



Check us out on Facebook:
<https://www.facebook.com/matauraschool/> and Mataura School website
<https://www.mataura.school.nz/>

29th November 2020

Dear Applicant

Nau mai, haere mai ki Te Kura o Mataura

Thank you for requesting a pack for the advertised Fixed Term Teacher position at Mataura School. We are looking for an experienced, confident classroom teacher who is willing to be a team member in our diverse learning environment. This position has come available for 2021 as our Deputy Principal has become the Eastern Southland Kahui Ako teacher.

The right applicant for us will be able to work within our school culture in a collaborative and conscientious manner. We are looking for a special person who loves their work, is kind, and will work hard to bring fabulous learning opportunities to our tamariki. This position is not suitable for a beginning teacher.

In this package you will find:

- Cover Letter
- Application form and appointment time frame

This position closes on Monday 14th December 5pm. Please ensure your CV and supporting letter cover the following information:

1. An indication of your curriculum strengths and interests
2. Summary of teaching experiences
3. Professional Development
4. Three referees

Our motto is: " Mahi Tahī" (Working Together).

Our school vision statement is:

At Mataura School we are striving for your child to be "a confident, motivated, and resilient learner."

We will do this by

Togetherness **A**chievement **H**aving originality **I**nquisitiveness

Yours faithfully

Susan Dennison
PRINCIPAL 027 2038507

**Fixed Term Teaching Position
APPLICATION FOR APPOINTMENT**

Disclosure of Convictions Against the Law

Have you ever been convicted or charged with a criminal offence or do you have any charges pending? Give details.

Physical and Emotional Fitness

Comment on your physical and emotional fitness for the position.

Other Relevant Information

If there is any other relevant information that would assist the Board in making its decision about your suitability or otherwise to fill the vacancy please outline this below.

Declaration: Please read the following statement and if you agree to it sign below.

In accordance with the Privacy Act 1993, I give consent for the Board of Trustees or their representatives to make enquiries from the referees listed in this application and give consent to the referees making such information available. Furthermore I also give consent for the Board of Trustees or their representatives to make enquiries of past or present; employers, colleagues, other education professionals or any other person who may be in a position to assist the Board in determining my suitability in terms of filling the vacancy and give consent to those people to provide such information.

Signed _____ Date _____

The Education Council hold a mandatory report about me. Yes / No

Confirmation: Please read and sign the following statement.

I certify that the information provided in this application including my covering letter and curriculum vitae is to the best of my knowledge correct.

Signed _____ Date _____

Privacy Statement from the Board of Trustees to Applicants

The information that has been provided or will be provided to the Board of Trustees in regard to this application will only be used for the purpose of determining the applicant's suitability to fill the vacancy. Only the Board of Trustees and their representatives will have access to the information. On completion of the appointment process curriculum vitae will be returned to all unsuccessful applicants. The curriculum vitae of the successful applicant will be kept on file along with their application. All referee reports along with other information gathered on applicants during the process will be destroyed.

Notes for Guidance of applicants

Referees:

As a matter of courtesy applicants should ensure that persons named as referees are prepared to act in this capacity.

Referees comments will remain confidential to The Appointment Panel.

Closing Date:

Please ensure your application is mailed or emailed to:

The Principal
Mataura School
PO. Box 54
Mataura

principal@mataura.school.nz

Please label confidential

The closing date is Monday 14th December 5pm

C.V. Return:

Please enclose a S.S.A.E. for the return of your C.V.
All unwanted documents will be destroyed after this appointment process.