



Dear applicant,

Thank you for your interest in the fixed term teaching position in our senior school. Please find enclosed the following information:

- The job description
- An application form

If you are interested in applying, please support the application form with a current C.V. and a covering letter outlining your suitability for the position. If you would like your CV returned, please enclose a stamped self-addressed envelope.

Applications close: Wednesday 21st November 2018 at 5.00pm.

Commencement: Term 1, 2019

If you have any questions, please do not hesitate to contact me.

Yours faithfully

Stacey Honeywill

**Principal**

# Teacher (Year 6-8) - Job Description 2018

**TENURE:** Fixed term 2019    **CLASS LEVEL**    Senior Class - Years 6-8

## PERSON SPECIFICATIONS

- Uphold the school's vision, beliefs and values
- Adhere to the school's Code of Conduct
- Follow the planning and assessment expectations of the school
- Meet the Code of Professional Responsibility & Standards for the Teaching Profession

## PRIMARY OBJECTIVES

- Model and promote positive and constructive relationships with staff, students and the community.
- Work cooperatively and collaboratively with colleagues in the planning, teaching, evaluation and reporting of all curriculum areas.
- Actively engage in professional, open to learning conversations.
- Value teamwork and collaborate with others.
- Support the specialist Year 7-8 programme.
- Explore, recognise and celebrate Maori identity, language and culture, including making good use of local expertise and the local context.
- Apply the 'teaching as inquiry' process and strategies with a view to improving practice and student outcome.
- Be involved in the corporate life of the school, sharing administrative responsibilities, and participating fully in learning-team and school-wide activities and programmes.

Key Tasks	Expected Results
Teaching and Learning	<ul style="list-style-type: none"> <li>• Enhance children's self-esteem and achievement through the establishment of a positive and supportive classroom environment where students can take risks with their learning and see mistakes as learning opportunities.</li> <li>• Meet curriculum requirements in relation to teaching and learning as well as programme content, delivery and assessment.</li> <li>• Identify the academic, social, physical and emotional needs of pupils and subsequently develop, plan and deliver a programme that meets those needs.</li> <li>• Use classroom practices and implement programmes that engage all learners, accelerate learning of all students so that they experience success.</li> <li>• Use a range of strategies to support students to have a voice in co-constructing what and how they learn.</li> <li>• Monitor and assess pupil progress against objectives as determined by the NZ Curriculum and the school curriculum plan.</li> <li>• Change and adapt current practice in response to students' needs and new evidence and research.</li> <li>• Provide opportunities for student leadership.</li> <li>• Support the Year 7-8 Leadership programme.</li> <li>• Plan and attend Senior Camp.</li> </ul>
Professional Learning and Development	<ul style="list-style-type: none"> <li>• Be an active participant in Learner Agency PLD for 2019.</li> <li>• Attend all other PLD opportunities provided.</li> <li>• Be open to learning.</li> <li>• Commit to making ongoing improvements to practice.</li> </ul>

# APPLICATION FORM

**Personal Details:**

Surname .....

Title: Mr, Mrs, Miss, Ms

First Names.....

Gender: Male / Female

Postal Address .....

Contact telephone numbers

Home ( ).....

Cell ( ).....

Work ( ).....

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

If yes provide details

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Do you have any known condition which may affect your ability to efficiently carry out the functions and responsibilities of the teaching position applied for? Yes / No

If yes, please specify

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**Qualifications**

Date of Certification .....

Teacher's Registration Number ..... Current to .....

**Educational Qualifications**

Degrees / Diplomas Year Conferred

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Other Qualifications

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**Employment History**

Please outline your most recent employment history.

Position                      Class level                      School                      Date From / Date To

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**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 work performance.

1) Name .....

Address .....

Telephone ..... (Home) ..... (Business)

Capacity in which you have known the person .....

2) Name .....

Address .....

Telephone ..... (Home) ..... (Business)

Capacity in which you have known the person .....

3) Name .....

Address .....

Telephone ..... (Home) ..... (Business)

Capacity in which you have known the person .....

**Privacy Act**

In accordance with the Privacy Act 1993, I give consent for the Waitati School Appointments Committee to make enquiries from the referees listed in this application. Furthermore, I also give consent for the committee to make enquiries of past or present employers, colleagues, the Education Council or equivalent overseas professional body or any other person who may be in a position to assist the committee in determining my suitability in terms of filling the vacancy and give consent to those people providing such information.

Signature ..... Date .....

**Declaration**

I certify that the information I have supplied in this application is true and correct. 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 .....