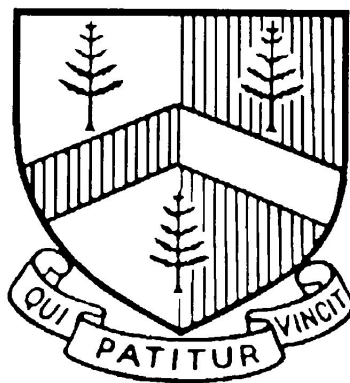


# **NAPIER INTERMEDIATE SCHOOL**

## **Application Package**

### **Scale A**



*Who Strives, Conquers*

**Vision:**

‘Growing and Empowering Learners’

**Mission:**

“Student Voice. Student Learning.  
Student Leadership”

**Values:**

“Respect, Responsibility,  
Relationships”

Anticipated Timeline for the process

Applications close on 6th March at 3.30pm

Interviews will be arranged as soon as possible after  
the shortlisting

We hope to make an offer of appointment by the 13th  
March

The position is to start Term Two 2020



# Napier Intermediate School

## Job Description

**Position:** Senior Management  
**Responsible to:** The Principal

### Be able to demonstrate:

- A passion for learning and teaching
- Motivation in leading the revised New Zealand curriculum
- A strong educational vision based upon high expectations, outstanding pedagogy ,and evidence based practice

### **Responsibilities and Key Tasks**

These are directly linked to the Teacher Registration Criteria as well Tai Taiako.  
In addition there are annual negotiated responsibilities.

## Criteria for Appointment

**Position:** Scale A

### 1. Professional Competence -Experienced Teacher

- Proven high performance as a successful classroom teacher.
- A thorough understanding of the teaching/learning process.
- A thorough understanding of current assessment practices.
- An ability to develop and implement modern curricula.
- An ability to teach successfully at Year 7/8

### 2. Relationships with Children

- An ability to foster high standards through positive pupil management techniques.

### 3. Communication Skills

- High quality oral and written communication skills.

### 4. Strengths and Abilities

- Please state.

### 5. Relationships with Colleagues

- A commitment to the corporate life of the school.
- A proven ability to work collaboratively.
- A Team player.

### 6. Community Involvement

- An ability to develop positive relationships with parents and the community.

### 7. ICT

- A high level of competence

### 8. Personal Qualities

The appointee should have:

- Integrity, loyalty, adaptability, sound judgement, self-motivation and a sense of humour.

**Please provide information on each of the listed criteria.**

# Napier Intermediate School

## Application for Appointment

### NOTES FOR APPLICANTS

Applications are to be sent to: Principal's Secretary  
Napier Intermediate School  
3 Jull Street  
Napier

Or emailed to [admin@nis.school.nz](mailto:admin@nis.school.nz)

Applications close: 3.30pm 6th March

Thank you for applying for a position with our school. Please ensure you have reviewed all the information we have provided about this position before completing your application.

1. Please complete this form in full. You should complete this form yourself and not arrange for any other person to complete it for you. Please read it through first, then answer all questions. If the completed form is being hand delivered, posted or faxed, please make sure you sign and date the form 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. Please send copies only of qualification certificates. If you are successful in your application we may require you to provide originals as proof of your qualifications.
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. The Criminal Records (Clean Slate) Act 2004 provides that certain convictions do not have to be disclosed, provided that:
  - 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 (ie disclosure will still be required for 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

Note: 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 eligible under the "clean slate" provisions, but can do so if you wish. Contact the Ministry of Justice if you are uncertain as to whether you are eligible.

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.

NOTE FOR OFFICE STAFF: This page must be retained on file as part of the application and must not be removed or destroyed
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# APPLICATION FOR APPOINTMENT

Position applied for:

Scale A Teaching Position

Please provide your personal details:

Mr       Mrs  Ms       Miss   
(mark one)

Or other preferred title:

Family name or surname	First names (in full)
Preferred name	

Full postal address	
Email addresses	
Private:	
Business:	
Telephone numbers	
Private (after-hours):	
Mobile:	
Business:	

Please mark the appropriate boxes:				
Are you a New Zealand citizen?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If "No", Do you have NZ Permanent Resident status, or A current NZ work permit?	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"/>
Current New Zealand Teacher Registration Number	<input type="text"/>			
Expiry Date:	<input type="text"/>			

Have you ever had a criminal conviction? <i>(Note: Convictions that fall within the eligibility provisions of the Criminal Records (Clean Slate) Act 2004 do not have to be disclosed)</i>				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If "Yes" please detail:							
Have you ever received a police diversion for an offence?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If "Yes" please give details:							
Have you 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 give details:							
Are you awaiting sentencing or currently have charges pending?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If "Yes" please state the nature of the conviction/cases pending:							
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?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If "Yes", please give details:							
In addition to the information you have provided about yourself, are there any other factors that we should know about to help us assess your suitability for appointment and ability to do this job?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If "Yes", please elaborate:							

Educational qualifications:	
Please state your highest secondary level qualification:	
Please list your tertiary level qualification(s):	
Please list any other qualifications that relate to this position:	

**Employment history:**

Please outline your recent employment history, beginning with your 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 two of these should be able to attest to your work performance.

*Please note: if you have included written references from people other than those recorded below, we may contact the writers of those written references.*

Name	Addresses – postal and email	Telephone numbers	Relationship (ie supervisor, colleague, etc)

I agree to the references/referees provided to Napier Intermediate School in respect to my application for the position being used for 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 from such other relevant people as the Board sees fit to ascertain my suitability for the role.

Applicant's Signature:

Date: