



Classroom Teacher / Team Leader

Application Pack 2020

WELCOME

Thank you for your interest in the leadership position at St Joseph's School, Papanui. We hope you find this application package informative and useful.

Please find enclosed:

- Job Description including person specification and a statement of responsibilities
- Application Form
- Equal Employment Opportunity Form

When submitting your application, please ensure you include the following documentation:

- Application Form
- Equal Employment Opportunity Form
- Covering Letter
- Curriculum Vitae (If you wish to have your CV returned, enclose a stamped, self-addressed envelope)
- Certified copy of photo identification (passport or driver's licence)

Application process and timeline

5 March 2020	Applications Close
9 - 20 March	Shortlisting and Interviews
20 March	Appointment confirmed
Negotiable	Applicant takes up appointment

All applications must be sent to the following address:

office@stjopapa.school.nz or

St Joseph's School, Papanui
4 Vagues Road
Christchurch
Attn: Application

SCHOOL DESCRIPTION

St Joseph's School is a state integrated school for girls and boys from Year 1-8 offering an education with a special Catholic Character. The special Catholic Character of our school is founded on our patron St Joseph and the Gospel Values which flows the educational philosophy of Catherine McAuley as gifted to us by the Sisters of Mercy.

We aim to enrich children's lives by nurturing personal dignity, respect for others, a sense of community, and the living of Gospel Values within the teachings of the Catholic Church. The Gospel Values of Love, Respect, Honesty, Integrity, Trust, Forgiveness, Service, Compassion, Faith and Social Justice underpin the day to day activities.

St Joseph's School is a wonderful place to teach and learn. We strive to acknowledge the unique gifts of each individual and are committed to empowering every student to reach their full potential. Programmes are challenging, success – orientated and fulfilling. Our comprehensive learning programme ensures that students are equipped with the knowledge, skills, and attitudes to succeed in the future. We are committed to fostering confident, self-motivated, lifelong learners.

St Joseph's School is situated in the city of Christchurch, providing a Catholic Education to families in the northern suburbs of Belfast, Redwood, Northcote, Papanui, Casebrook and Bishopdale. The school's positive reputation and high expectations has created an ongoing demand of its student roll which is limited to 440 students.

The school is organised into two teams: Junior 1-4 and Senior 5-8. Each team consists of 8-10 teachers who work in smaller collaborations together. Each team has two co-leaders. We encourage all teachers to take a collaborative approach that responds to the emerging needs on children.

The leadership team consists of the Team Leaders, Director of Religious Studies, two Deputy Principals and Principal. St Joseph's school is also a member of the Christchurch Catholic Schools' Community of Learning that includes nine Catholic primary schools and five Catholic high schools spread across the greater Christchurch area.

St Joseph's School is a well-resourced school situated on 10 acres of land that includes a football field, rugby field, cricket facilities, netball court, basketball court and three adventure playgrounds. School facilities also include: twenty classrooms, a library, and a hall. The school is currently working collaboratively with the parish to rebuild a church and new hall facility. When completed this new complex will prove to be a valuable resource for the parish/school community.



JOB

DESCRIPTION SUMMARY

Employment Title:	Team Leader / Classroom Teacher / Within School Teacher (CoL)
Term:	Permanent / Full Time
Status:	Non-Tagged
Units:	2 Management Units + Within school teacher CoL
Employment Agreement:	Primary Teachers' Collective Agreement (available)

Position Description:

The school's Leadership Team consists of the Principal, Deputy Principal, Director of Religious Studies and four Team Leaders.

Key Objective:

1. Collaboratively work with the Principal and Leadership Team to maintain a reflective, collaborative and innovative team environment focused on quality learning.
2. To provide high quality learning opportunities for the students at St Joseph's School, Papanui.
3. Provide pedagogical, curriculum guidance and support to a team of teachers.
4. Work with the leadership team to review and enhance the teaching and learning programme that includes quality professional development for teachers.

