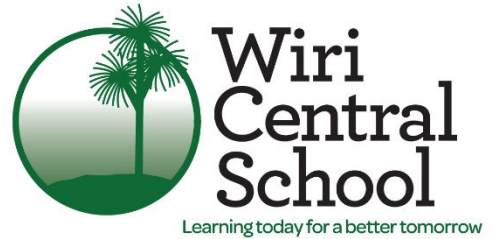


February 2020



Dear Applicant  
Tēnā koe

Talofa lava, Mālō e lelei, Kia orana, Taloha ni,  
Fakaalofa lahi atu, Ni sa bula vinaka, Greetings.

Thank you for showing an interest in our school and we welcome your completed application for the junior school teacher position (fixed term) commencing Term 2 2020 until 15 December 2020. Please indicate whether you have a preference for Year 1 or Year 3/4. We are seeking an innovative and collaborative teacher to contribute to building an environment that ensures our students become lifelong learners.

Our new teacher will be well supported by a committed staff, a motivated board and a supportive and welcoming community.

The following documents are included in this application pack:

- Information about our school
- Criteria for appointment
- Job Description
- Self Assessment form
- Information for applicants
- Appointment timeline
- Application form

Please return the completed application with your CV and covering letter (digital only) by **12.00pm Friday 13th March 2020** by emailing: [office@wiricentral.school.nz](mailto:office@wiricentral.school.nz) (subject line: Junior Position and your name).

Please ensure that your CV clearly addresses the criteria for appointment and contains educational qualifications, employment history covering the last five years and referees. Names of three referees are required, one of these should be your current or most recent employer.

School visits are encouraged and one of the Senior Leadership Team would be happy to show you around the school if you would like to make a school visit. This can be arranged by contacting the school office ph: 09 262-0594.

If you have any further questions please contact me.

Ngā mihi

Jan Donaldson  
Principal / Tumuaki

# OUR SCHOOL

At Wiri Central School we believe that all students can succeed. School culture and curriculum are underpinned by our school values of kotahitanga, manaakitanga, whanaungatanga and rangatiratanga. Providing an environment and opportunities that enable learning and ensure our students become lifelong learners is at the core of all that we do.

Wiri Central School is a multicultural school catering for approximately 360 students and their whānau. Our school is located close to Manukau City Centre, adjacent to the Vodafone Events Centre. We are a full-primary school catering for students from Year 0 to Year 8. Wiri Central School students are provided with extensive opportunities to participate in sporting and cultural events. We believe that having a strong cultural identity supports success in learning. As well as providing opportunities for all students to celebrate who they are our school offers both Māori and Samoan bilingual learning opportunities.

In Mōkai Āwhina students learn in te reo Māori and in Fofoa i Vaoese students learn in gagana Samoa. The students are fully immersed in the language and learning in English is introduced in the later years. Our goal is that by the end of Year 8 these students will be bilingual and biliterate.

At Wiri Central School we aspire to work in partnership with our families, whānau, aiga and the community. Our strength is in all of us working together to support our children with their learning. Time invested in learning today will enable our children to achieve their future goals.

Wiri Central School - Learning today for a better tomorrow.

# CRITERIA FOR APPOINTMENT

## ❖ Teaching capability

- Promote the school's vision and values with students
- Strong organisational and management skills
- A lifelong learner

## ❖ Effective communicator

- Excellent written communication skills
- Respect and relate well to all people
- Strong interpersonal skills

## ❖ Collaborative

- Ability to build and maintain effective working relationships with all members of the school community

## ❖ Excellent pedagogical knowledge

- Commitment to raising achievement and accelerating outcomes for all students
- Demonstrates knowledge of the NZ curriculum
- Knowledge of 'Teaching as Inquiry' as a problem solving approach to teaching and learning
- Future focused and innovative in the classroom

