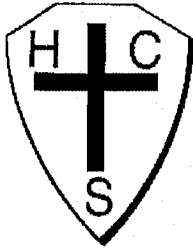


Holy Cross School
Miramar, Wellington

TEACHER APPLICATION PACK

Fixed Term 2020

- Letter of Welcome
- Personal Specification
- Application Form
- Timeline for applicants
- Outline of Job Description
- Key Charter and Strategic Goals



Holy Cross School

Te Rotokura

2 Athens Street, Miramar, Wellington 6022

Telephone: 3887189, Fax: 3882181

Email: administration@hcm.school.nz

Website: www.hcm.school.nz

Dear Applicant,

Thank you for your interest in the Fixed Term Teaching position at Holy Cross School, commencing Term One, 2020. We are a Catholic school, committed to upholding the Gospel values and building our wonderfully diverse community.

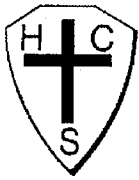
As a school, we also have a commitment to providing a strong and focused foundation in literacy and numeracy as these underpin all other curriculum areas.

Please complete the attached application forms and return these to us, along with your CV and letter of application by 12 noon Thursday 17 October 2019.

We wish you all the best for your application and know that if appointed to this position you will find Holy Cross School a rewarding community to be a part of.

Yours sincerely

Brendon Baker
Chairman
Holy Cross School Board of Trustees



Holy Cross School

Te Rotokura

TEACHING POSITION PERSON SPECIFICATION

We seek a Teacher who:

- Actively supports and upholds the Catholic Character of our school.
- Works to support the Vision, Mission and Strategic Goals of the School.
- Believes in and contributes to the positive and collaborative climate of Holy Cross School.
- Is respected for the quality of their teaching and teamwork.
- Has a professional presence (thinks and acts professionally) at all times.
- Demonstrates a willingness to continually improve their practice
- Is student, staff and community focussed with a friendly, open approach
- Is passionate about what they do.

TEACHING POSITION APPLICATION FORM

Please post or email to:

The Principal
 Holy Cross School
 2 Athens Street
 Miramar, Wellington 6022
principal@hcm.school.nz



Position applied for: **FIXED TERM**

PERSONAL DETAILS

Surname			
Given names			
Preferred name			
Address			
Date of birth			
Contact details	HOME		WORK
	MOBILE		EMAIL

Certificated Teacher Status	<input checked="" type="checkbox"/>	Registration No.	Expiry date
Certificated teacher	<input type="checkbox"/>		
Provisionally certificated	<input type="checkbox"/>		
Not certificated	<input type="checkbox"/>		

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

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.	YES	NO
	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.		

2	I am currently registered to teach in New Zealand.	YES	NO
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3	Have you had any injury or medical condition which the tasks of this job may aggravate or contribute to, or know of any reason why you might have difficulty carrying out the job for which you are applying? If yes please give details	YES	NO
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4	In accordance with the Privacy Act, I authorise the board of trustees to:	YES	NO
	<ul style="list-style-type: none"> Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board 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. Contact the Education Council. 		

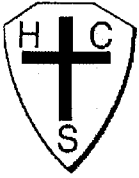
5	STUDENT SAFETY [Cross out the statement that doesn't apply to you]
	<ul style="list-style-type: none"> I have never been the subject of a complaint about the safety of a student. I have been the subject of a complaint about the safety of a student. <i>Please give dates and details:</i>

6	OFFENCES AGAINST THE LAW [Cross out the statements that don't apply to you]
	<ul style="list-style-type: none"> 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. <i>Please give dates and details:</i> I have pending charges of an offence against the law. <i>Please give dates and details:</i>

7	I know of no reason why I would not be suitable to work with children or young people.	TRUE	FALSE
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Applicant's signature

Date



FIXED TERM TEACHING POSITION TIMELINE AND INFORMATION FOR APPLICANTS

The following timeline for the appointment has been set. While every effort will be made to keep to the following schedule in determining the successful candidate, there may be circumstances that alter this timeline.

TIMELINE FOR APPOINTMENT	
Position advertised	Monday 7 October, 2019
Closing date for applications	Thursday 17th October 2019
Shortlisted candidates notified by	Friday 18th October 2019
Interviews	The week of 21- 25 October
Candidates notified	By 29 October (<i>at the latest</i>)
Appointment Commences	Term One, 2020

- Please attach your C.V. containing any additional information relevant to the position. If written references are included; please note that we may contact the writer of the reference.
- Copies of qualification certificates should be attached. If successful, you may be required to provide originals as proof of qualifications.
- This application form and supporting documents received from the successful applicant will be held by the school. The applicant may access it in accordance with the provisions of the Privacy Act 1993.
- All information provided will be confidential to the Holy Cross School Appointments Committee. C.V's submitted from non-successful applicants will be returned, unless you would like us to retain on file to be considered for any future opportunities.
- We need to receive completed application forms, C.V. and application letter by 12 noon on Thursday 17th October 2019, mailed to:
The Principal
Holy Cross School
2 Athens Street
Miramar
Wellington 6022
Or emailed to principal@hcm.school.nz
- Any queries please contact principal@hcm.school.nz or phone (04) 388-7189.

HOLY CROSS SCHOOL CHARTER and STRATEGIC GOALS

Motto

Let Your Light Shine

MISSION STATEMENT

At Holy Cross we celebrate the uniqueness of each individual and the diversity of cultures within our Catholic School Community. We promote excellence in all areas of school life and focus on both understanding and living the Gospel Values.

CATHOLIC CHARACTER AND RELIGIOUS DIMENSION OF SCHOOL LIFE

At Holy Cross we believe that students learn best in a community where the Gospel values are central to the lives of students, staff and parents, where students grow in knowledge of their faith and their own authenticity. In this community Christian celebration in the Catholic tradition is highly valued

CURRICULUM DEVELOPMENT AND TEACHING PRACTICE

At Holy Cross we believe that students learn best when curriculum is relevant and challenging, quality learning programmes are provided and teaching practices are planned and delivered to meet individual learning needs. Excellence in education is promoted by implementing the objectives of the New Zealand National Curriculum which is aimed at enabling students to attain to their full potential.

STUDENTS AND THEIR LEARNING

At Holy Cross we believe that students learn best when they are supported in taking responsibility for their learning. We also believe that explicit and reflective teaching practices enable teachers to evaluate their teaching and students' learning; in this way students are supported to achieve to the best of their ability. Accurate assessment evaluation, planning and record keeping ensures the above.

PASTORAL CARE AND EQUITY WITHIN THE SCHOOL COMMUNITY

At Holy Cross we believe that students learn best in a cohesive school community which nurtures the dignity, self-esteem and well-being of all; where teamwork and collaboration in learning is highly valued. We believe that the Treaty of Waitangi must be honoured and that people of all cultures contribute to the richness of our school culture.

PARENTS, PARISH AND THE WIDER COMMUNITY IN PARTNERSHIP

At Holy Cross we believe that students are effective in their learning when their parents are supported in their role as first educators and students are encouraged to be active participants in, and contributors to, the wider community

MANAGEMENT, ORGANISATION, and COMPLIANCE

At Holy Cross we believe in strong policy development and procedural details to provide clear guidelines for management issues including appraisal and self-review. We aim to comply fully with all regulatory and legislative requirements as they relate to the school's operations and Board of Trustees activities.

PROPERTY, FACILITIES and DEVELOPMENT OF THE SCHOOL

At Holy Cross we believe that students learn best in a safe, stimulating, aesthetically pleasing and functional environment in which resources are appropriate to students' needs in each curriculum area. We aim for efficient property and financial management.