



CENTRAL NORMAL SCHOOL
TE KURA TUATAHI O PAPAIOEA

Whāia Kia Tutuki - strive to your potential



Year 3/4 Team Leader Application Pack



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COVERING LETTER

Dear Applicant

Ngā Mihi koe for your interest in potentially joining our team. We are incredibly proud of our kura and we are seeking a passionate teacher to join us as our new Team Leader.

We place huge value and emphasis on relationships - relationships with our tamariki, our kaiako and our whānau. We like to think of our place as one big whānau and value the contributions everyone makes to our collective whānau.

We are very proud that our kura is a culturally rich and unique school. We deliberately call ourselves unique as there are different aspects to our kura, which make us different from many other schools. We are a dual medium school, where we have 6 classes in Māori Immersion Learning. We are a fundholder school for the provision of Special Education (ORS), with a large number of ORS students enrolled at our school. We are also a Normal School, where we have a number of teacher trainees from Massey University who contribute to our school.

We strongly adhere to NELP 2, Barrier Free Access, and do what we can to ensure our tamariki have access to a range of rich and rewarding experiences. Similarly, we place great emphasis on a curriculum, where our tamariki are at the centre of all decision making, to ensure we meet their academic, pastoral and social needs.

Attached is the application pack for the position at our school. Should you have any further questions about the positions or would like to make a time to visit our school, you are welcome to contact me on (06) 359 3337 or principal@centralnormal.school.nz

I look forward to hearing from you.

Kind Regards

Regan Orr
Tumuaki/Principal



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GAZETTE ADVERTISEMENT

Team Leader (2MU+ Normal Schools Allowance).

We are seeking a passionate, motivated and experienced teacher to lead one of our Teams. The successful applicant will first and foremost build and foster amazing relationships with our tamariki, where they feel valued and empowered to take risks and learn. Accordingly, you will be energised to lead teachers in our Year 3/4 team and be a collaborative team player to work within our leadership team. At our kura, you will have access to high quality professional learning and development opportunities, enabling you to grow as a successful teacher and leader.

Position is to begin Term 4, 2021. The Principal, Regan Orr, welcomes your inquiries and/or visit.

Information and application forms can be found on our website www.centralnormal.school.nz Please send your application and CV to the Principal, either via email or mail (marked confidential). Applications close 3.00pm, Wednesday 28 July 2021.

TIMELINE FOR APPOINTMENT

Positions advertised online	Monday 5 July
Applications for positions close	Wednesday 28 July, 3.00pm
Shortlisting of applicants	Friday 30 July
Interviews	Saturday 7 August
Offer of appointment made/ Successful applicants notified	Saturday 7 August
Position Commences	Monday 18 October 2021



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APPLICATION FOR APPOINTMENT

Thank you for applying for a position with our school. Please make sure you have a copy of the position description and person specification before completing this application.

- Please fully complete this form personally. First, read it through, then answer all the questions and make sure you sign and date where indicated on the last page.
- Attach a curriculum vitae (CV) outlining any additional information, if necessary.
- 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.
- If you are selected for an interview, you may bring whānau/support people at your own expense. Please advise if this is your intention.
- Failure to complete this application and answer all the questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
- All applicants will be required to give consent to a Police vet.
- a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in Schedule 2 of the Vulnerable Children's Act 2014, unless they obtain 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 offence within 7 consecutive years of being sentenced for the offence
- You did not serve a custodial sentence at any time
- The offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children 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.

- Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (eg: passport) and a secondary identity document (eg: New Zealand drivers licence). A list of acceptable primary and secondary documents is available in the last sections of the Vulnerable Children Regulations 2015.
- This application form and supporting documents will be held by the board. You may access these in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.



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APPLICATION FOR EMPLOYMENT: TEAM LEADER

Surname/Family name	First names (in full)

Are you known by any other name(s)? If yes, please provide details below	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Full postal address	Date of Birth

Email address

Contact telephone numbers	
Personal:	Mobile:

IDENTITY VERIFICATION, CRIMINAL RECORD AND RIGHT TO WORK

Please tick the appropriate boxes

Immigration information Are you a New Zealand citizen?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If not, do you have resident status, or A current work permit	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever had a criminal conviction? If Yes, please provide detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
<small>A board may not employ or engage a children's worker who has been convicted of an offence specified in Section 2 of the Vulnerable Children Act 2014. The Clean Slate Act does not apply to schedule 2 offences.</small>	

<p>Have you ever received a police diversion for an offence? If Yes, please provide detail:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Have you ever been discharged without a conviction for an offence? If Yes, please provide detail:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Do you have a current New Zealand Driver's Licence</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Have you ever been convicted of a driving offence which resulted in a temporary or permanent loss of licence, or imprisonment? If Yes, please provide detail:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Are you awaiting sentencing or do you have charges pending? If Yes, please state the nature of the conviction/cases pending:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>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 detail:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Have you ever been the subject of any concerns involving child safety? If Yes, please detail:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Have you had an injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, which the tasks of this position may aggravate or contribute to? If Yes, please detail:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Teacher Registration Do you hold a current practising certificate from the Education Council? If Yes, please enter your registration number: _____</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

EDUCATIONAL QUALIFICATIONS

	Name	Location	Number of years completed	Highest Qualification gained
Secondary School				
University				
Other				

EMPLOYMENT HISTORY

Please list your work experience for the last five years beginning with your most recent position. Please explain any gaps in employment. If you were self-employed, give details. Attach additional sheets if necessary.

Period worked (please state start and end date)		Employer's Name	Position held	Reason for leaving
Start date	End date	(or reason for employment gap)		
	to			
	to			
	to			
	to			
	to			

REFEREES

Please provide the names of three people who could act as referees for you. One of these should be your current or most recent employer. Please indicate which referee is your current/recent employer in the table below. If you have included written references from people other than those listed below, please note that we may contact the writers of those references.

Name	Organisation	Position/Relationship	Best number to contact

