



Inspires students to be lifelong learners to achieve and reach their potential.

383 Old Port Road, RD 3,  
Warepa, Balclutha

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Phone: 034182554

## APPLICATION PACKAGE FOR FIXED TERM POSITION

Thank you for your interest in our advertised position, available for commencement 29 January 2018.

Please find enclosed the following information:

- Application form
- Position Description
- Person Specification

Would you please note that for consideration of your application, the application form provided must be fully completed regardless of other documentation provided.

When completed, please forward your application form, curriculum vitae, and any other associated documentation to:  
The Principal

Warepa School  
383 Old Port Road  
RD 3, Warepa  
Balclutha 9273

Your application will be acknowledged and treated as strictly confidential. Curriculum vitae will be returned if a suitably stamped, self-addressed envelope for this purpose is enclosed with the application. Otherwise, please collect from the school office. C.V.s not collected after two weeks from date of notification of the appointment will be disposed of.

<u>Timeline:</u>	17 October 2017:	Vacancy advertised online in Education Gazette
	3 November 2017:	Closing date for applications at 3.00 pm
	11 November 2017:	Proposed date for interviews with short-listed applicants
		Appointment to be announced shortly after interviews
	29 January 2018:	Commencement date

*Your application must be received by 3 pm, 3 November 2017*

Please contact me personally, and in confidence, should you require more information ([sueadcock@warepa.school.nz](mailto:sueadcock@warepa.school.nz)). We look forward to receiving your application.

Yours sincerely,

Sue Adcock  
PRINCIPAL

# SCALE A TEACHER

## FIXED TERM 2018 – 0.8 POSITION WAREPA SCHOOL



### Purpose

Teachers are responsible to the Principal for curriculum delivery, curriculum content, assessment of student progress, reporting to parents, and other delegated responsibilities.

This job description sets out teacher's duties and responsibilities and forms the reference point for performance appraisal.

Appraisal of the teacher's performance is the responsibility of the Principal.

### Accountability

All teachers are accountable to the Principal, who in turn is accountable to the Board of Trustees for the performance of all staff.

### Extent of Authority

1. Teachers operate within legal requirements, the school's charter, policies, and plans.
2. Each teacher is responsible for the welfare and education of the children and classes assigned by the Principal, and for any other specific duties delegated by the Principal.

### Working Relationships – The Teacher:

- Gives priority to ensuring the well-being and educational achievements of their students
- Works as a member of the staff team
- Has positive relationships with parents
- Shows loyalty to the school
- Helps to promote the interests and image of the school
- Respects matters of confidentiality
- Adheres to school policy

# Statement of Responsibilities

## 1. Curriculum Delivery: *The style and approach to teaching and learning*

### Key Objectives:

- **Balanced Programmes:** Teachers provide balanced programmes based on National Curriculum statements and agreed community goals.
- **Individual Needs:** A range of teaching and management strategies are undertaken to identify children's individual learning difficulties or abilities with the provision of support programmes and access to outside support where appropriate.
- **Relevant Learning Experiences:** Teachers plan individually and collaboratively to prepare learning activities relevant to the interests and needs of children.
- **Resources:** Teachers effectively use appropriate school and community resources to support teaching and learning.
- **Learning Atmosphere:** The learning atmosphere is caring, positive, and supportive, children's efforts are valued.
- **Teaching Approaches:** Teachers use a variety of teaching and learning styles to cater for children's individual needs, abilities and learning styles.
- **Work Habits and Attitudes:** Children are helped to develop good work habits and positive attitudes including caring, tolerance and cooperation.
- **Equal Opportunities:** Girls and boys, with varying abilities have equitable access to learning opportunities, including teacher time and use of resources and materials.
- **High Expectations:** There are high expectations that all children will achieve and succeed to the best of their individual abilities.

## 2. Curriculum Content: *Skills, knowledge and attitudes to be taught and learned*

### Key Objectives:

1. The objectives in the school's Curriculum Plan are demonstrated in the planning and implementation of teaching programmes.
2. The priority outcomes for each learning area as listed in the school's Curriculum Plan are a major focus for classroom teaching and learning programmes.

