

Vacancies for 2019:



Fixed Term/Permanent Scale A Teacher (several)

22 August 2019

Thank you for your inquiry about the recently advertised vacancy. An Application for Employment Form, and Job Description are enclosed. Please use the Application for Employment form provided.

In your application please include a cover letter outlining your strengths, interests & a CV

The timeline for appointment is as follows:

Applications Close: 3:30pm Friday 4th October 2019

If successful interviews will take place week starting Monday 14th October 2019

Positions commence January 2020

All applications, together with CV should be forwarded to:

Forest Lake School
Storey Avenue
Hamilton 3200
New Zealand

Email Address:
office@forestlake.school.nz

All applicants should provide contact telephone numbers of 2 referees with their applications, and indicate whether we may also contact the current school Principal to verify statements made in applications.

If you wish to have CV's returned, please enclose a stamped self-addressed envelope.

Yours sincerely,

Christine Jessop
Principal
For Board of Trustees

Application for Employment:

Applicants should be endorsed: **“Confidential”** Position applied for: -
-Fixed Term/Permanent Scale A Teacher

Personal Details:

Name _____ Address: _____
 Contact phone number; _____
 Home: () _____ Mobile phone: _____
 Work: () _____ e-mail address: _____

Referees:

1. Name _____ Address: _____
 Contact phone number; _____
 Home: () _____ Mobile phone: _____
 Work: () _____ e-mail address: _____

2. Name _____ Address: _____
 Contact phone number; _____
 Home: () _____ Mobile phone: _____
 Work: () _____ e-mail address: _____

Education Qualification:

_____ Date Awarded: _____

Work History: (Previous 5 Years)

Position	Class Level	Salary Scale	School	Date from	Date until

Continue any section on separate sheet, if necessary. Do not duplicate what is contained in your CV.

Teacher Registration No.: _____ Type of Registration: _____ MoE Number _____

Expiry Date: _____

I consent to the Appointments Committee contacting my current Principal. No () Yes ()

Declaration

Have you ever been convicted of an offence against the law apart from summary offences NO () YES ()
 If yes, please provide date and details of offence on separate sheet.
 Please note that you may be asked to provide a copy of the relevant court records available from the register of the court concerned.
 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 true and correct.
 Applicant’s Signature _____ Date _____

FOREST LAKE SCHOOL TEACHER JOB DESCRIPTION

Forest Lake School Teachers will be expected to:

1. Be responsible to: Principal, Deputy Principal, Assistant Principal and Team Leader
2. Support and assist the implementation of the vision and values of Forest Lake School
3. Interact professionally with other team members, staff, parents and students
4. Be familiar with and follow the School Charter, Administrative Guidelines and Policies, school and class expectations of students
5. Met and demonstrate the Registered Teacher Criteria which describes the criteria for quality teaching that are to be met by all registered teachers in Aotearoa New Zealand (Appendix 1) and hold current NZ Teacher Registration. Teachers will be responsible for ensuring the re-registration process is completed at a time before the expiry date to ensure the registration is current at all times.
6. Met and demonstrate the Professional Standards for Teachers (1.02.1998 as per schedule 3 of the Primary Teacher’s Collective Agreement) applicable to their level of experience: i.e. Beginning, Fully Registered or Experienced Teacher (appendix 2)
7. Met and demonstrate the cultural competencies of establishing relationships and engaging with Maori (Tataiako)
8. Be familiar with and follow the school Health & Safety Guidelines and requirements for their own safety and wellbeing and that of the students and other staff
9. Follow the Code of Conduct for cyber-safety and internet/computer usage and model this with students
10. Be prepared to grow professionally; participate actively in personal and staff professional development, performance management, and contribute to the School professional learning community and to the Community of Learning (He Waka Eke Noa)
11. Be responsible for achieving teaching, school and community responsibilities efficiently and effectively.
12. Contribute to the corporate life of the school

	Outcomes
Professional Relationships and Professional Values	<ul style="list-style-type: none"> • Active role in team collaborative planning. • Planning meets school guidelines. • Take responsibility to Improve teacher practice and ownership of student achievement while maintaining high expectations through professional development.

	<ul style="list-style-type: none"> • Use dialogical conversations, videos to reflect on and improve practice. Capture evidence of this in your reflective journal. • Attend and participate fully in all school professional development, including Teacher Only Days. • Actively contribute to FLS professional learning community. • Use “EKE” to promote values in a meaningful way. • Consistently implement the PB4L management system in your classroom and school wide. • Consistently implement the agreed to settings expectations for PB4L. • Engage meaningfully with parents through texts, phone conversations and face to face conversations. Aim for a 95% whanau attendance at SLC. • Work collaboratively with SENCO and support agencies to implement IEP’s to raise student achievement. • In class displays as required (emergency, PB4L, vision and values)
Professional Knowledge in Practice	<ul style="list-style-type: none"> • Classroom programme meets the needs of your students. • Programme is reflective of student’s culture and and experiences. (Tataiako, Ka Hikitia) • Assessment data and professional knowledge is used to inform teaching. • Target groups in the core areas are identified in your class. Regular learning conversations are held with colleagues to reflect practice, progress and future steps. • Data and OTJ’s are loaded onto SMS within the set timeframe. • An OTJ is made based on a range of evidence that is available on request. OTJ is made for that moment in time. • Establish genuine relationships with all students. • Classroom displays are reflective of current learning and provide scaffolds for students. • The Forest Lake School Curriculum is used to guide teaching and learning programmes. • All teachers will develop student agency through inquiry to build self -directed learning. • Use student voice to inform your practice.

Signed: _____ (Teacher)

Signed: _____ (Appraiser)

Dated: _____