

September, 2019

Dear applicant,

Thank you for your enquiry regarding one of the recently advertised positions at Bohally Intermediate School.

**About Bohally Intermediate School:**

Bohally is an excellent school that has been on a journey of significant change and development during the past 5 years. In collaboration with the BIS community, we have developed a vision for 'Maximising Potential' that is becoming well embedded across the school. ERO visited the school in in week 3 of Term 3, 2018. Please visit [www.ero.govt.nz](http://www.ero.govt.nz) to view our 2018 ERO report.

With the hard but satisfying work of significant change and development behind us, the 'big rocks' are in place and we believe this is a great time to be joining BIS. You will have the opportunity to join a high-functioning school and to be part of a great team.

**Vision for Powerful Learning:**



I hope that by reviewing the above information around our journey and where we are heading, and by looking through our school website, you might be able to get a feel for BIS and see it as a community you would like to be a part of. You are most welcome to contact me directly with any queries you may have or to arrange a school visit.

Yours sincerely,

Shane Campbell.  
Principal  
principal@bohally.school.nz

## **At Bohally Intermediate School we offer generous Teacher Release Time.**

- In most primary schools, teacher Classroom release time is equivalent to 10 hours per term (40 hours per year).
- At Bohally Intermediate School, teacher classroom release time is equivalent to 25 hours per term (100 hours per year).
- Teachers with leadership responsibilities are well looked after with additional release time to complete leadership tasks.

At Bohally Intermediate we like to acknowledge and celebrate the hard work of staff. The Koffie Kart is called in once per term.

We have a focus on staff well-being. We are trying to ensure that we make our systems as easy as possible for teachers to avoid additional workload.

## ADVERTISED TEACHER POSITION (PERMANENT POSITION)

### BOHALLY INTERMEDIATE SCHOOL

#### Appointment Timeline (approximate schedule)

- Positions advertised Thursday 12<sup>th</sup> September
- **Applications close 9am, Monday 23<sup>rd</sup> September**
- It is anticipated that short listed applicants will be notified by 5pm, Monday 23<sup>rd</sup> September.
- It is the intention of the Appointment Committee to hold interviews at Bohally Intermediate as soon as possible after the closing date. Dates to be confirmed with shortlisted applicants
- The positions are scheduled to begin at the start of Term 1 2020.
- Note: The Board of Trustees has the right to re-advertise the position
- The Board has the right to interview applicants prior to the closing date
- Please send your application to the following email address marking 'Confidential 2020 Job Application' [principal@bohally.school.nz](mailto:principal@bohally.school.nz)

#### Please Note:

Our school is currently in the process of building four additional roll-growth classrooms. These will become collaborative learning environments in 2020.

Bohally Intermediate School is scheduled to be re-built as a brand new school. The timeframe for this has not been confirmed, however, we anticipate that it will be completed before 2025.

If you would like to know more about the position, please contact the Principal via email to arrange a phone conversation and/or school visit.

Beginning teachers are welcome to apply.

For more information about our school please visit our website [www.bohally.school.nz](http://www.bohally.school.nz)

**TO: The Principal, Bohally Intermediate School**

*This form should be included in your application and emailed to the Principal, Shane Campbell [principal@bohally.school.nz](mailto:principal@bohally.school.nz) (along with your covering letter and CV)*

**POSITION APPLIED FOR:      Permanent                      Fixed Term**

**PERSONAL DETAILS:**

**Name:**

**Address:**

<b>Contact Phone Numbers</b>	<b>Home ( 0 )</b>	<b>Work ( 0 )</b>
	<b>Fax ( 0 )</b>	<b>Cell ( 0 )</b>
	<b>Email</b>	

**Employment Summary:**

<b>Position</b>	<b>Workplace/Employer</b>	<b>Dates</b>

**REFEREES: (You must include your current Syndicate/Team Leader or Principal as one of your referees)**

**(1) Name:**

**Address:**

<b>Contact Phone Numbers</b>	<b>Home ( 0 )</b>	<b>Work ( 0 )</b>
	<b>Fax ( 0 )</b>	<b>Cell ( 0 )</b>