## 3. Assessment: *Checking students' progress and achievements*

### Key Objectives:

1. The objectives in the Assessment Section of the school's Curriculum Plan are demonstrated in classroom practice.

## 4. Reporting: *Keeping parents informed of their children's progress and achievements*

### Key Objectives:

1. The objectives in the Reporting Section of the school's Curriculum Plan are demonstrated in practice.

## 5. Whole School Responsibilities:

*The strength and success of the school depends on the use and development of the strengths of each member of the total staff team*

### Key Objectives:

1. Work cooperatively and supportively with other members of the staff.
2. Assist in setting, modelling and maintaining high standards in every area of school life.
3. Take an active part in school affairs in and beyond the classroom.
4. Assist in supervision duties as required.
5. Have positive relationships with parents; and help to promote and uphold the interests and image of the School.

## Person Specification

Together with the Practising Teacher Criteria and the Professional Standards for Teachers the successful applicant will:

- Be innovative, enthusiastic and collaborative in their approach to teaching
- Have strengths in literacy and mathematics
- Be able to utilise digital technologies to support learning, taking into consideration the needs of our learners
- Show a commitment to the principles of the Treaty of Waitangi
- Have a genuine affinity with children as demonstrated by:
  - A warm and supportive manner towards all children
  - High expectations for all students
  - Cultural sensitivity
  - Firm and fair relationships with students
- Be an inspiring classroom teacher and support children to be active learners
- Create and sustain an engaging classroom environment which challenges children and caters for their needs, and provides learners with agency
- Be a team player, able to see the 'big picture' and work effectively with all staff for the good of the whole school
- Have a high level of self-motivation, honesty, and integrity
- Be a good role model and have sound relationships with parents, while maintaining a professional distance
- Have the ability to foster and maintain a positive community involvement in our school
- Have good communication skills which result in well informed students and family/whanau
- Show a commitment to one's own professional development

## Warepa School Application for Appointment

<b>Position applied for:</b>
<p>Teacher Scale A 0.8, Fixed Term commencing 29 January 2018 Class level dependant on successful applicant's strengths and experience</p>

Personal Details		
<b>Circle One:</b>  Mr Mrs Ms Miss  Or other preferred title:	<b>Surname/Family Name:</b>	<b>First Names (in full):</b>
<b>Are you known by any other name(s)?</b> (if yes please provide below)		<b>Birth Name (if applicable):</b>
Yes  No		
<b>Full Postal Address:</b>   <b>e-mail:</b>		<b>Contact Telephone Number:</b>  Personal:  Business:

Identity Verification, Criminal Record and Right to Work (please tick the appropriate boxes)
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<b>Immigration Information</b>		
Are you a new Zealand Citizen?	Yes	No
If not, do you have resident status, or	Yes	No
A current work permit?	Yes	No

<b>Have you ever had a criminal conviction?</b>		
If "Yes" please detail:	Yes	No
(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.)		

<p><b>Have you ever received a police diversion for an offence?</b></p> <p>If "Yes" please detail:</p>	Yes	No
<p><b>Have you ever been discharged without conviction for an offence?</b></p> <p>If "Yes" please detail:</p>	Yes	No
<p><b>Do you have a current New Zealand Driver's licence?</b></p>	Yes	No
<p><b>Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?</b></p> <p>If "Yes" please detail:</p>	Yes	No
<p><b>Are you awaiting sentencing or do you have charges pending?</b></p> <p>If "Yes" please state the nature of the conviction/cases pending:</p>	Yes	No
<p><b>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?</b></p> <p>If "Yes" please detail:</p>	Yes	No
<p><b>Have you ever been the subject of any concerns involving child safety?</b></p> <p>If "Yes" please detail:</p>	Yes	No
<p><b>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?</b></p> <p>If "Yes" please detail:</p>	Yes	No

**1 Custodial sentence** means a sentence of imprisonment and include 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.

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. Explain any gaps in employment. If you were self-employed, give details. Attach additional sheets if necessary.

Period Worked <small>(please specify the start and end dates)</small>		Employer's Name <small>(or reason for gap in employment)</small>	Position Held	Reason for Leaving
<i>start date</i>	to	<i>end date</i>		
	to			
	to			
	to			
	to			
	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.

Name	Organisation	Position/ Relationship	Landline <i>(preferred)</i>	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 No

**Authority to approach other referees:** 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 No

**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: .....



## IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position 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 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. (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 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 fine 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.

1. 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.
1. 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.