



West End School

Te Kura O Urumutu

West End School
Scale A Teaching Position
(Permanent)
Application Pack
2020

24 February 2020

Dear Applicant

Thank you for your interest in and enthusiasm for the position of Permanent Scale A Teacher at West End School commencing on the first day of Term 2, 2020 (28 April 2020).

This position requires the experience, qualifications, skills, knowledge and qualities associated with the teaching and learning of children who are accessing the NZ Curriculum

Please include in your application the following:

- ❖ Covering letter - signed
- ❖ Signed Application Form – see below
- ❖ A CV or Portfolio – see below

We seek applicants who can demonstrate the following: Personal attributes required:

- ❖ Personal Values - Integrity; sense of humour; to be a “champion” and advocate for children and to place children first at all times; altruism; working smart; ability to foster and build positive relationships with children, parents and colleagues; effective communicator and active listener.

Professional attributes required:

- ❖ NZ registered, professional discretion, reflective inquiry and discussion, collective and collaborative obligation to colleagues, use evidence to inform professional practice, culturally responsive and inclusive teaching fostering active learning, problem seeker and solver, contributor and participator in the development of school- wide culture including strategic thinking and planning .
- ❖ Team work – active collaborative approach

Documentation required:

- ❖ Completed Application Form – Form attached along with a job description and criteria for appraisal. Please note that hardcopy only applications dated and with signature will be accepted along with completed proof of identity by authorized person. IF interviewed please bring 2 forms of pictorial identity eg. NZ Driver’s license/Passport /other
- ❖ C.V. and/or portfolio of work that can be verified and demonstrates your personal and professional passions, talents, qualifications, knowledge, skills and experiences in leading and teaching in one or more of the following areas that you believe would strengthen West End School by your appointment.
 - Recent successful teaching
 - Focus on students as Active Learners and the development of student agency for all learners including ORS/ ESOL/ children at risk of not achieving in using a flexible teaching pedagogy.
 - Foundation literacy and numeracy and their integration with curriculum Inquiry/e-learning.
 - Formative teaching and assessment practices across the curriculum.
 - Te Reo me Tikanga Maori

Process for Shortlisted Candidates: see timeline that follows

School Visit

As part of the process we may visit you in your current setting

Interview:

If you have any inquiries or would like to visit West End School please feel free to make an appointment Matthew Kennedy : principal@westend.school.nz

We wish you well with your application.

Yours sincerely

Matthew Kennedy
PRINCIPAL

EXPECTED TIMELINE

Events	Date	Notes
Position advertised	February 24, 2020	
Applications close	Monday 2 March, 12pm, 2020	Only applications posted that show a postal date of this date or earlier or applications delivered personally to the school office by this date will be accepted.
Position short listing	November 2 March 2020/November 3 March 2020	Successful shortlisted applications contacted by phone. Unsuccessful applicants will have their CV returned if a self-addressed envelope for return has been provided otherwise they will be destroyed.
Visit to successful shortlisted applicants in their school if possible and interviews	To be arranged	When advised of date and time please notify your principal. Please arrive 10 minutes before your agreed time. If you require a further tour please let us know prior to this day so we can arrange for someone to show you around again for 20 minute prior to the interview commencing
Position commences	First Day of Term 2 (28 April 2020).	Successful applicant is required to be prepared and ready to commence teaching position prior to this date and attend any meetings necessary to make this happen. This may occur in the holidays. Please ensure holidays are planned accordingly to allow for this to happen.

Job Description

Name: _____

Leadership Interactions

Concept

Facilitate learning amongst staff

Key Activities	Expected Consequences				
Learning Mentoring Conversations	Teachers will seek learning success for all students. All teachers will continue to learn new skills, new approaches and widen their curriculum knowledge.				
Facilitate individual and group reflection.	Teachers will work collaboratively and develop in expertise through creative use of the 'variety pool'.				
Discussions regarding evidence of practice and introducing new practice ideas.	Teachers will modify their practice to best suit their current students. Curriculum resources will grow and expand. Cumulative records will demonstrate effective programmes through growing student mastery.				
Interpreting research studies.	Teaching techniques will include and incorporate recent research based developments.				

Classroom Teaching Interactions

Concept

Facilitate new learning from examining existing practice.

