



**Information for Applicants for
Long Term Relieving - Full Time
Year 7/8 Teacher**

Commencing on 28 January 2018 to 27 January 2019

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The timetable for filling the position is as follows:

1. Closing date for applications: **Friday 3 November 2017, 4pm**
2. Short-listing of applicants will occur shortly after this date. You will be notified as to whether or not you are invited to an interview soon after short-listing has been completed.
3. Interviews will be arranged with short-listed candidates as soon as possible after the shortlist has been completed.

Information for Applicants

Position

We have an opportunity for a Y7/8 Teacher to cover a permanent teacher who will be on Leave for one year.

The position involves teaching Y7/8 students across the curriculum (English, Social Sciences, Science; Mathematics, Performing Arts, Health and Physical Education, Technology – Hard and Soft).

The role begins at the start of the 2018 school year. Pastoral responsibilities will be as a Form Teacher at Year 7.

The person appointed will be motivated, forward thinking and able to embrace the needs of our students using an inquiry approach to their teaching.

Application details:

Please apply by posting or emailing:

- 1 The completed application form
- 2 A covering letter outlining the details sought on the application form
- 3 Your CV
- 4 A copy of your Teacher Registration Board Practising Certificate, to:

**The Principal
Golden Bay High School
12 Waitapu Road
Takaka, 7110**

Email Applications to: steph@gbh.school.nz

Applications close on **Friday 3 November 2017, 4pm**

Any queries to The Acting Principal, Richard Baker, Phone: 03 525 9914.
Or email richard@gbh.school.nz

Person Specification

We are looking for an innovative and highly motivated Year 7/8 Teacher who has passion and sound subject knowledge for teaching and learning through the New Zealand Curriculum.

The appointee will:

- Have a demonstrated ability or potential (if a beginning teacher) as a teacher.
- Sound curriculum knowledge.
- Will be motivated and forward thinking.
- Able to communicate and work as part of a team.
- Able to embrace the needs of our students using an inquiry approach to their teaching.
- Be a reflective and progressive teacher who engages in new concepts that can raise student teaching and learning.
- Have a commitment and willingness to keep abreast of developments in the curriculum.
- Have a commitment to academic excellence.
- Have a good understanding of National Standards.



Application for Position of LTR Y7/8 Teacher

Full Name: _____

Address: _____

Telephone: (Home) _____ (Work) _____

Email: _____

Present Position: _____

Time in that Position: _____

(This section is optional)

Date of Birth: _____

Marital Status: _____

Family: _____

Health: _____

TOPICS TO BE ADDRESSED BY ALL APPLICANTS (in CV or a covering letter)

- 1 A brief outline of the duties and responsibilities already undertaken.
- 2 Other relevant educational experiences (eg awards, fellowships, publications, external examinations...)
- 3 Include a copy of your Teacher Registration Board Practising Certificate
- 4 Personal educational philosophy
- 5 Personal and professional qualities and experience which you believe fit you for this position
- 6 Personal interests
- 7 In addition, please provide specific comments on the items of the "Person Specification" above
- 8 Please indicate curriculum areas of strength.

Referees

Please arrange for two referees who may be contacted by phone to support your application.

Please list below the names and contact details of the referees you have chosen:

1 Name: _____
Address: _____

Phone Number: (Home) _____ (Work) _____
(Mobile) _____ (Email) _____

2 Name: _____
Address: _____

Phone Number: (Home) _____ (Work) _____
(Mobile) _____ (Email) _____

Please note that we may contact the above named referees. If you have included written references from people other than the above, we may also contact the writer of such references.

Convictions against the Law / Unsuitability for the Position

Have you ever been convicted of any offence against the law (apart from minor traffic convictions), or otherwise know of any reason why you should not be employed to work with boards of trustees, and/or in the school/education environment?

Yes / No If you answered **Yes**, please provide the date and details of the offence, or other reasons, together with any comments you may wish to make.

Please note:

- 1 You may be asked to provide a copy of the relevant Court record(s) obtainable from the Registrar of the Court concerned.
- 2 Failure to provide correct and true details of any conviction or reason for possible unsuitability will make you liable to dismissal from the employment of Golden Bay High School Board of Trustees, should you be the successful applicant.

DECLARATION

I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in this application is true and correct. I understand that this may be verified.

I agree to the references / referees provided to Golden Bay High School Board of Trustees in respect of my application for the position of *Y7/8 Full Time LTR Teacher* and used for the purposes of considering my suitability for the position.

I also agree that the Board may make further verbal or written inquiry from the referees provided and my previous employer(s).

Signature: _____ Date: _____

If you were not short listed for this full time role, would you be interested in the 0.5 FTTE role? Yes / No

Teacher Job Description

1. Class Teaching: To provide quality learning opportunities targeted to the specific needs of each class.

Key Objectives	Expected Outcomes
a) Establish level of achievement for each student	Baseline measurements recorded or baseline sample filed
b) Set achievable goals from departmental scheme (where appropriate)	Individual pupils know specific goals
c) Design and plan learning activities that are motivating and challenging for the students	Class programme written up, students are involved with lessons
d) Assess students' progress and evaluate learning activities and outcomes	Cumulative records show individual students making progress
e) Identify and remove barriers to learning	Cumulative pupil records show progress

2. Class Culture: To develop an environment where individuals are encouraged, respected and challenged to learn

Key Objectives	Expected Outcomes
a) Develop an environment where students feel safe, relaxed, committed to learning	Evidence of students taking appropriate responsibility for learning
b) Ensure the tasks set are appropriate for the full range of students in the class	All students experience success at their level
c) Ensure that student management is based on positive reinforcement	Teachers and students use positive messages to one another
d) Ensure the teaching area is an attractive, orderly place where equipment and resources are well managed	An interesting classroom with students involved in its maintenance and displays
e) Provide a procedure for resolving misunderstandings and disputes	Distractions to learning are kept to a minimum; disputes are rapidly resolved

3. Whole School Culture: To maintain a professional stance, both within the school and in the community, in order to foster the highest quality learning and teaching

Key Objectives	Expected Outcomes
a) Participate in student activities outside the classroom	Evidence of a good rapport with students
b) Communicate with parents/caregivers regarding progress, concerns, etc	Reports that emphasize progress made; Attendance at parent/teacher interviews as appropriate
c) Support the school in the community	Individual's confidentiality respected Problems resolved within the institution and with appropriate constituents. Students' positive attributes promoted
d) Support whole-of-school events	Teacher will participate in whole school events, appropriate to his/her responsibilities
e) Actively promote, by example appropriate and desirable behaviour	Teacher will listen to a variety of points of view; will be available for individual help and advice; will model courtesy; will act fairly; show a sense of humour, in dealing with students, colleagues, parents and members of the public

4. Personal Professional Development:

Key Objectives	Expected Outcomes
To maintain an understanding of trends in the teaching area, keeping up to date in education generally, and in the curriculum area in particular.	Teacher works productively in Professional Development Cycle Teacher actively seeks professional development

Pastoral: Form teacher of form class yet to be determined.

Special Responsibilities:

- To undertake any other teaching responsibilities as directed by the Principal.

Signed _____

Dated _____