

TEACHER VACANCY INFORMATION



The Available Position: Teacher, Fixed-term, Junior School (Y2)

Thank you for your interest in our fixed term teaching position in the junior school Yr2 class, starting term 1 2019

(Note: our first day of school is Wednesday 30 January 2019. We will have a couple of teacher call-back days prior to 30 January (TBC)).

Please also find attached to this cover sheet:

1. School Description
2. Job Description
3. Application Form

Key Dates and Times:

Applications close

3.00pm, Wednesday 21 November, 2018.

Time-frames

Short-listing completed by Friday 23 November

Interviewees contacted Thursday 22 and Friday 23 November

Interviews held Tuesday 27 and Wednesday 28 November from 4.30pm

Position filled by the evening of Monday 3 December

Unsuccessful applicants contacted as soon as the position is filled

Position Starts

27 January 2019 (although the appointed teacher will have immediate access to the school, classroom etc. over the vacation in order to set up).

Submitting an Application:

Fill out the enclosed application form and return it with your CV and reference/referee details to-

Email- enquiries@koromatua.school.nz; or Post- Administration Officer, Koromatua School, 355 Koromatua Road, RD10, Hamilton 3290. (*Note: Applications sent through the post must be received by the closing date and must contain a stamped self-addressed envelope if you wish to have your CV returned.*)

Yours sincerely

Nigel Farthing

Nigel Farthing - Principal

1. SCHOOL DESCRIPTION

Mission Statement

Together Towards Excellence- To work together to provide a caring, supportive learning environment that assists and encourages all learners in their journey towards a broad pursuit of excellence, and the development of their emotional, social and physical health and well-being.

Aims of Koromatua School

The aim of all teaching and learning in the school is:

- To promote wonderment and awe.
- To have students understand their world and their place in it, and to communicate.
- To allow teachers to follow their passions in teaching and to instil a passion for learning in their students through deliberate acts of teaching.
- For the students to gain sufficient knowledge, skills and attitudes to enable them to more autonomously develop further knowledge, skills and attitudes at their level, viz. learning to learn.

Type of School

Koromatua is a Full Primary, Yr1 to Yr8, co-educational State School consisting of 9 classrooms. Most of the 200 students come from Temple View or nearby suburbs. (84% Maori, 7%, Pacific Islanders, 9% NZ European). Many families belong to The Church of Jesus Christ of Latter Day Saints. We are a caring family school with a strong academic, cultural and sporting emphasis. Another special feature of the school is its country setting.

The school welcomes community involvement in all activities. This involvement includes coaching sports teams, supervising on field trips, helping with Tikanga Maori and attending information evenings. Communication between the school and community is carried out via newsletters, phone calls, interviews, meetings of various types, twice-yearly school reports, the school website (which you can visit at www.koromatua.school.nz) and the school's Facebook page. Parent-teacher meetings are held in terms 1 and 3.

The principal aim of the Board of Trustees is to promote caring and well-rounded children who are achieving well. We are known for our strength in the performing arts and sports and students have also been successful at speaking competitions.

There are currently 15 people on the school staff made up of: the principal, deputy principal (teaching), junior syndicate leader (teaching) and 7 additional classroom

teachers, 2 teacher-aides, 1 librarian/t-aide, 1 office manager, 1 caretaker. The staff have wide-ranging interests and are eager to give of their time and talents.

In 2019 the school's and kahui ako's professional development focus is Writing. We will also be establishing our first te reo Maori bilingual class in 2019.

Koromatua School is a great place to be. We look forward to meeting you.

2. JOB DESCRIPTION

Specific Teacher Requirements

This position is available for all teachers, from beginning to experienced, however we want applicants who have a definite affinity for teaching in the junior school. The position is for teaching a Y2 class, but the applicant should be comfortable teaching from Y1-3.

The successful candidate must be warm and caring in all dealings with students, identify and cater for a wide range of student learning needs, having an empathy for students who may be struggling, while being able to extend students as required. Because of the high proportion of Maori students at the school, we are looking for teachers who have the genuine expectation that Maori students (and others) can make excellent progress and attain high levels of achievement across all curriculum areas. It is important that all applicants value tikanga maori and te reo maori, and can say maori students' names correctly and can confidently use maori contexts and resources in class.

The teacher must be able to quickly develop respectful and trusting relationships with parents and to be a good communicator with parents.

Although the school operates single-cell classrooms, it is expected that teachers will work in collaborative pairs with assigned partner-teachers.

The teacher must be able to keep clear and accurate assessment and monitoring data and effectively communicate student information to school leaders as required and in a timely manner.

General Requirements

Professional Teacher Criteria and Professional Standards

It is expected that all teachers will be aware of and meet the Professional Teacher Criteria and Professional Standards for teachers and will abide by the school's Code of Conduct and Dress Code. The school is a strict non-smoking and non-alcohol work site.

Teaching and Curriculum Delivery

Expectations- Have high expectations for student learning- progress and achievement. Deliver high quality learning programmes and expect high quality student work.

Reflection- Be a reflective practitioner, looking for ways to improve programmes and better support student learning. Develop ideas and solutions for teaching and learning needs. Trust your professional judgement.

Koromatua Curriculum Plan (KCP)- The school has a curriculum plan outlining how the school will manage the delivery of the NZ Curriculum. Adhere to the plan.

Literacy- Have a clear understanding of the reading and writing processes and strategies, and the deliberate acts of teaching and plan accordingly. Have very strong literacy and resource knowledge. Be very familiar with “Effective Literacy Practice” (Yrs 1-4) and the English section of the NZ Curriculum.

