



P: 03-3146814  
Resource Teacher of Literacy

F: 03-3146815  
*'being the best we can be'*

Waipara Primary School

2 Loffhagen Drive  
PO Box 11, Waipara 7447  
E: [waipara@xtra.co.nz](mailto:waipara@xtra.co.nz)  
[www.waipara.school.nz](http://www.waipara.school.nz)

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## RESOURCE TEACHER OF LITERACY VACANCY for 2020

### Permanent position

Thank you for your enquiry about the recently advertised vacancy. An Application for Employment form and Person Specification information are enclosed. Please use the Application for Employment form provided.

### The timeline for appointment is as follows:

- Friday 21 February - *position closes*
- Tuesday 25 February - *shortlisting and referee contacting*
- Saturday 29 February - *interviews for the position*

### In order to complete an application, please send through the following:

1. A completed application form identifying three referees, at least one of whom knows you in your current teaching capacity.
2. An application letter, stating your strengths and suitability for the position.
3. A copy of your current Curriculum Vitae.

All applications, together with your CV should be forwarded to:

[waipara@xtra.co.nz](mailto:waipara@xtra.co.nz) or Waipara School, PO Box 11, Waipara 7447

If you wish to have your CV returned, please enclose a stamped self-addressed envelope.

Yours sincerely

Di Officer  
Principal



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## Person Specification – Resource Teacher of Literacy 2020

*Position commences Term Two, 2020*

The successful applicant will meet the following criteria:

- will have current full New Zealand teacher registration
- demonstrate successful classroom teaching experience with strengths and a school role in reading and writing / literacy (to be checked with referees)
- successful literacy initiatives already achieved
- the ability to develop and monitor individual and/or group programmes for students with literacy difficulties
- academic qualifications in the literacy field, such as Reading Recovery training; Resource Teacher:Literacy training; or academic papers in literacy
- ability to develop positive relationships with students, parents, teachers, principals and professional agencies
- willingness to work in a number of schools on an itinerant basis - please note that the Waipara School Board of Trustees currently provides a lease car to be used for RTLit travel between schools and the car is based at Waipara School
- the ability to organise and manage time and commitments effectively
- the ability to work independently on a day-to-day basis while ensuring effective communication with schools and school personnel
- the ability to work within the cluster schools and develop empathy with students, teachers, management and support staff within those schools.
- verifiable excellent interpersonal skills

**TO:** Principal, Waipara School

**POSITION APPLIED FOR:** Resource Teacher of Literacy

**PERSONAL DETAILS:**

Name: \_\_\_\_\_ Home Phone: (0 ) \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone: (0 ) \_\_\_\_\_  
\_\_\_\_\_ Mobile Phone: (0 ) \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_  
Registration No: \_\_\_\_\_ Certification: Full / Provisional  
Expiry Date: \_\_\_\_\_

**PRESENT EMPLOYER:**

Name of present employer:  
\_\_\_\_\_ Work Phone: (0 ) \_\_\_\_\_  
Address: \_\_\_\_\_ Other Phone: (0 ) \_\_\_\_\_  
\_\_\_\_\_ Date commenced: \_\_\_\_\_  
Position held: \_\_\_\_\_

**REFEREES: (Note: at least one of these should be able to attest to your most recent work performance)**

**1**

Name: \_\_\_\_\_ Home Phone: (0 ) \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone: (0 ) \_\_\_\_\_  
\_\_\_\_\_ Mobile Phone: (0 ) \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

**2**

Name: \_\_\_\_\_ Home Phone: (0 ) \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone: (0 ) \_\_\_\_\_  
\_\_\_\_\_ Mobile Phone: (0 ) \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

3

Name: \_\_\_\_\_

Home Phone: (0 ) \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: (0 ) \_\_\_\_\_

\_\_\_\_\_

Mobile Phone: (0 ) \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

**TERTIARY EDUCATION QUALIFICATIONS**

Institution attended	Year	Qualifications attained	Date awarded

**TEACHING SERVICE (list all schools and positions):**

Position	Class Level	School	Date from	Date to

**PROFESSIONAL MEMBERSHIPS**

Please give details below:

## OTHER INFORMATION

Yes	No

Have you had any injury or medical condition which the tasks of this job may aggravate or contribute to, or know of any reason why you might have difficulty carrying out the duties required by this position? If yes, please give details below:


Do you have any matters relating to yourself currently or previously before the Teaching Council New Zealand?

Do you have a current New Zealand Driver Licence?

Do you give permission for your police record to be checked?

Are you a New Zealand citizen?

If not, do you have residential status?

A current work permit?

Have you changed your name by deed poll / statutory declaration?

Other names known by: \_\_\_\_\_

## PRIVACY ACT 1993 (To be signed by the applicant)

This Application is submitted with the understanding that any further information given is for the use of the employer and their authorised representatives who may at any time have access to this information.

Furthermore, consent is given for members of the Waipara School Appointments Committee or its advisor to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position of teacher at this school including accessing any information used by the Teaching Council of New Zealand

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## DECLARATION:

Yes	No

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from minor traffic offences) Have you received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment? If YES, please provide date and details of offence(s) on a separate sheet. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.

I certify that I know of no reason why I would not be suitable to work with children/young people.

I certify that I am registered as a New Zealand teacher. I solemnly and sincerely declare that to the best of my knowledge and belief, the information given in this application and in my CV is correct.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_