



Tātai ki te rangi

Application Pack 2021

He aha te mea nui o te ao? He tāngata, he tāngata, he tāngata





Khandallah School

September 2020

Kia ora

Thank you for your interest in the permanent teaching positions available at our school from the start of the school year, 2021.

The successful applicants will be enthusiastic and responsive teachers with proven effective practice across the breadth and depth of the NZ Curriculum. High quality teaching, learning and formative assessment in an inquiring classroom will be hallmarks of practice.

Our team works collaboratively to inspire all our children (Future Stars) and each other to be the very best we can be (Tātai ki te Rangī). We plan and teach together as we embrace the pedagogy that supports effective learning within flexible learning environments. Teachers are inquiring and reflective professionals who demonstrate genuine commitment to student engagement, empowerment, wellbeing, learning and progress.

The teacher will embrace Te Reo Māori me ona tikanga, celebrate cultural diversity, promote inclusion and integrate digital technology learning tools demonstrating sound understanding and the pedagogy that underpins these practices.

The ability to work in genuine partnership with school leadership, teaching colleagues, support staff and whānau to achieve our collective goals is essential. We are all ongoing learners with a growth mindset. Add in a sense of fun, an even temperament and a good dose of humour and you could be just the teacher we are looking for.

The quality of our team is enhanced by the talents and strengths of its individual members. Remember to tell us about the expertise and skills you possess and are willing to share.

We look forward to receiving your application.

Please return:

- A completed application form containing the names and full contact details of at least three referees who can attest to your teaching and personal attributes.
- A covering letter that outlines your suitability for the position.

You may also send a relevant Curriculum Vitae.

Please email your completed application to:

office@khandallah.school.nz

Applications close: Friday 23 October 2020, 12:00pm

Shortlisting: Wednesday 28 October 2020

Interviews: Friday 30 October 2020

Position commences: Wednesday 27 January 2021 (Teacher Only Days 2-3 February)

We look forward to hearing from you.

Nāku noa

Marian Meehan
Principal



Application Form

Personal Details:		
Family Name or Surname:		
First Names:		
Preferred Name:		
Home Address:		
Postal Address:		
Home Email:		
Work Email:		
Phone Numbers:	Home:	
	Work/School:	
	Mobile:	

Educational qualifications:	
Please state your highest secondary level qualification:	
Please list your teaching qualification(s), tertiary education provider and date obtained:	
Please list any other qualifications that relate to this position and year obtained:	
Teacher Registration Number:	
Practising Certificate Classification:	Practising Certificate Expiry Date:

Please mark the appropriate boxes:		
Are you a New Zealand citizen?	Yes	No
If "No": Do you have NZ Permanent Resident Status, or A current NZ work permit?	Yes	No
Do you have a current New Zealand driver's licence	Yes	No
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> If "Yes", please give details:	Yes	No
Have you ever received a police diversion for an offence? If "Yes", please give details:	Yes	No
Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? If "Yes", please give details:	Yes	No
Are you awaiting sentencing or currently have charges pending? If "Yes", please state the nature of the conviction/cases pending:	Yes	No
Do you have any medical conditions which may affect your ability to effectively carry out the functions and responsibilities of employment, or which may be aggravated or further contributed to by the functions and responsibilities of employment? If "Yes", please provide more details:	Yes	No
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? If "Yes", please provide more details:	Yes	No

Employment history:

Please outline your recent employment history, beginning with your current or latest employment:

Position	Class Level	Salary Scale and Year of Teaching	School or Employer	Date From	Date To	Reason for Leaving

Total years of teaching (if applicable):

Referees:

Please provide the names and full contact details of three people who could act as referees for you. Two of these people should be able to attest to your teaching/leading 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	School	Relationship (i.e. supervisor, colleague, etc)
	Post:	(W)		
		(H)		
	Email:	(Mob)		
	Post:	(W)		
		(H)		
	Email:	(Mob)		
	Post:	(W)		
		(H)		
	Email:	(Mob)		

Declaration and Authorisation

Authority to approach referees:

I authorise the Khandallah School Board of Trustees, or nominated representative, to approach my referees for a statement of my abilities in relation to this application. Yes No

I further agree to the Khandallah School Board of Trustees, or nominated representative, approaching persons other than the referees whose names I have supplied, including my most recent employer, to gather information related to my suitability for appointment to the position. Yes No

1. I declare that the information supplied by me is given voluntarily and is true, accurate and complete in all respects. I acknowledge that I will not hold Khandallah School or the Board of Trustees responsible for any omission or mis-statements that I have made in the information provided.
2. I understand that all information provided about me to you, including my application form, covering letter, curriculum vitae, references and any assessments will be held by the Khandallah School Board of Trustees to be used for the purpose of evaluating my qualifications, experience and suitability for employment as a teacher of Khandallah School.
3. I understand that if I withhold relevant information or supply false or misleading information about myself, my application may not be further considered. 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.
4. I understand that I am entitled to have access to relevant information retained by the Khandallah School 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.
5. I consent to the Principal and/or Appointment Committee personnel making such enquiries with such organisations including but not limited to inquiries with all former employers, Education Council, and other such bodies or organisations that might hold information relevant to my employment, my suitability to manage and any other information that my prospective employer deems necessary to obtain.

Signature: _____

Date: _____