



## Information Pack for 2019 Teaching Position Fixed Term

04 November 2018

Thank you for your interest in applying to be a teacher at West Rolleston Primary School, Te Kura o Te Uru Kōwhai.

Included in this pack:

- Letter of introduction and information from the Principal
- Person Specification
- Position Profile
- Declaration Form

**Please email the following:**

1. The completed Declarations
2. Your covering application letter and Curriculum Vitae to:

[office@westrolleston.school.nz](mailto:office@westrolleston.school.nz)

**by Monday 19 November 12pm 2018**

**Referees:** Please have contact details for 2 educational referees who may be contacted for feedback.

**Applications Close**  
**Interviews**  
**Position commences**

**Monday 19 November 12pm**  
the week following  
**Term One 2019**  
*Staff Only Days Thursday 24 Jan, Friday 25  
Jan, Monday 28 Jan – **School opens**  
**Tuesday 29 Jan***

If you have any questions or queries please feel free to contact us at any time.



Kia ora, talofa lava, malo e lelei, greetings

We have a fixed term, full-time position available at Y4 for 2019.

In 2016 we opened our beautiful, c.21<sup>st</sup> foundation school on a green-fields site with 77 learners from Y1-4. We now have approximately 465 learners enrolled from Y1-8 with another 16 learners from Waitaha School in Te Pa Harakeke, one of our learning studios offering satellite provision. We predict our starting roll for 2019 will be 470.

We are a diverse community with children from a range of multi-ethnic backgrounds: NZ Euro 64%, NZ Māori 15%, Indian 2%, Samoan 2%, South African 2%, Filipino 2%, Chinese 2%, other 9%.

Our programmes are under-pinned by our values which are:

✓ sustainable environments ✓ learning ✓ culture and diversity

✓ respect and care ✓ inclusion ✓ whānau/community

and we have developed a vision which will nurture our learners to GROW in a safe, positive and inclusive school environment.

We are looking for a **passionate** and **caring** teacher who is willing and able to work **collaboratively** with other staff, and our community, to provide a fabulous education for our learners.

We want to know what **strengths** you would bring to our school and how you can have an **impact** throughout our school community.

So, if you think you would be a good fit for our school, and are willing to roll your sleeves up and work hard then we look forward to receiving your application digitally.

Manuia le aso

Sylvia

Principal



## Teacher: Person Specification

This is a person specification developed by the school's leadership team based on our vision for the school. We believe a teacher at West Rolleston Primary School, Te Kura o Te Uru Kōwhai should be able to meet the needs of our whole school community.

### We would love a Teacher who:

- Is passionate and effective; able to improve the lives of our learners, encourage well-being/hauora and lift learning
- Is caring and inspiring
- Is easy to get along with; open and collaborative
- Is willing to learn new things and has a positive, can-do attitude
- Has an inclusive view for education
- Is willing to muck in and play with learners during breaks (not just when on duty!)
- Is passionate about sustainability and the environment and demonstrates this at all times
- Connects with the schools values, giving the school a community, country feel underpinned by contemporary practices
- Is a confident technology user and creator
- Has a good sense of balance and can manage time successfully
- Makes school fun for everyone














## Teacher: Position Profile

**Responsible to:** Board of Trustees via Principal

**Scope:** This profile describes the outcomes required of a Teacher. Specific objectives and management responsibilities will be negotiated annually between the Principal and Teacher, and recorded separately in a Performance Agreement document

### ***The Teacher will:***

-  *uphold the Code of Professional Responsibility and Standards for the teaching profession*
-  *teach collaboratively, and model best practice, in a learning studio*
-  *provide an environment in which it is safe to take risks and provide opportunities to learn*
-  *manage the learning environment effectively enabling participation and engagement in learning*
-  *engage learners in cognitively challenging and purposeful learning opportunities that relate to real-life contexts, issues and experiences in every learning area*
-  *provide learning opportunities which respond to learners' identified strengths, needs and prior learning*
-  *enable learners with special needs and abilities to participate in learning opportunities that provide appropriate challenge and support.*
-  *provide explicit instruction in learning strategies (such as goal setting, self monitoring and deliberate practice) which strengthens learner ability to take control of their learning, develop meta-cognitive skills, self-regulate and develop self-efficacy*
-  *be on time with all planning, assessment, linked samples and reporting to parents*
-  *be a caring and supportive team member; and work collaboratively with other team members and school leaders to ensure a consistent school-wide approach is achieved*
-  *participate fully in the life of the school, and actively contribute to the extra curricula programme*



## Teacher – The “legal stuff”

This document should be read in conjunction with the position profile and person specification.

**All applicants must read, complete as necessary, sign and return this document. Your application cannot be processed without this completed and returned to us.**

- Please ensure your Teacher Registration Number and Expiry Date is included in your correspondence.
- Any qualification certificates or collateral supporting your application should be “copies” at this stage.
- Referees may be contacted for information at our discretion to assist with short-listing or clarification of candidate suitability to proceed (refer to declaration over page).

**All applicants must answer these 2 questions:**

1. Do you have any medical conditions that may affect your ability to carry out the role applied for, or may be aggravated or further contributed to, by the functions and responsibilities of employment?

YES / NO – If YES please provide details:

2. Have you been convicted of any offences against the law (apart from traffic infringements) that would result in your teaching registration being withdrawn or suspended?

YES / NO – If YES please provide details:



## REFEREES

Please provide contact information for each Referee you have provided

|                           |  |
|---------------------------|--|
| <b>Name (Educational)</b> |  |
| Phone Number              |  |
| email                     |  |
| Relationship              |  |
| <b>Name</b>               |  |
| Phone Number              |  |
| email                     |  |
| Relationship              |  |



## **Declaration and Authorisation –**

I declare that the information supplied by me is given voluntarily and is true, accurate and complete in all respects free from any omission or mis-statements that I have made in the information provided. I also understand that my employment may be terminated if, after investigation, my employer discovers that any information which I have provided is false or misleading.

I understand that all information provided about me to you, including my application form, CV, references and any assessments will be held by the West Rolleston Primary School, Te Kura o Te Uru Kōwhai Board of Trustees to be used for the purpose of evaluating my qualifications, experience and suitability for employment as a teacher of West Rolleston Primary School, Te Kura o Te Uru Kōwhai.

I understand that I am entitled to have access to relevant information retained by the West Rolleston Primary School, Te Kura o Te Uru Kōwhai Board of trustees (except for any exemption provided under the Privacy Act 1993 such as evaluative material) and to request correction of the information and/or request that there be attached to the information a statement relating to the fact that I have requested a correction.

I agree to the Board of Trustees approaching my referees for a written or verbal statement of my abilities in relation to this Application.

This Application is submitted on the understanding that any information given is for the use of the employer and their authorised representatives who may at any time have access to this information.

Furthermore, consent is given for members of the Appointment Panel to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for a teaching role.

This application is covered by all other relevant requirements of the Privacy Act 1993.

**Signature of Applicant:**

**Date:**