## ❖ Culturally Responsive

- ❖ Commitment to the principles of Te Tiriti o Waitangi, Ka Hikitia and Bicultural NZ
- ❖ Knowledge of the Pasifika Education Plan and understanding of bilingual education
- ❖ Successfully respond to and celebrate the diverse cultural groups within the school

# CLASSROOM TEACHER JOB DESCRIPTION

<b>JOB DESCRIPTION</b>	<b>CLASSROOM TEACHER</b>
<b>Responsible to:</b>	<b>The Principal</b>

## RESPONSIBILITIES & KEY TASKS:

<b>Strategic Goals</b>	<b>Targets</b>
<p><b>Ensure all students are engaged in educationally powerful connections and relationships</b> (TAfL Capabilities –Dim 1 - 6, Prof Stds 1 - 6)</p>	<ul style="list-style-type: none"> <li>● Capture baseline data</li> <li>● Decrease in student incidents in classrooms and playgrounds</li> <li>● Decrease in students sent to timeout/Leader of Learning/Senior Management - measured by data</li> <li>● Increase in whānau attending school events - measured/class</li> <li>● Increase in positive feedback from students and whānau</li> <li>● Improved attendance of target students (25% increase from 2017)</li> <li>● Increased engagement of whānau with class teacher</li> </ul>
<p><b>Ensure all students are able to experience a responsive curriculum effective teaching and opportunity to learn</b> (TAfL Capabilities –Dim 1 - 6, Prof Stds 1 - 6)</p>	<ul style="list-style-type: none"> <li>● Planning and teaching demonstrates evidence of progression of student engagement and achievement</li> <li>● Planning and teaching demonstrates progression in use of effective teaching strategies (evidence of changed practice)</li> <li>● Accelerated progress of target students – refer to Analysis of Variance Literacy and Numeracy targets</li> </ul>
<p><b>Ensure all students experience leadership that promotes and increases equity and excellence</b> (TAfL Capabilities –Dim 1 - 6, Prof Stds 1 - 6)</p>	<ul style="list-style-type: none"> <li>● Increased and consistent use of Assessment for Learning to improve teacher practice and outcomes for students – evidenced by Assessment for Learning teacher and student matrices data</li> <li>● Increased and consistent use of poutama to improve teacher practice and outcomes for students</li> <li>● Planning, teaching and Arinui documentation demonstrates changed teacher practice and improved outcomes for target students as a result of Teaching As Inquiry - refer to Analysis of Variance Literacy and Numeracy targets</li> </ul>

# SELF ASSESSMENT

*Please limit your responses to one page. Bullet points are acceptable.*

Personal Statement

*What are you most proud of achieving in your current role?*

School values: Manaakitanga, Whanaungatanga, Rangatiratanga, Kotahitanga

*How have you built these values with students, staff, board, whānau or school community?*

# INFORMATION FOR APPLICANTS

Thank you for applying for the junior school teacher position at Wiri Central School. Please ensure you have a copy of the job description and criteria before completing this application.

1. Please complete this form yourself. Answer all questions and sign and date where indicated.
2. Attach a curriculum vitae containing any additional information relevant to the position. If you include written references, please note that we may contact the writer of the reference.
3. If successful in your application, you will be required to provide originals as proof of qualifications. These will be needed to verify the copies which will be retained for the school's records.
4. If you are selected for interview you may bring whānau/support people. Please advise if this is your intention.
5. Failure to complete the Job Application Form 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. a) In terms of a criminal conviction, the Criminal Records (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 and
  - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) and
  - The offence was not a specified offence (specified offences are, in the main, sexual in nature) and
  - You have paid any fine or costs

Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible, contact the Ministry of Justice.

b) Under the Vulnerable Children Act 2014, core workers in schools will not be covered by the Clean Slate.

All serious sexual or violent offenses against children will be included in Police vetting results. The Act will make it unlawful to employ people with convictions for these offences, unless they have an exemption.

