



Dominion Road School

Team Leader

Application Package
2018

GENERAL DESCRIPTION OF THE SCHOOL

We are a decile three contributing school with a roll of just over 370 students. Dominion Road School is set on high grounds with a vista that overlooks Mt Roskill, Mt Eden and towards the Sky Tower.

The original school block is still in use (although renovated more than once in its 79 year history). Over the past two years extensive renovation work has taken place throughout the school, and we will continue to upgrade our buildings and facilities over the next few years.

We have a stunning hall, solar heated pool, sufficient field space and a developing eco-trail. We are currently host to two Sunnydene School Satellite classes.

PUPILS

Dominion Road School students are friendly, warm and enthusiastic learners. They thrive on a developmental approach to teaching and learning. We have an emphasis on a “hands on” approach.

STAFF

The professional staff comprise of the Principal, two Associate Principals, four Team Leaders, sixteen full time and three part-time teachers. There is an Out of School Care staff of five, a Receptionist, Accounts Officer, Office Manager, four Para-professionals and a Property Manager.

Dominion Road School currently benefits from having several specialist teaching positions within the school. These include a Special Needs Co-Ordinator, a Non- English Speaking Background tutor, a music teacher and a Te Reo tutor.

PERSON SPECIFICATION

Teacher

Supplement to Performance Standards

Expectations as a "code of conduct" for our teachers at Dominion Road School:

1. To maintain a well planned continuous learning programme for the children in your care by thoughtful careful preparation and consistent ongoing marking and evaluation. Co-operative planning is encouraged.
2. The programmes at our school will acknowledge the individual difference and cultures of our school and build in attainable success for all pupils.
3. Enhanced learning outcomes for our children are envisaged by taking children from where they are at and moving them forward using a goal setting process that focuses on achievable objectives.
4. As a member of our staff attend the weekly professional staff meeting currently held on Monday from 3.10 to 4.30pm.
5. Attend weekly team meetings.
6. To take an active part in the development of school-wide programmes and curriculum as a member of curriculum teams.
7. To undertake playground duty before school, interval, lunch- time and after school as per duty roster.
8. To take an active part in the corporate life of the school.
9. To carry out reasonable additional activities and duties as required by the B.O.T. and Principal from time to time.

APPLICATION FOR APPOINTMENT:

Please include this form with your application

Position Applied For:

Personal Details:

Name _____

Address _____

Telephone _____(Hm) _____(Bus)

Email _____ Fax _____

Date of Birth _____ Gender _____

Ethnic Origin _____

Registration

Are you a beginning teacher? YES / NO (please indicate)

Are you a registered teacher? YES / NO (please indicate)

Do you hold a current practising certificate? YES / NO (please indicate)

State Expiry Date _____

Present Appointment (If appropriate)

School _____

Position Held _____

Time Held _____ Salary Scale _____

Citizenship And Right To Work

Are you a New Zealand Citizen?

Yes (go to medical question

No

Do you have permanent resident status?

Yes (go to medical question

No

Do you have a Current Work Permit?

Yes (go to medical question

No

If you have answered "No" to the three questions above you may not be eligible for this position.

Medical Details:

Have you had an injury or medical condition caused by the gradual process, disease or infection – for example, hearing loss, occupational overuse syndrome – which the tasks of this job may aggravate or contribute to?

Yes

No

If "Yes" what are the details of the injury/medical condition? How is your performance likely to be affected?

Criminal Convictions:

Information for disclosure of Criminal Convictions:

All convictions are to be disclosed, unless they are covered by the Criminal Records (Clean Slate Act) 2004.

What must you disclose?

You must declare all of your convictions if you have:

- been convicted of an offence within the last 7 years; OR
- been sentenced to a custodial sentence (eg imprisonment, corrective training, borstal); OR
- been ordered by a Court during a criminal case to be detained in a hospital due to your mental condition, instead of being sentenced; OR
- been convicted of a "specific offence" (eg sexual offending against children and young people or the mentally impaired); OR
- not paid in full any fine, reparation or costs ordered by the Court in a criminal case; OR
- been indefinitely disqualified from driving under section 65 Land Transport Act 1989 or earlier equivalent provision.

