

28th September 2019

Dear Applicant

Thank you for your interest in this permanent teaching position.
HOD Learning Area/ Programme innovation. 1MU and 1 MMA

Teaching classes:

This is likely to be homeroom teacher for one of four year 7-10 classes and other senior classes according to your aptitude and the schools needs.

Particular qualities sought in connection with this position

- Strengths in the teaching of English, Social Sciences, Mathematics and Science, particularly to Year 7-10 and the ability to teach one of these to NCEA Level 3.
- Innovation in data based programme design of middle school currcil
- Experience and/or ability in one or more of Māori, Music, Sport, Outdoor Education and Information and Communication Technology and a willingness to share these with learners, staff and parents.

Probable time line of appointment:

Applications close 29th October

Interviews likely to be 2nd -4th Nov. You may bring whanau support to this at your own expense. Please advise if others will be accompanying you to the interview.

At the interview we would also like to sight originals of documents you are submitting and evidence of identity such as passport and drivers licence.

Preferred start beginning of Term 1 2020 (27th January)

Conditions of Employment:

You would be employed under the appropriate rate of the Area School Teachers Collective Agreement (ASTCA) if a member of either union or an Individual Employment Agreement (IEA) with similar terms and conditions if not. The ASTCA is an amalgam of the Secondary and Primary Teachers Collective Agreement and is available at:

<http://www.nzei.org.nz/Area+School+Teachers/Collective+Agreements.html>

Maximum class contact time will be 19 out of a possible 25 teaching hours.

A School House or flat is available.

We are really looking forward to a number of quality applications and we are prepared to consider the full range of skills and background experiences, we don't see this position best filled by a beginning teacher.

Please don't hesitate to contact me if you have any questions, either at school 03 4350 650 or mobile 021 173 2701.

Best wishes in your application

Bill Feasey
Principal



TWIZEL AREA SCHOOL

Application for Appointment

Note:

- 1 The information collected here is subject to the provisions of the Privacy Act 1993. It is used for the purposes of making a decision about appointment. For the successful candidate the information is kept in personnel files, for unsuccessful candidates the information is shredded or returned to the applicant when a stamp addressed envelope is supplied.
- 2 All applicants must supply the relevant details required on this form; either on this form or as part of a Curriculum Vitae. Where this information is already on an enclosed curriculum vitae just write "cv" in the appropriate space.
- 3 Please only send copies of documents as part of your cv. Originals will be sighted at interview time or prior to confirming appointment.

Position Applied For: HOD _____

A. Personal Details

Full Name _____
Preferred title (first names) (Surname)

Postal Address

Telephone () _____ Mobile _____

For statistical purposes such as EEO programme information only: Gender:

Ethnic Group: _____ Date of Birth: _____

Any other personal details relevant to your ability to do the job.

B. Registration (circle one): Provisional STC Full

Registration Number : _____

Practicing Certificate Date of expiry: _____

G. Qualifications and Experiences

Give details of other qualifications and, or experiences relevant to the position.

REFEREES

Please provide the names and addresses of your three referees who may be contacted to provide information to support your application. At least two of these should be teaching professionals.

Name:

Address:

Daytime:

Phone () _____ Ph _____ Ph _____

Evening:

Phone () _____ Ph _____ Ph _____

DECLARATION

1. Have you been convicted of any offence against the Law (apart from minor traffic convictions and minor offences more than 7 years ago) or otherwise know of any reason why you should not be employed to work in the school environment?

Yes/No (Circle or strike out one).

If Yes provide details of date and offence along with any other statement you wish to make.

2. 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 or other condition which the tasks of this job may aggravate or contribute to and do you have any health problems which would impinge on your ability to carry out the work as described in the job description or person specification?

Yes / No (Circle one)

If you have answered yes please provide full details

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

Applicant's signature: _____

Date: / /

CONFIDENTIAL INQUIRIES:

I give the Twizel Area School Board of Trustees permission to seek information about my employment and personal background.

I understand that all information will be treated in complete confidence and used only for the purpose of determining suitability for the position under provisions of the appropriate privacy legislation.

If there are people I would prefer you not to contact prior to employment I have indicated this to you below.

Applicant's signature: _____ Date: / /

Please return this form in an envelope clearly marked **JOB APPLICATION** or email **scanned and signed copy** to:

The Principal
Twizel Area School
Mt Cook Street
TWIZEL

Telephone: (03) 435 0650
Fax: (03) 435 0795
email office@twizel.school.nz

By: noon Tuesday 29th October 2019