Key Activities	Expected Consequences				
Conversations about teaching and evidence of students learning.	Teachers will be critically reflective about their practice. They will seek to adapt what they do to best empower student learning.				
Discussions around evidence trends and the meaning of student activities.	Within the school, staff will be encouraged and enabled to format evidence of learning so that emerging trends are able to be examined.				
Discussions of teaching technique.	Through observation via video tapes and/or thoughtful note taking, teachers will scrutinize the manner in which they teach and explore alternatives.				
Discussions around shared activities.	An analysis of teaching conducted with others will be made and compared to effectiveness of individual work.				

Cultural Interactions (Values and Norms)

Concept

Interaction and reflection about 'the way things are done around here'.

Key Activities	Expected Consequences				
Establishing cultural norms.	A core culture will be understood by all. Part of the leadership activity will be to actively interpret the boundaries of the cultural norms.				
Interactions based around maintaining the core culture.	New situations will need to be interpreted, new people inducted and consistency of purpose and intent maintained.				
Resolving disputes and infractions.	There will be a consistency of the culture in action both in process and outcome, as interpersonal differences at every level are resolved.				
Critiquing cultural artifacts.	From time to time, or in the event of a critical incident, it will be necessary to assess the value and consequence of various 'ways of doing things'.				

Personal Professional Development Interactions

Concept

Interactions with others both in and out of school aimed at deepening thinking and understanding

Key Activities	Expected Consequences				
Discussions about readings.	A lively attitude to collecting, sharing and participating in new written ideas. Aspects of this work will be incorporated into professional work.				
Critique with others PD activities which have been experienced recently.	An active reflection-in-practice will be developed leading to greater professional competence.				

Shared reading sessions.	All staff will take an active part in sharing their reading and thinking with their colleagues.				
Sessions where difference is celebrated and creative and lateral thinking affirmed.	Time will be set aside periodically to 'think outside the square' and to reaffirm the creative nature of teaching.				

CODES Tataiako- Whana-Whanaugatanga; M= Manaakitanga; TW- Tangata Whenua; A=Ako, W= Wananga.

Signed:

Teacher: _____

Date: _____

Principal: _____

Date: _____

WEST END SCHOOL

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with our school. Please ensure you have a copy of the job description and person specifications before completing this application.

1. Please fully complete this form personally. Read it through first 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 you include written references, please note that we may contact the writers of the references.
3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
4. If you are selected 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. 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

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community based sentences and suspended sentences. 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.

8. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.

If you have any queries, please contact the person cited in the advertisement.

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

POSITION APPLIED FOR:

NAME:

Are you know by any other names(s)? If Yes please provide below Yes No

Full postal address:

Email address:

Contact telephone numbers:

IDENTITY VERIFICATION, CRIMINAL RECORD and RIGHT to WORK

Please tick the appropriate boxes:

Immigration information:	
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:	
(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.)	
Do you have 2 of the following	Yes <input type="checkbox"/> No <input type="checkbox"/>
Current N Z driver's licence	
Passport	
Other pictorial identification	
Please bring as part of identification process (If you don't have a pictorial identity then referees will need to identify)	
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 there any factors including actual criminal or pending charges 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 <input type="checkbox"/>
No <input type="checkbox"/>	
If "Yes" please detail:	
Have you had any injury or medical condition caused by gradual	Yes <input type="checkbox"/>
No <input type="checkbox"/>	
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:

EDUCATIONAL QUALIFICATIONS

	NAME	LOCATION	NUMBER OF YEARS COMPLETED	HIGHEST QUALIFICATION GAINED
SECONDARY SCHOOL				
UNIVERSITY				
OTHER				

Please bring originals to interview for viewing.

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.

PERIOD WORKED (Please specify the start and end dates)	EMPLOYER'S NAME (or reason for gap in employment)	POSITION HELD	REASON FOR LEAVING

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.

NAME	ORGANISATION	POSITION/RELATIONSHIP	LANDLINE (Preferred)	MOBILE

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"/>

KEY CRITERIA

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These key criteria are stated in the position description and /or person specification. Please outline below how you meet each of these attributes and abilities. Even if you are attaching a CV, please fill this out in full. The contact person cited in the advertisement can assist with any questions.

CRITERIA (Knowledge, skill, attributes, personal characteristics)	PAST ROLES IN WHICH YOU HAVE DEMONSTRATED THE CRITERIA	WHAT DID YOU DO WHICH DEMONSTRATED THIS	KEY ACHIEVEMENTS

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.