Person Specifications:

1. Holds a relevant teaching qualification and a current registration certificate.
2. An effective team player who demonstrates a high degree of professionalism and communication.
3. An experienced teacher who has comprehensive pedagogical knowledge.
4. An innovative teacher who uses quality evidence based teaching programmes.
5. Has recent experience leading a team or school wide responsibility.
6. Has recent experience teaching in **years 7-8** in a New Zealand primary school setting.
7. A willingness to support and participate in the Special Catholic Character of the school.

Statement of Specific Responsibilities

1. Support and participate in the Special Catholic Character of the school.
2. Lead, organise and coach a team of teachers.
3. Successfully undertake delegated curriculum and corporate responsibilities.
4. Form effective partnership with parents.
5. Actively participate in ongoing staff meetings and organised professional development.
6. Participate in school / community events.
7. The teacher is responsible for planning, teaching, assessing, and reporting on the achievement of students.

Specific responsibilities will be allocated on appointment. *A detailed Job Description and appropriate employment contract will be provided to the successful applicant when an offer of*

employment is made.

IMPORTANT NOTES FOR APPLICANT

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. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
4. 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.
5. 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.

6. 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 Principal at Joseph's School, Papanui.



APPLICATION FOR APPOINTMENT

Position applied for	Location	Vacancy/Reference No.
Teacher / Team Leader /CoL	St Joseph's School, Papanui	2020a

Tick One

Mr

Mrs

Ms

Miss

Or other preferred title:

Surname/Family Name

First Names (in full)

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Full Postal Address

Contact Telephone Number

Private:

Business:

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Email Address

Please tick the appropriate boxes:

Are you a New Zealand citizen? Yes No

If not, do you have resident status, or Yes No

A current work permit? Yes No

Have you ever had a criminal conviction? Yes No

(convictions that fall under the clean slate scheme do not have to be disclosed)

If "Yes" please detail:

Have you ever received a police diversion for an offence? Yes No

If "Yes" please detail:

Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? Yes No

If "Yes" please detail:

Are you awaiting sentencing/currently have charges pending? Yes No

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

Have you been the subject of any concerns involving student safety? If "Yes" please detail:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and ability to do the job? If "Yes", please elaborate:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 or contribute to? If "Yes", please detail:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a current New Zealand driver's licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Educational Qualifications:

Please state your last secondary level qualification and where the qualification was gained:

Please state your tertiary level qualification/s and the institutions where you studied:

Please state any other qualifications that relate to the position:

Teacher Registration number:

Suitability for the position:

Experience teaching Year 7-8 (Intermediate)

Leadership experience

Employment History

Please outline most recent employment history, beginning with current or latest employment.

Period Worked	Employer's Name	Position Held	Reason for Leaving

Referees

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your most recent work performance. 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	Contact Details (organisation and address)	Phone (landline preferred)	Relationship (e.g. employer/principal)

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 Teachers Council, including matters under investigation, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Attestation: I confirm that all the information in this application is true and correct

APPLICANTS SIGNATURE

DATE

EEO FORM

Position: Classroom Teacher / Team Leader 2018-5

- A. The reason for collecting data from applicants and employees of the school include:
- Developing a profile on the range of people currently working at the school and the range of applicants applying for jobs.
 - Developing and monitoring an EEO action plan.
- B. The information is confidential and is gathered for statistical purposes only. It will be removed from your allocation when received and processed separately.
- C. The principal and the school secretary are the only people who will see the completed forms. The forms will be destroyed as soon as the data has been summarized and entered onto the personnel database.
- D. No Individual Equal Employment Opportunity records are kept in any form.
- E. The data is gathered and analysed for EEO purposes only. A summary of the information is given to the Board of Trustees.
- F. The summary may also be used in the St Joseph's School Papanui annual report.
- G. Thank you for completing this form.

Gender: Male Female

Ethnic Identity: NZ Maori NZ Pakeha Pacific Is

Other (*Specify*)

Disability: Do you live with the effects of injury, long-term illness or disability / disabilities? Yes No

If you answered 'yes' in the question above, how does your injury, illness or disability affect you at work?

Movement Vision Heart Concentration

Hearing Mental Health Speech

Other (*specify*)

Do you need any aids or equipment or adaptations to your workplace to make your work easier or to improve your work performance? Yes No

If YES, please specify

Training: In what country were you awarded your Teaching Qualification? commencement