



RIVERDALE SCHOOL

Scale A Teacher Fixed Term Position

Our School's Mission Statement:
Inspiring confident learners through a flexible, connected community.



(06) 3543216



jared@riverdale.school.nz



www.riverdale.school.nz





RIVERDALE SCHOOL

Empowering successful inquiring learners

Thank you for expressing interest in the advertised Scale A Teacher Fixed Term Position, which will begin in Monday 13th May 2024 to Friday 13th December 2024. The reason this position is fixed term is to cover an employee on Maternity Leave.

Our Kura is seeking an energetic and dynamic team player to join our team. We are a highly driven, professional and hard-working team who strive to create the best possible learning opportunities for our tamariki. We value positive schoolwide culture, having fun, and truly creating an environment where staff and learners enjoy coming to school each and every day. Forming genuine connections with colleagues, students, and whanau is essential for this role.

We encourage both experienced teachers and beginning teachers to apply for this position. Come and introduce yourself and tell us about your strengths and skills and how they will support our Kura moving forward!

For general information about our school, please look at our website.
If you require any further information, do not hesitate to contact me.

If this sounds like you, then we look forward to receiving your application.
School visits are welcome. Please email office@riverdale.school.nz to arrange a time.



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Note to applicant

When emailing your application:

- Please complete all sections of this application form.
- You may attach separate sheets where necessary.
- Attach a copy of a cover letter summarising your strengths and suitability for this position.
- Attach a copy of your Curriculum Vitae.
- Please ensure all applications and completed referee forms are to be received by 12 noon on Monday, the 18 of March, 2024. No late applications will be considered.
- All correspondence should be labelled "CONFIDENTIAL APPLICATION" and emailed to jared@riverdale.school.nz

The time frame for the application process for the position is outlined below:

Position Advertised: Monday, the 19th of February, 2024

Applications Close: 12 noon on Monday, the 18th of March, 2024

Applicants short-listed - Referees contacted: Tuesday, the 19th March, 2024

Interviews Commence: Wednesday, the 20th March, 2024 onwards

Offer of appointment made following the successful interview.

Commencement Date: Monday, 13th May, 2024

Please note that the above is an indication only. We reserve the right to vary all but the closing dates for applications. We retain CVs until the end of the process, which will then be destroyed.

Any enquiries regarding this application can be directed to Jared Bron (Principal)

Email: jared@riverdale.school.nz

Phone: 06 3542416

Ngā mihi

Jared Bron

Tumuaki



06 354 2416



jared@riverdale.school.nz



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APPLICATION FOR EMPLOYMENT

Important Notes for Applicants

Thank you for applying for a teaching position with our school. Please read the following notes.

1. You need to fill out this form yourself.
2. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
3. Attach a current curriculum vitae (CV) containing any additional information, if necessary.
4. Copies only of qualification certificates should be attached. If successful in your application, you will be required to provide the originals as proof of qualifications.
5. If you are selected for an interview, you may bring whānau/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 appointment being terminated if any information is later found to be false.
7. All applicants are required to give consent to a Police vet:
 - a) You cannot be employed as a children's worker if you have been convicted of a specified offence listed in Schedule 2 of the Children's Act 2014 (unless you have obtained an exemption). The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences, and these offences will be included in your Police vetting results.
 - b) The Clean Slate Act provides certain convictions do not have to be disclosed, providing:
 - you have not committed any further offence within 7 consecutive years of being sentenced
 - you did not serve a custodial sentence^[1] at any time
 - the offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Children's Act 2014
 - you have paid any fines or costs

Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible, contact the Ministry of Justice.

8. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g., passport) and a secondary identity document (e.g., New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015.
9. For the successful candidate, this document will be held on their personal file. Otherwise, the information provided will be securely destroyed after 30 days. You may access it in accordance with the provisions of the Privacy Act 2020.

Custodial sentence means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. Non-custodial sentence includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.