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**Application Pack**

**1 x Fixed Term Scale A Teacher**

**Maternity Leave**

**Year 5-6**

**Terms 2-4 2019**

Dear Applicant,

Thank you for your interest in the advertised Fixed Term Scale A position (Maternity Leave).

This is an exciting opportunity to be part of a Learning Community that values learning. Our point of difference is that we value the uniqueness of individuals and the experiences they bring to the classroom, both students and teachers.

Please find enclosed all the information you should need to make an informed application.

The successful candidate is employed under the terms and conditions of Primary Teachers Collective agreement

This pack includes

* School Information
* Application Timeline
* Application Form

# Submitting Applications

**When submitting an application for a position at our school we would appreciate you completing;**

* **A letter that addresses** 
  + **Your personal qualities and strengths, and**
  + **how you meet or excel at aspects of the role description (page 3)**
* **The application form (pages 6 - 8 of this document).**
* **Your CV**

Digital applications are accepted and preferred. If successful all copies will need to be verified with original for identity purposes. Please ensure that all documents and supporting information are filled out accurately. If Curriculum Vitae and supporting documentation is to be returned please ensure a stamped self addressed envelope is enclosed.

Applications should be submitted electronically - to [office@davidst.school.nz](mailto:office@davidst.school.nz)

We look forward to receiving your application,

Regards,

Brian Harrop

Principal

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## Who are we?

David St School is a contributing primary school with a roll of approximately 450 students, located in Morrinsville, a small rural Waikato township located 20 minutes from Hamilton.

We pride ourselves on providing safe, caring, family atmosphere with a strong values based culture. Our school is well resourced and well supported by our community.

Guided by our school vision and motto, we embrace the notion of a courageous learner and embed this into everything that we do.

Our school community is divided into 3 teams; Kowhai (Yr5-6), Kauri (Yr3-4), and Kahikatea (Yr0-2) with each team consisting of at least 6 teachers.

**OUR VISION**

David Street School a community of COURAGEOUS learners

**OUR CORE VALUES**

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Honesty - Being truthful in all things

Respect - Showing Courtesy, appreciation and empathy for all people

Curiosity - The love to question and journey to the answer

Responsibility - Ownership of our own choices in our learning, attitude and behaviours

Excellence - Aiming high and persevering in the face of difficulties

## OUR LEARNER ASSETS

**Investigator** - because it is not good enough just to wonder

**Creator** - to take what we know and create something new

**Communicator** - to share our thoughts and ideas in the most appropriate way

**Team Player** - you are always part of team

**Self Aware** - to be confident in yourself, how you feel, and choose to act.

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## OUR CORE BELIEFS AND COMMITMENTS

RELATIONSHIPS

We believe that high quality relationships are at the heart of high quality learning.

SCHOOL CULTURE

We believe that a full commitment to our mission, vision and values will build a quality school culture essential for developing happy life long learners.

LEARNING

We believe all people are learners.

EDUCATIONAL EXCELLENCE

We believe that the process of reflection and continued improvement is essential for developing educational excellence.

RESPONDING TO CHANGE

We believe that responding positively to changes in society and adaptation to new innovations is critical to the future development and success of our learners.

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## Our Motto **Kia Maia – Have Courage**

Our motto is about having the courage to grow tall and strong as a whole person. It is about making the right decisions and taking personal responsibility for our learning and our actions.

It is about having the courage to walk each day under the umbrella of our Mission, Vision and Values.



## Our Tree

The tree represents the learner. It grows tall and strong.

It is balanced in terms of developing as a whole person.

Its roots grow deep in the earth, which holds it steady throughout the influences of time and change.

The earth symbolizes the school and its community; it feeds and nurtures the tree. The fertilizer is the vision and values. It supports strong growth and a quality learning culture.

The branches represent the parts, which make up the whole balanced person.

They represent the physical, the spiritual, the moral, the emotional and the academic. Each has importance to the growth and development of the whole.

The leaves represent the many aspects of learning. The quality of the learning reflects the quality of the feeding. i.e. the values.

The air round the tree symbolizes the environment …the attitudes, beliefs and values of our people. It determines the quality of life at David Street School

## Role Description

**Fixed Term Scale A Teacher (Beginning Term 2 2019, End of 2019 School Year)**

Are you a teacher who is fun and exciting while being attentive and caring? Do you work well as part of a team? Do you walk your talk? Then David St School is the place for you? We seek a highly motivated Scale A teacher to become part of our David Street School team. You will work in our Senior School (Yr 5-6) in a flexible teaching space alongside a team of enthusiastic, fun and supportive teachers and students who love learning.

# The Scope of your Role

(Points to be addressed in application with supporting evidence where possible)

The appointee will value and demonstrate;

* A clear **commitment** to making learning happen for all students, reflecting in high quality programmes and an up to date knowledge of best practice
* An awareness of **cultural competencies** and how they make a difference for students
* An experienced proactive approach and personal commitment to building and maintaining positive and supportive **relationships** across our school community that impact positively on student learning and welfare
* A motivated and ‘can do’ **attitude** that reflects the values of our school
* A commitment to **inquiring** into and **reflecting** on your practice resulting in teaching actions that reduce disparity in student learning
* A strong commitment to collaborating and doing your best for the TEAM
* Successful classroom experience, in a primary role, which **made a difference** for all students and their learning
* An in depth knowledge of and personal strengths in the NZ Curriculum, with driving interests and **strengths** including utilising technology in the classroom. Strengths outside of mathematics and literacy should be noted.
* The criteria indicated in the Code of Professional Responsibility and Standards for the Teaching Profession and will implement school policy and guidelines

# Expected Timeline

Monday 25th February Vacancy published online.