Please answer the following based on the above criteria. Tick one box only.

- No, none of the above criteria applies to me or I have no convictions
- Yes, at least one of the criteria applies and I will disclose my criminal convictions in the table below.

Disclosure of Criminal Convictions

Note: The declaration of a minor offence does not mean that employment will not be granted, However, the non-declaration of an offence that you are required to disclose will be seen as a misrepresentation of a criminal record and treated accordingly.

Offence	Year Committed	Give Details of Fine/PD/Supervision/Imprisonment

DOMINION ROAD SCHOOL EQUAL EMPLOYMENT OPPORTUNITIES (E.E.O.) PROCEDURE

RATIONALE:

In accordance with the requirements under the State Sector Amendments Act 1989, The Human Rights Act 1993 and N.A.G.3, Dominion Road School supports the development and implementation of equal employment opportunities.

PURPOSE:

The purpose of this Statement is to ensure that the principles of equal employment opportunities and being a good employer are followed in Dominion Road School. We apply this through supporting and promoting good EEO practices across the school. EEO is one of the ways the school recognises and supports the aims and aspirations of Maori, thereby contributing to the spirit of partnership envisaged by the Treaty of Waitangi.

BACKGROUND:

EEO is about removing barriers so all staff have opportunities to develop and progress in the workplace. EEO practices lead to staffing within the school that reflect the values and composition of our community. Dominion Road School recognises the need to proactively identify and eliminate practices, policies and procedures (or any institutional barriers) which may cause or perpetuate inequality on the following grounds: sex, marital status, religious belief, ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status or sexual orientation.

EEO is good management practice because, when consistently applied, it will:

- Foster an organisational culture that is inclusive, respectful and responsive which enables access to work, equitable career opportunities, and maximum participation for members of designated groups and all staff.
- Ensure procedural fairness as an integral part of all strategies, systems and practices.
- Bring the skills and perspectives of all groups of people to all levels of staff and management.
- Lead to staffing that reflects the values and composition of the community and contributes to providing a better quality service.
- Enhance job satisfaction and performance and encourage harmonious working relationships.

EQUAL EMPLOYMENT OPPORTUNITIES DATABASE FORM:

Name:

The following is optional:

Gender

Ethnic origin:

Disability/Disabilities

Do you live with the effects of injury, long term illness or disability/disabilities?

YES / NO

If **YES**, please state the type of disability and any requirements that would improve your well being in the workplace.

Thank you for this information. It will be confidentially stored in an EEO folder and any action required will be implemented by the EEO co-ordinator.

Please return this form with your application.

Referees (Please provide details of three previous employers who can be contacted to provide references)

Name	Position	School	Telephone

I understand that if I am employed by Dominion Road Primary School I will be expected to act in Dominion Road Primary School's interest and maintain confidentiality of sensitive information and material.

I declare that the answers I have given above are true and correct, and that no relevant information has been omitted. I fully understand that falsification of information may result in dismissal.

I consent to Dominion Road Primary School seeking verbal or written information about me from the referees I have nominated, and authorise the information requested to be released. Furthermore I also give consent for Dominion Road Primary School to make enquiries of past or present employers, colleagues, NZTC or equivalent overseas professional body or any other person who may be in a position to assist the School in determining my suitability in terms of filling the vacancy and give consent to those people providing such information.

Applicant's Signature: _____ Date : _____

DECLARATION:

I solemnly and sincerely declare that, to the best of my knowledge and belief, the information provided on this application form and in my Curriculum Vitae is true and correct.

I accept the Board of Trustees of Dominion Road School may seek external confirmation of any of the details of my application.

Applicant's Signature: _____ Date : _____

Dominion Road School
Quest Terrace, Mt Roskill AUCKLAND
Ph (09) 621-0155 Fax (09) 620-0390
Email: office@dominionrd.school.nz