

Please find the application pack below.



# Hillsborough Primary School

[www.hps.school.nz](http://www.hps.school.nz)

Application Pack for -  
Year 0-2 Syndicate Leader Position, 3 MU

## Information

Closing date: **Friday 20 October**

*Send applications to:*

The Principal, Mark Lewington  
18 Belfast Street  
Hillsborough  
1042

[mlewington@hillsborough.school.nz](mailto:mlewington@hillsborough.school.nz)

# Welcome

Dear Applicant,

We thank you for your application for the advertised position.

The following information is provided in this pack:

- School Profile
- Appointment Timeline and Checklist
- Person Specifications
- Application Form

Further information can be found on our school website; [www.hps.school.nz](http://www.hps.school.nz)

If you have any queries regarding the position, or would like to visit the school, please contact the school office on ph:[6257307](tel:6257307) or email: [admin@hillsborough.school.nz](mailto:admin@hillsborough.school.nz). All enquiries and applications will be treated in confidence.

We look forward to receiving your application.

Kind regards,

Mark Lewington  
*Principal*  
*Hillsborough Primary School*

# School Profile

## Hillsborough Primary School

Hillsborough School is a Year 0 to 6 Primary School located in Hillsborough and provides an excellent quality education for students. Our teaching team provides exciting, challenging opportunities that specifically focus on the needs and strengths of our learners. Students use an inquiry approach, including the use of digital technology in their learning. Hillsborough Primary School has close relationships with parents, whanau and the community. We work together to ensure the school is a place of learning, safety and pride.

The school has a diverse ethnic composition which is made up of 40% Asian, 32% NZ European, 13% Pasifika, 9% Maori, plus a mix of students from other countries.

The decile classification is 8, with a current roll that starts the year with 400 students and reaches 430 by the end of the year. The school has an enrolment zone which has been used to manage the number of students starting at Hillsborough.

The school has very strong inclusive practices, with excellent systems and support for learners with identified learning, social and emotional needs. Hillsborough also has a wide range of learning support programmes to cater for children who have English as a second language.

Hillsborough has a very supportive parent community, both formally with a parent group and informally through classroom volunteers and helpers. Teachers and staff work collaboratively both within syndicate groups and across school to best meet the needs of learners and share skills and experience. An emphasis is placed not only on learning and achievement but also on the development of students thinking and social skills.

# Appointment Timeline

Friday 29 September	Position Advertised
3pm, Friday 20 October	Applications Close
Tuesday 24 October	Shortlisting Completed
Thursday 26 & Friday 27 October	Interviews
By Monday 30 October	Preferred Candidate Selected

## Checklist

- **Covering Letter**
  - Please include an outline of why you would be a great fit for Hillsborough Primary School
- **Completed Application Form**
  - Please complete all sections, even if some information is duplicated in our CV. Please include details of three referees who can attest to your suitability
  - If you are completing the application form electronically, please print the completed form, sign it where required, scan and email to [mlewington@hillsborough.school.nz](mailto:mlewington@hillsborough.school.nz)
- **Curriculum Vitae**
  - CV's can be shared electronically to [mlewington@hillsborough.school.nz](mailto:mlewington@hillsborough.school.nz) or in hardcopy. Please include a stamped addressed envelope for the return of hardcopy CV's.
- **Qualifications**
  - Shortlisted applicants will be required to produced originals as proof of qualifications at the interview.

Please label applications both electronically and hardcopy, *Confidential*.

# Position Description

This is a permanent leadership position;  
teaching in a junior class (Y0-2, level to be negotiated) and leading the  
junior syndicate, 3MU.

There is a release component.

The position is effective from the start of the school year in 2018.

# Person Specifications

**Hillsborough Primary School and its community requires a teacher who:**

- Is a skilled classroom teacher who understands and demonstrates best teaching practice
- Can engage and motivate students as leaders of their own learning
- Uses effective formative assessment practices in their teaching and learning programmes
- Provides creative learning opportunities
- Develops and sustains positive relationships with students and their whanau
- Is a team player who demonstrates a willingness to contribute to the school's wider activities
- Motivates others with innovative and strategic thinking
- Fosters open communication and can work collaboratively with students, staff, families and the community
- Provides a safe , tidy and attractive classroom learning environment
- Shows a commitment to their own professional learning and growth
- Has a sense of professionalism and ethics
- Is reflective and has a sense of humour

# Application Form

Our Application Form is below.

You can include a hard copy with your CV or send it electronically.  
Please remember, application forms submitted electronically must include  
handwritten signatures which have been scanned.



# Hillsborough Primary School

## APPLICATION FOR EMPLOYMENT

### Important Notes for Applicants

Thank you for applying for a position with our school. Please ensure you have a copy of the position description and person specification before completing this 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 selected for an interview you may bring whānau/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 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 license). 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 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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<sup>1</sup>**Custodial sentence** means a sentence of imprisonment and includes corrective training, preventive 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 FOR EMPLOYMENT

Position applied for

Location

Vacancy/Reference Number

NE Teacher, Terms 3 & 4

Hillsborough Primary School

Tick one

Mr

Mrs

Ms

Miss

Or other preferred title:

Surname/Family name

First names (in full)

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Birth name (if applicable)

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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:

Business:

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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 Schedule 2 of the Vulnerable Children Act 2014. 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 temporary or permanent loss of licence, or imprisonment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Are you awaiting sentencing or do you have charges pending?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If "Yes" please state the nature of the conviction/cases pending:		
In addition to other information provided are there any other factors 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  No

If "Yes" please detail:

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				

## ***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.

<b>Period worked</b> (please specify the start and end dates)		<b>Employer's name</b> (or reason for gap in employment)	<b>Position held</b>	<b>Reason for leaving</b>
<b>Start date</b>	<b>End date</b>			
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	to			

## ***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.

<b>Name</b>	<b>Organisation</b>	<b>Position/ Relationship</b>	<b>Landline (preferred)</b>	<b>Mobile</b>

*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.
- 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.**