**Relationship to Applicant**

**Email**

**(2) Name:**

**Address:**

<b>Contact Phone Numbers</b>	<b>Home ( 0 )</b>	<b>Work ( 0 )</b>
	<b>Fax ( 0 )</b>	<b>Cell ( 0 )</b>

**Relationship to Applicant**

**Email**

**(3) Name:**

**Address:**

<b>Contact Phone Numbers</b>	<b>Home ( 0 )</b>	<b>Work ( 0 )</b>
	<b>Fax ( 0 )</b>	<b>Cell ( 0 )</b>

**Relationship to Applicant**

**Email**

**PRIVACY ACT 1993 (To be signed by the Applicant)**

This Application is submitted with 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. Furthermore, consent is given for members of the Bohally Intermediate School Appointments Committee to make enquiries of my present or past employers or colleagues or any other person or organisation who may assist in establishing my suitability for the position.

**APPLICANTS SIGNATURE:**

**DATE:**

**DECLARATION:**

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from summary offences) NO / YES  
If YES, please provide date and details of offence/s on a separate sheet. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.

I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my C.V. is correct.

**APPLICANTS SIGNATURE:**

**DATE:**

## PERSON SPECIFICATION

### Key Attributes:

The following key attributes will help with the development of questions for referee checks and for the interview process

1. Excellent **interpersonal skills** including, relating well to a range of people (staff and students), positive and proactive communication, **trustworthy**
2. Previous successful **teaching experience** (beginning teachers welcome to apply and will not be disadvantaged)
3. Up to date knowledge of the New Zealand Curriculum within a 21<sup>st</sup> Century and **future focused** pedagogical framework
4. A good understanding **modern teaching and learning pedagogy** and be able to make learning fun for the students
5. An overall complete **professional role model** with a **positive and optimistic** approach to the profession who exercises a sense of humour and demonstrates a 'can-do' attitude
6. Must have a strong reputation as a **positive and collaborative** team member
7. Must be willing to contribute to and/or lead **extra curricula activities**. Extra curricula strengths are very important to the success of Bohally. Please list your extra-curricula strengths and interests in your covering letter
8. Demonstrate a positive and **flexible mindset**
9. Be **willing to support** the on-going development of the school (e.g. curriculum innovation, **future focused mindset**)
10. Demonstrate **effective communication skills** in order to establish positive and professional working relationships
11. Demonstrates a high standard of **professional behavior and integrity**
12. Understands the needs of the **emerging adolescent**
13. Demonstrate the ability to **develop and maintain positive relationships** with intermediate aged students
14. Demonstrate **the ability to work collaboratively with others**
15. Be a **positive** and **vibrant** team member

# Position Application Requirements

**Please submit a covering letter and detailed Curriculum Vitae with your Application clearly stating your strengths in relation to the Key Attributes within the Person Specification.**

Your application must be emailed to [principal@bohally.school.nz](mailto:principal@bohally.school.nz) before 9 am, Monday 23<sup>rd</sup> September.

## **In your detailed CV and covering letter please include the following:**

1. Please comment on your ability to meet the Person Specification (including extra curricula strengths)
2. Other than your 3 referees, you must include the contact details for the Principal of any school that you have worked at within the last 7 years (i.e. since 2010)
3. Your referees must be able to comment on your ability to meet the Key Attributes within the Person Specification
4. Please list all of your qualifications (verified copies will be required before an appointment can be offered to the successful applicant. Beginning teachers will need to meet this requirement as soon as they receive their qualification(s))

Kia ora!

Are you a team player seeking a new challenge? Do you have the capacity to make a positive impact on student participation, engagement and achievement?

We seek a teacher who comes preloaded with high levels of positive energy, passion, resilience, inspiration and commitment. We enjoy working with people who have a fun sense of humour and have the ability to laugh and have fun even when things don't work out as planned.

Applicants must have a positive and flexible attitude and enjoy working with young adolescents. In return, we offer quality professional development and a fun, supportive and rewarding working environment. We also provide generous classroom release time of 25 hours per term!

Please visit our school website to see our recent ERO review.

Leadership opportunities may be available, please highlight your strengths in your application.

Marlborough offers world-class wineries, top mountain bike trails, lush scenery and a breath taking coastline in the Marlborough Sounds. Your covering letter should provide information about how you could add the 'X-factor' to our school.

We look forward to receiving your application.