Numeracy- Have a solid knowledge and understanding of the Numeracy Project and other approaches to teach maths effectively. Be very familiar with the ‘NZMaths’ website and the Mathematics section of the NZ Curriculum. Be confident in teaching all maths strands.

Target Students- Specifically target students who need additional help. Alter your programme delivery to meet their educational needs. Report back on their progress and achievement. With the SENCO leader identify those students who may be behind and endeavour to accelerate their progress and raise their achievement towards school target levels.

Planning- Be prepared for collaborative teacher planning. Follow the school’s planning requirements. Keep clear and useful planning documents according to school procedures and expectations. Have clear learning intentions and success criteria in class lessons to guide and focus your lesson moves, assessment and feedback/feed-forward. Show clear links between assessment information and planning. Have a well-planned and managed homework programme.

Classroom Environment- Ensure your classroom environment supports your curriculum programme. Make it an enjoyable place to work in for both you and the students.

Assessment- Follow the school’s assessment requirements. Keep clear, timely and useful assessment and analysis records. Have (or gain) a solid knowledge and understanding of the Progress and Consistency Tool (PaCT). Ensure all students get timely and useful assistance and feedback as soon and as often as possible. Have good evidence to support decisions. Regularly check, consult and comment on student work.

Reporting- Collect enough good quality data to allow you to write accurate and meaningful Mid-Year and End of Year reports.

Staff Meetings- Actively participate in and contribute to staff PD and admin meetings. Read all meeting minutes and attend all meetings.

Corporate life of the school- Set a good example to all students. Be actively involved in school activities; show initiative and look for ways to contribute; enjoy and foster team-work; develop positive relationships with parents, staff and students; maintain professionalism and confidentiality; participate actively in school and personal professional development; meet targets and deadlines. Be prepared to attend all school events and assist with setup and after-function requirements. Fulfil assigned duties conscientiously. Contribute to curriculum development. Be onsite from 8.15am and available for parent and other after-school meetings as required.

Classroom Practice- Be prepared to operate in a de-privatised classroom where planning, peer-observation, videoing, sharing, etc. are a part of collegial professional development. A studious classroom tone is expected. Have clear boundaries and speak to all students in a calm, respectful manner.

Behaviour Management- Show through action and word that you care for and respect all of the students in the school; learn their names and find out about their interests and backgrounds. Develop positive relationships with all students. Follow the school's Behaviour Management procedures. Use your professional common sense.

Job Satisfaction- The students are lively and full of character. Get involved with them and have a professionally fulfilling time.

3. KOROMATUA SCHOOL APPLICATION FORM



PERSONAL DETAILS

Surname/Family Name: _____

First Names (in full): _____

Full Postal Address: _____

Gender: Male/Female/Other

Home Phone: _____ Mobile: _____

Email: _____

MOE No: _____

Teacher Reg No: _____ Type: _____ Expiry Date: _____

TEACHING LEVELS

I am confident in teaching the following year levels (please circle): 0/1, 2, 3, 4, 5, 6, 7, 8

My favourite year levels are (please circle): 0/1, 2, 3, 4, 5, 6, 7, 8

CITIZENSHIP

Are you a New Zealand Citizen? YES NO

If not, do you have resident status, or YES NO

A current work permit? YES NO

CONVICTIONS ETC.

Have you ever had a criminal conviction? YES NO
(convictions that fall under the clean slate scheme do not have to be disclosed)

If "YES" please detail:

Have you ever received a police diversion for an offence? YES NO

If "YES" please detail:

Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? YES NO

If "YES" please detail:

Are you awaiting sentencing/currently have charges pending? YES NO

If "YES" please state the nature of the conviction/cases pending:

Addition to other information provided are there any other factors that we should know to assess your suitability for appointment and ability to do the job? YES NO

If "YES" please elaborate:

Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to? YES NO

If "YES" please detail:

Do you have a current New Zealand driver's licence? YES NO

HEALTH

Do you have a drug or alcohol dependency? YES NO

Are you a smoker? YES NO

This school has a policy of no smoking, drugs or alcohol on school grounds or at any student activities. Are you prepared to abide by this? YES NO

CURRICULUM VITAE (CV)

Please ensure your CV contains the following information:

1. Copies of Educational Qualifications and Certificates (and other qualifications relevant to the position)
2. Employment History

3. Statement of Strengths you can bring to this teaching position.
4. Referee Information- Names, Positions, Contact Details, capacity in which they have known you.

DECLARATION

This application is submitted on the understanding that any information given is for the use of the employer and their authorised representatives who may at any time have access to this information.

I give permission for the Appointments Committee to make inquiries of my present or past employer/s or colleagues or any other person who may assist in establishing my suitability for the position at this school, whether or not they are listed as a referee.

I agree to the Appointments Committee visiting my present place of employment if this is considered desirable.

I certify that the information in this application and my CV is true and correct. 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 liable to be dismissed. I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.

Applicant's signature: _____ Date: _____

Note: If completing this form electronically a hard copy (signed) must be provided as soon as possible.

IMPORTANT NOTES FOR APPLICANTS

1. Copies only of qualification certificates should be included. If successful in your application you will be required to provide originals as proof of qualifications.
2. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
3. Shortlisted applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.
4. In terms of 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 fines and costs.
5. 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.
6. 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.
7. If you have any queries, please contact the school principal.

Office Use Only: This page must be retained on file as part of the application; it must not be removed or destroyed.