Friday 8th March Applications close 12.30pm

Week of Monday 11th March Shortlisting begins, Referee checks, Interviews

Friday 15th March Successful and unsuccessful interviewees notified by phone.

Monday 29th April Start Date (Day 1 Term 2)

**Ideally we would like the successful applicant to spend some time in our space during the last week of Term 1 to meet staff and students. This will be negotiated with successful applicant.**

If your application is successful, the information will form part of the school’s personnel records. That person may access it in accordance with the provisions of the Privacy Act 1993. Information relating to unsuccessful applicants is destroyed unless a stamped self addressed envelope is provided for return of your Curriculum Vitae.

**Further Information**

For further information or to book a visit please email [office@davidst.school.nz](mailto:office@davidst.school.nz)

or phone David St School on 07 889 7780

**Helpful Links**

School Website: [www.davidst.school.nz](http://www.davidst.school.nz)

School Facebook: [DavidstSchool](https://www.facebook.com/davidstschool/)

School ERO Reports - [Most recent](http://www.ero.govt.nz/review-reports/david-street-school-01-02-2017/)

**Checklist**

* **Covering Letter addressing;**
  + **Why you have applied for this role**
  + **Criteria relating to ‘Scope of Role’**
* **Curriculum Vitae**
* **Application Form Signed**
  + **copy of Teacher Registration attached**

Thank you for your interest in the Scale A Teacher positions. We look forward to receiving your application.

Applications can be submitted by Friday 8th March - Applications close 12.30pm.

electronically - to [office@davidst.school.nz](mailto:office@davidst.school.nz)

or via post - Confidential

c:/ Principal

45 David St,

Morrinsville, 3300



APPLICATION FORM: Fixed Term Maternity Leave (Terms 2-4, 2019) Scale A Teacher

# **PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | **Contacts** | |
| Address |  | **Home** |  |
|  | **Work** |  |
|  | **Email** |  |

**POSITION APPLYING FOR;**



Scale A, Fixed Term Position - Year 5 -6

**TEACHING SERVICE -** *Please list your work experience for the last five years beginning with your most recent position. Please explain any gaps in employment. If you were self-employed, give details. Attach additional sheets if necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Position, Level,** | **School or reason for gap** | **Dates Employed** | **Reason for Leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**EDUCATIONAL QUALIFICATIONS**

*List relevant degrees, diplomas, and certificates*

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Institution** | **Date attained** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**TEACHER REGISTRATION**

*Highlight one*

|  |  |  |
| --- | --- | --- |
| Provisional | Subject to Confirmation | Full |
| Registration Number |  | |
| Practicing Certificate Expiry Date |  | |
| Have you ever been refused registration, limited authority to teach or classification as a teacher in any country? Yes No  ***Please attach photocopy of teacher registration (this will be verified with original if successful)*** | | |
|

**Right to Work, Complaints and Convictions**

|  |  |
| --- | --- |
| Right to Work  Are you a New Zealand citizen?  If not, do you have resident status, or  A current work permit | YES / NO  YES / NO  YES / NO |
| Have you ever been the subject the subject of a complaints procedure during employment?  If yes please provide details on a separate sheet. | YES / NO |
| Have you ever been convicted of an offence against the law apart from minor  traffic offences?  If yes, please provide date and details of offence on separate sheet.  *(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.)* | YES / NO |
| Have you ever been the subject of any concerns involving child safety? | YES / NO |

*Please note that you are not obliged to disclose convictions if you meet the conditions of the Criminal Records (Clean Slate) Act 2004 but can do so if you wish. If uncertain please contact the Ministry of Justice. Teachers are submitted to a Police Vet as part of the registration process.*

**REFEREES** Please nominate two referees we can contact if you are shortlisted.

*(Please note that David St School Board of Trustees reserve the right to contact other people as necessary)*

|  |  |
| --- | --- |
| **Referee 1** | |
| Name |  |
| Address |  |
| Home Ph |  |
| Work Ph |  |
| Capacity you have known the applicant |  |
|  |  |
| **Referee 2** | |
| Name |  |
| Address |  |
| Home Ph |  |
| Work Ph |  |
| Capacity you have known the applicant |  |

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### **DECLARATION**

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.

I agree to the David Street School appointments committee being able to contact my nominated referees, the Education Council (EDUCANZ), and/or my previous and present employers for written and/or verbal comments.

Applicant Signature: Date:

*Where applications are digitally made the applicant understands that by typing their name where signatures are required indicates their acceptance.*

*This application form will be kept and form a part of the successful applicants Personnel record*

**Checklist**

* **Covering Letter addressing;**
  + **Why you have applied for this role**
  + **The points listed under ‘Scope of Role’**
* **Curriculum Vitae**
* **Application Form Signed**
  + **copy of Teacher Registration attached**

Thank you for your interest in the Scale A Teacher position. We look forward to receiving your application.

Applications can be submitted by Friday 8th March - Applications close 12.30pm.

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