



West End School

Te Kura O Urumutu

196 College Street, Palmerston North 4412, New Zealand. Phone: (06) 259 4278. Email: office@westend.school.nz www.westend.school.nz

West End School Application Pack

Bilingual Class Scale A Teaching Position

COVERING LETTER

Dear Applicant

Thank you for expressing an interest in the Scale A Teacher: Bilingual Class position at our school. We see this as a very exciting opportunity to join our team and our school.

We are seeking a passionate and motivated fluent Te Reo Māori speaking teacher to join our team and establish a bilingual classroom at West End School. This is a fantastic opportunity to join our highly collaborative and supportive team, who embraces Te Ao Māori.

West End School is a multicultural contributing school located near the CBD of Palmerston North and Massey University. The school draws from wide variety of cultures and socio-economic backgrounds. This makes West End School a diverse, stimulating and exciting learning environment. The school is well known for its commitment to learning for all children.

Staff are very well supported in our school, where they have access to outstanding professional learning and development to support them with our teaching and learning approach.

Attached is the application pack for the position at our school. Should you have any further questions about the position or would like to make a time to visit our school, you are welcome to contact me on (06) 358 2465 or principal@westend.school.nz

I look forward to hearing from you.

Kind Regards

Matt Kennedy
Principal

GAZETTE ADVERTISEMENT

Scale A Teacher: Bilingual. We are seeking an extremely passionate and motivated teacher to establish and teach in a bi-lingual class at West End School. The successful applicant will be a proficient and/or capable speaker of Te Reo Māori and demonstrate a sound understanding of curriculum and effective pedagogy, with strengths and/or commitment to embracing Te Ao Māori and teaching from a Māori world perspective (as reflected in Te Marautanga o Aotearoa). Previous experience teaching in a bi-lingual/Māori immersion setting would be considered an advantage. You will be well supported and enjoy access to outstanding professional learning and development. Position will begin Term 1, 2020. The Principal, Matt Kennedy, welcomes your inquiries and/or visit.

Information and application forms can be found on our website www.westend.school.nz. Please send your application and CV to the Principal, either via email (office@westend.school.nz) or mail marked confidential). Applications close 12.00pm, Wednesday 16th October 2019.

TIMELINE FOR APPOINTMENT

Positions advertised online Monday 30th September

Applications for positions close Wednesday 16th October, 12pm

Shortlisting of applicants on Thursday 17th/Friday 18th October

Interviews Saturday 19th October

Offer of appointment made/ Successful applicant notified Monday 21st October

Position Commences Wednesday 29 January 2020

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 whanau/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 or 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.



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- 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 APPOINTMENT: SCALE A BILINGUAL TEACHER

POSITION APPLIED FOR:
NAME:
Are you know by any other names(s)? If Yes please provide below Yes <input type="checkbox"/> No <input type="checkbox"/>
Full postal address:
Email address:
Contact telephone numbers:

Scale A Teaching Position: Bilingual Class

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	Yes <input type="checkbox"/> No <input type="checkbox"/>
A current work permit	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever had a criminal conviction?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes" please detail:	
(A board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the Vulnerable Children Act 2014. The Clean Slate Act does not apply to schedule 2 offences.)	
Do you have 2 of the following	Yes <input type="checkbox"/> No <input type="checkbox"/>
Current N Z driver's licence	
Passport	
Other pictorial identification	
Please bring as part of identification process (If you don't have a pictorial identity then referees will need to identify)	
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes" please detail:	
Are there any factors including actual criminal or pending charges that we should know to assess your suitability for appointment and your ability to do the job?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes" please detail:	
Have you ever been the subject of any concerns involving child safety?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If "Yes" please detail:	



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Have you had any 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?

Yes No

If "Yes" please detail:

For teaching/principal positions:

Do you hold a current practising certificate from the Education Council Of Aotearoa New Zealand?

Yes No

Please enter your registration number:

EDUCATIONAL QUALIFICATIONS

	NAME	LOCATION	NUMBER OF YEARS COMPLETED	HIGHEST QUALIFICATION GAINED
SECONDARY SCHOOL				
UNIVERSITY				
OTHER				

Please bring originals to interview for viewing.

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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 specify the start and end dates)	EMPLOYER'S NAME (or reason for gap in employment)	POSITION HELD	REASON FOR LEAVING

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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/previous employer in the table below. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

NAME	ORGANISATION	POSITION/RELATIONSHIP	LANDLINE (Preferred)	MOBILE

Authority to approach other referees

I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I authorise the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>



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I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.
- I know of no reason why I would not be suitable to work with children/young people.
- 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.

Signature _____

Date _____

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

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