

Application Pack

Junior Team Leader - Teacher

Te Kōmanawa Rowley School

*48 Rowley Ave
Christchurch 8025*

Dear Applicant,

Thank you for your interest in the position of **classroom teacher** at Te Kōmanawa Rowley School. Te Kōmanawa Rowley School is a great place to work. We seek a dynamic leader to work as part of our junior team (Y0–3) who prides themselves on building relationships with learners and their families.

Our multicultural school is set in the heart of Rowley. The person we are seeking will be a highly effective, innovative and genuinely caring educator and leader who is committed to empowering others and building effective teams. Applicants must be willing to work collaboratively and have high expectations for the learning of all ākonga.

This key role involves being a member of the school's leadership team with specific oversight of the progress, achievement and pastoral care of the children in the junior team. The successful candidate will ensure that the team they lead is supported, empowered, and led in a manner that grows the collective strength across the team.

This is a fantastic opportunity to join a great team, a great community, and grow yourself and others professionally and personally.

For further information:

- Contact: Graeme Norman, Principal on 0272330006 or email principal@tkrs.school.nz

We would love the opportunity to show you our school.

Your Application for a Classroom Teacher's position is to be received, with your CV and covering letter by 4.00 pm on Friday 09 October 2020.

Please ensure your three referees are aware they have been nominated and that you have authorised them to disclose information about you to the Board for the purpose of determining your suitability for the advertised position should we choose to contact them. Referees may also be contacted during the short list process. The board may also make inquiries to previous employers, or other persons deemed necessary to satisfy the Board as to the suitability of the applicant. The Board of Trustees will hold this application form and supporting documentation in strictest confidence.

All completed applications must be emailed to: principal@tkrs.school.nz

Anticipated Appointment Process and Timeline

§ Position Advertised: **Monday 14 September 2020.**

§ Applications close: **Friday 09 October 2020.**

§ Shortlisting and interviews will occur from receipt of applications and be completed by **Saturday 17 October 2020**

§ Appointments made and applicants notified by **Friday 23 October 2020**

§ Successful applicants commence **Start of term one 2021**

Yours sincerely

Graeme Norman
Principal

Information for Applicants:

Thank you for applying for the position of **Junior Team Leader - Classroom Teacher** at Te Kōmanawa Rowley School..

Classroom teachers at Te Kōmanawa Rowley School work in a supportive and collaborative environment and deliver high quality learning programmes.

Final Job Descriptions will be confirmed once appointed; teachers will be appraised against the *Code of Professional Responsibility and Standards for The Teaching Profession*.

1. Please complete the attached forms personally. Read them through first and then answer all questions. Make sure you sign and date where indicated.
2. Attach curriculum vitae containing any additional information relevant to the position. If you include written references, please note that we may contact the writer of the reference.
3. Copies of qualification certificates should be attached. If successful in your application, you may be required to provide originals as proof of qualifications.
4. Failure to complete this application and to 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. Shortlisted applicants will be subject to the requirements of the Vulnerable Children's Act.
6. In terms of a criminal conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
 - § 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; and
 - § The offence was not a specified offence (specified offences are in the main, sexual in nature); and
 - § You have paid any fine or cost.

7. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible, contact the Ministry of Justice.
8. The application form and supporting documents received from the successful applicant will be held by the school. That person may access it in accordance with the provisions of the Privacy Act 1993.
9. CV's provided from non-successful applicants will **not** be returned unless a stamped self-addressed envelope is provided. Application forms and CV's from non-successful applicants will be held until the appointment process is completed and will then be destroyed.
10. All information received will be confidential to the Appointments Committee
11. Applicants are encouraged to visit the school if they wish.
12. If you are selected for an interview, you may bring whanau and or a support person at your own expense. Please inform the Principal if this is your intention.

Closing date for the receipt of applications is 4pm on **Friday 09 October 2020**.

Application for Appointment:

To: Principal, Te Kōmanawa Rowley School.

Position Applied for: Junior Team Leader - Classroom Teacher, Te Kōmanawa Rowley School.

Personal Details:

Mr Mrs Ms Miss

Name:
.....
.....

Address:
.....
.....

Home Phone: () Work Phone: ()
.....

Mobile Phone: () email:
.....

Registration No:

Registration Status:

Present Employer:

Name of present employer:
.....
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Address:
.....
.....

Work Phone: () Other Phone: ()
.....

Date Commenced: Position Held:
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Referees:

1:

Name: Home Phone ()
.....

Position:

Work Phone () Mobile Phone ()
..... Email:

2:

Name: Home Phone ()
.....

Position:

Work Phone () Mobile Phone ()
..... Email:

3:

Name: Home Phone ()
.....

Position:

Work Phone () Mobile Phone ()
..... Email:

Tertiary Education Qualifications: Only complete if these are not listed in your CV.

<i>Institution attended</i>	<i>Year</i>	<i>Qualifications attained</i>	<i>Date awarded</i>

Teaching Service (list all schools and positions): Only complete if these are not listed in CV

<i>Position</i>	<i>Salary Scale</i>	<i>School</i>	<i>Date from</i>	<i>Date to</i>

Teaching Strengths. Only complete if these are not listed in your CV

Please give details:

Other Relevant Skills, Experience and Interests: Only complete if these are not listed in CV

Please give details:

Health: Please complete in all cases.

Have you had injury or medical conditions that the tasks of this job may aggravate or contribute to, or know of any reason why you might have difficulty carrying out the duties of classroom teacher?

YES / NO

If yes, please give details below...

Do you have any current or previous matters known to the Teachers / Education Council?

YES / NO

Do you have a current New Zealand driver's licence? **YES / NO**

Do you give permission for your Police record to be checked? **YES / NO**

Have you changed your name by deed poll/statutory declaration? **YES / NO**

If yes, other names known by:

Privacy Act 1993 (to be signed by the Applicant):

This Application is submitted with the understanding that any further 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 Te Kōmanawa Rowley School Appointment Committee to make enquiries of my present or past employers, colleagues or any other person who may assist in establishing my suitability for the position of Classroom Teacher at this school.

Applicant's Signature:

Date:

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Declaration:

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from minor traffic offences), received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment

YES / NO

If YES, please provide date and details of offence (s) on a separate sheet. Please note that you may be asked to provide a copy of relevant court records available from the register of the court concerned.

I certify that I am registered (or provisional registered) as a New Zealand teacher. I solemnly and sincerely declare that to the best of my knowledge and belief, the information given in this application and in my CV is correct.

Applicant's Signature: **Date:**

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Electronic signature is acceptable. Hard copy can be signed on appointment.