Time in position

interests (outside teaching)

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Qualifications (Educational or other relevant qualifications)	
Qualification	Date attained

Referees

Please list below up to three people you have asked to act as a referee for you. At least one should be a person you have worked with recently.

Name	Position	Contact phone number

Convictions against the law

Have you ever been convicted or are awaiting conviction of any offence against the law (apart from minor traffic offences not involving disqualification or imprisonment)?

Yes / No

If you have answered yes to the above question please enclose a certified copy of the entry in the Criminal Record Book relating to the conviction(s), obtained from the registrar of the court concerned. You may wish to enclose comments regarding the offence. A conviction may not necessarily prevent you from being appointed to the position.

Citizenship

Are you a New Zealand citizen?

Yes / No

Drivers Licence

Do you have a current New Zealand Driver's Licence?

Yes / No

Practising Certificate

Please attach a copy of your current Practising Certificate.

Please note that if you are selected for an interview you will need to bring the original document and photographic proof of identity.

Confirmation

In accordance with Section 9 of the Privacy Act 1993 I authorise Greta Valley appointment committee to contact any of the following to obtain information to assist them to assess my suitability for this position.

1. Named referees.
2. Current and/or previous employers.
3. Current and/or previous principals.
4. Any other person referred to in my application.

The confidentiality of this information to the Greta Valley appointment committee is protected under Section 29 (iii) of the Privacy Act 1993.

I certify that the information given in this application is, to the best of my knowledge, correct. I understand that this information may be verified.

Applicant's Signature

Date