7. This application form and supporting documents received from the successful applicant will be held by the school. That person may access it in accordance with the provisions of the Privacy Act 1993.
8. Application forms and CVs from non-successful applicants will be held until the appointments process is completed and will then be destroyed.
10. All information received will be confidential to the Appointments Panel and the Board of Trustees.

## APPOINTMENT TIMELINE

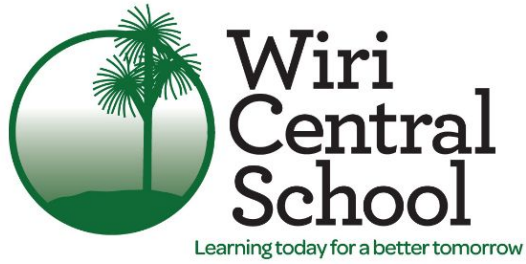
The Wiri Central School Board of Trustees has set the following timeline for the appointment of a junior school teacher (fixed term) commencing Term 2 2020. Every effort will be made to keep to the following schedule in determining the successful candidate.

Timeline for the appointment of Teacher Year 2-4	
Closing date for applications	<b>12.00pm on Friday 13th March</b>
Shortlisted candidates advised	<b>Monday 16th March</b>
Interviews	<b>Thursday 19th March</b>
Appointment commences	<b>Tuesday 28th April</b>

### Checklist - We need to receive completed:

- Covering Letter
- Curriculum Vitae
- Self-Assessment
- Job Application Form

Completed applications to be received by **12.00pm on Friday 13th March** and should be emailed to: [office@wiricentral.school.nz](mailto:office@wiricentral.school.nz)



## APPLICATION FOR EMPLOYMENT

Position applied for

Surname/Family name

First names (in full)

<input type="text"/>	<input type="text"/>
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Are you known by any other name(s)? (if yes please provide below) Yes  No

Full postal address

Email address

Contact telephone numbers

Personal: <input type="text"/>	Business: <input type="text"/>
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## Identity Verification, Criminal Record and Right to Work

Please tick the appropriate boxes:

<u>Immigration information</u>	
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:	
<i>(A board may not employ or engage a children's worker who has been convicted of an offence specified in <a href="#">Schedule 2 of the Vulnerable Children Act 2014</a>. The Clean Slate Act does not apply to schedule 2 offences.)</i>	
Have you ever received a police diversion for an offence?	Yes <input type="checkbox"/>
No <input type="checkbox"/>	
If "Yes" please detail:	
Have you ever been discharged without conviction for an offence?	Yes <input type="checkbox"/>
No <input type="checkbox"/>	
If "Yes" please detail:	
Do you have a current New Zealand driver's licence?	Yes <input type="checkbox"/>
No <input type="checkbox"/>	
Have you ever been convicted of a driving offence which resulted in	Yes <input type="checkbox"/>
No <input type="checkbox"/>	
temporary or permanent loss of licence, or imprisonment?	
If "Yes" please detail:	

Are you awaiting sentencing or do you have charges pending? Yes

No

If "Yes" please state the nature of the conviction/cases pending:

In addition to other information provided are there any other factors Yes

No

that we should know to assess your suitability for appointment and your ability to do the job?

If "Yes", please detail:

Have you ever been the subject of any concerns involving child safety? Yes

No

If "Yes" please detail:

Have you had any injury or medical condition caused by gradual Yes

No

process, disease or infection, such as occupational overuse syndrome which the tasks of this position may aggravate or contribute to?

If "Yes", please detail:

**For teaching/principal positions:**

Do you hold a current practising certificate from the Education Council Yes

No

of Aotearoa New Zealand?

Please enter your registration number:

**Please ensure that your CV clearly addresses the criteria for appointment and contains employment history covering the last five years and referees. Names of three referees are required one of these should be your current employer.**

*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"/>

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.

Signature \_\_\_\_\_

Date

**Note: If completing this electronically you will be required to sign a hard copy should you be selected for an interview.**