

14 June 2019

Dear Applicant

Thank you for expressing interest in the teaching position at Johnsonville School.

The following documents are included in this application pack:

- School Profile
- Person Specification
- Application for Employment form

Information about our school, including the *Johnsonville School Curriculum*, and our Charter, can be obtained from the school website [www.johnsonville.school.nz](http://www.johnsonville.school.nz).

The Application for Employment form and your CV (with covering letter) should be emailed to [vacancies@johnsonville.school.nz](mailto:vacancies@johnsonville.school.nz) by **5.00pm on Friday 28 June 2019**.

Timeline for appointment

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| • Closing date for applications | 5pm, Friday 28 June               |
| • Shortlisting completed        | by Wednesday 3 July               |
| • Interviews                    | Monday 8 July                     |
| • Appointment Confirmed         | by Friday 12 July                 |
| • Position commences            | Monday 5 August (Start of Term 3) |

If you have any further questions please do not hesitate to contact me.

Yours sincerely

Basil Ziogos  
**Principal**

Telephone: 04 478 7155

## School Profile



Johnsonville School is nestled amongst the hills of Wellington's northern suburbs and caters for students from Years 1 to 6. The school is well known for its open, friendly children; hard-working, dedicated and welcoming staff; and supportive community. We enjoy learning, growing and having fun together.

At present half the roll identifies as New Zealand/Pākehā. The remainder come from diverse backgrounds, with 7% identifying as Māori, 5% as Pacific, 10% Indian, 10% Chinese and 18% from other cultural groups. About 20% of our students are English language learners. Our highly-regarded special education unit caters for students with high needs in a dedicated environment with experienced staff who work in partnership with parents and caregivers to ensure students reach their full potential.

We currently have 360 students and the roll is expected to reach 390 by the end of the year. The Ministry of Education foresees population growth in our catchment area and has recently given approval for 7 new classrooms to be constructed in 2020/2021.

We believe that every child can succeed and trustees, leaders and teachers set high expectations for students' learning and wellbeing. Our students learn in a welcoming, inclusive environment. They are actively engaged in their learning and are progressing and achieving well.

We recognise that the biggest influence on student progress and achievement is effective teaching. Substantial resources are allocated to teacher professional development and learning, including the development of leadership capacity. Schoolwide development in 2019 is focused on mathematics with supplementary foci on student agency, collaboration, and the use of digital technologies. Significant PLD has taken place over the last few years in relation to accelerating the progress and achievement of students in writing.

At our school we look towards the future. While we continue to make the best of long-established approaches to teaching and learning, we are also determined to embrace change and equip our children with skills that will last them a lifetime. These important skills are outlined in the *Johnsonville School Curriculum*. Our students have access to a range of digital devices that they use as tools to enhance their learning across the curriculum.

We believe in educating the “whole child”. This means that while we work hard to make sure our children achieve in reading, writing and mathematics, we also think it is important to provide a range of sporting and cultural opportunities that encourage and extend. Students are able to participate in a range of inter-school sporting events. We employ specialists to teach te reo Māori, kapa haka and music. In 2016 we gained Enviroschools silver award status. We aspire to create opportunities and experiences that will produce learners who are equipped to enjoy life and succeed in whatever direction they choose, once they move beyond the school gates and out into the world.

Our school vision ‘Learning and Growing Together - Akoranga, Whakatipuranga, Ngatahi’ underpins our belief that we are all learners – children, staff and families. Learning together helps us to grow in many ways. We see the harakeke (flax) as a symbol of our vision and our community. In the centre of the plant the young shoots, representing the tamariki (children), are sheltered and nurtured by the outer leaves, representing the kura (school) and whanau (families). Partnerships with families are promoted and highly valued.

Our older children are expected to show leadership in both formal and informal ways, including learning alongside our younger children as part of our whanau-house system.

Our children benefit from a school environment with expansive bush clad grounds, dedicated nature areas and large open spaces that encourage curiosity and adventure. Amenities include an indoor swimming pool, two adventure playgrounds and large hall.

**OFFICE USE ONLY:**

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

## **APPLICATION FOR EMPLOYMENT**

### **Important Notes for Applicants**

Thank you for applying for a position at our school. Please ensure you have a copy of the job description before completing the application.

