



## Team Leader Positions 2021 Application Pack

Thank you for your interest in the Team Leader position at St Joseph's School, Papanui. We hope you find this application package informative and useful. The successful applicant will lead our Year 1-2 team. However we prefer teachers who are fixable in the level they teach.

Please find enclosed:

- Job Description including 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: 18 March 2021**

**Preferred Commences Date: 3 May 2021** (negotiable)

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

# JOB DESCRIPTION SUMMARY

<b>Employment Title:</b>	Team Leader
<b>Term:</b>	Permanent
<b>Allowances and release:</b>	2 permanent units / 1 day classroom release that includes CRT and Leadership time.  Kahui Ako Within School Teacher position also available
<b>Employment Agreement:</b>	Primary Teachers' Collective Agreement (available)

## Key Objectives

1. Collaboratively work with the Principal and Leadership Team to maintain a reflective, collaborative and innovative team environment focused on quality learning.
2. To provide high quality learning opportunities for the students at St Joseph's School, Papanui.
3. Provide pedagogical, curriculum guidance and support to a team of teachers.
4. Work with the leadership team to review and enhance the teaching and learning programme that includes quality professional development for teachers.

## Person Specifications

1. Holds a relevant teaching qualification and a current registration certificate.
2. An effective team player who demonstrates a high degree of professionalism and communication.
3. An experienced teacher who has comprehensive pedagogical knowledge.
4. An innovative teacher who uses quality evidence based teaching programmes.
5. Has recent experience leading a team or school wide responsibility.
6. Has recent experience teaching in years 1-4 in a New Zealand primary school setting.
7. A willingness to support and participate in the Special Catholic Character of the school.

## Statement of Specific Responsibilities

1. Support and participate in the Special Catholic Character of the school.
2. Lead, organise and coach a team of teachers.
3. Successfully undertake delegated curriculum and corporate responsibilities.
4. Form effective partnership with parents.
5. Actively participate in ongoing staff meetings and organised professional development.
6. Participate in school / community events.
7. Responsible for planning, teaching, assessing, and reporting on the achievement of students.

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 has 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 Principal 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

Team Leader 2021a

## IMPORTANT NOTES FOR APPLICANT

Thank you for applying for the Team Leader positions 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 applicants 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 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 offence within 7 (consecutive) years of being sentenced for the offence **and**
  - 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**
  - The offence was not a specified offence (specified offences are in the main sexual in nature) **and**
  - You have paid any fine 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 18th of March 2021. Please send applications to

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

# Team Leader 2021a - 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:** Team Leader 2021a

## 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

**Total certificated service**



---

---

## confirmation

<b>1</b>	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.	<b>yes</b>	<b>no</b>
<b>2</b>	I am currently registered to teach in New Zealand.	<b>yes</b>	<b>no</b>
<b>3</b>	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>	<b>yes</b>	<b>no</b>

---



4

### student safety

**[Cross out the statement that doesn't apply to you]**

- I have never been the subject of a complaint about the safety of a student.
- I have been the subject of a complaint about the safety of a student.

*Please give dates and details:*

5

### offences against the law

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

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

*Please give dates and details:*

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

*Please give dates and details:*

<b>6</b>	I know of no reason why I would not be suitable to work with children or young people.	<b>true</b>	<b>fals e</b>
----------	--	-------------	-------------------

.....  
*Applicant's signature*

.....  
*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	
	mobile		email	

## referee's details

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