1. Please fully complete this form personally. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) containing any additional information, if necessary.
3. 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.
4. If you are invited for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
6. All applicants will be required to give consent to a Police vet.
7. (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 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 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.
- You did not serve a custodial sentence<sup>1</sup> at any time.
- The offence was neither a specified offence under the *Clean Slate Act 2004* nor 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.

8. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand driver licence). A list of acceptable primary and secondary documents is available in the last sections of the *Vulnerable Children Regulations 2015*.
9. This application form and supporting documents will be held by the Johnsonville School Board of Trustees. You may access these in accordance with the provisions of the *Privacy Act 1993*. If you have any queries, please contact the principal.
10. Application forms and CVs from non-successful applicants will be held until the appointment process is completed and will then be destroyed.

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<sup>1</sup> **Custodial sentence** means a sentence of imprisonment and includes corrective training, preventative detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. **Non-custodial sentence** includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.

# Application

The position(s) you are applying for
Your last name or family name
Your first name
Any other names you are/have been known by
Your address
Your contact phone numbers
Your contact email

*Please tick the appropriate boxes below:*

<b>Citizenship/residency status</b>	<b>Yes</b>	<b>No</b>
Are you a New Zealand citizen?		
If not, do you have New Zealand permanent resident status?		
Do you have a current work permit?		

<b>Criminal activity</b>	<b>Yes</b>	<b>No</b>
Have you ever had a criminal conviction? <i>(Convictions under the Clean Slate Act 2004 do not have to be disclosed – see above)</i>		
Have you ever received police diversion for an offence?		
Do you have a current work permit?		
Have you ever been discharged without conviction for an offence?		
Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence or imprisonment?		
Are you awaiting sentence/currently have charges pending?		
Have you been the subject of any concerns involving child safety?		
<i>If you have answered yes to any of these questions, please attach details to this application.</i>		

<b>Health and general suitability</b>	<b>Yes</b>	<b>No</b>
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?		
Is there anything else we should know to assess your suitability for appointment to this position and ability to do the job?		
<i>If you have answered yes to any of these questions, please attach details to this application.</i>		
<b>For teaching/principal positions</b>	<b>Yes</b>	<b>No</b>

Do you hold a current Practising Certificate from the Teaching Council of Aotearoa New Zealand?		
Registration number:		
Certification expiry date:	/	/

Qualifications	
Please list your tertiary qualifications	Date(s)
Please list any other qualifications relevant to this position	Date(s)

**Employment history – please begin with your most recent employment**  
Please explain any gaps in employment. If you were self-employed, give details.  
Attach additional sheets if necessary.

<b>Employer's Name</b>		
<b>Period worked</b>	<b>Position</b>	<b>Reason for leaving</b>

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<b>Employer's Name</b>		
<b>Period worked</b>	<b>Position</b>	<b>Reason for leaving</b>

<b>Referees</b>
Please provide the names of three people who are willing to act as referees for you. One of these should be your current or most recent employer. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

<b>Referee 1 - Current/most recent employer</b>		
<b>Referee's name</b>		
<b>Relationship (e.g. Principal)</b>		
<b>Contact details</b>	<b>Landline</b>	
	<b>Mobile</b>	
	<b>Email</b>	

<b>Referee 2</b>		
<b>Referee's name</b>		
<b>Relationship (e.g. Principal)</b>		
<b>Contact details</b>	<b>Landline</b>	

	<b>Mobile</b>	
	<b>Email</b>	

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<b>Referee 3</b>
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<b>Referee's name</b>	
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<b>Relationship (e.g. Principal)</b>	
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<b>Contact details</b>	<b>Landline</b>	
	<b>Mobile</b>	
	<b>Email</b>	

<b>Authority to approach other referees</b>
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I authorise the Board or nominated representative to approach the Teaching Council, other educational organisations or people other than the referees whose names I have supplied, to gather information related to my suitability for the appointment to the position for which I am applying.
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<b>Please sign:</b>	
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**Declaration**

I declare 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.

<b>Signature of Applicant</b>	
<b>Date</b>	

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