

## English Teacher

### EMPLOYMENT APPLICATION FORM

Please complete the enclosed employment application form. The application form is a source of information which will be used by the Board to assist it in considering suitability for the position for which you are applying. Failure to supply the information requested would prejudice the Board's ability to accurately assess your suitability.

During the appointment process you are entitled to access this information upon request from the school. Following completion of this appointment, information relating to the successful applicant shall form part of the school's personnel records and will be held at the school premises.

Information relating to unsuccessful applicants will be destroyed upon finalisation of the appointment. The above information is provided in accordance with the Privacy Act 1993.

**Position/s Applying For: English Teachers:** Fixed term, full time for 2021.

**Personal Information**

Surname:

Preferred form of address - optional

Mr	Mrs	Ms	Miss	Dr
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Christian names:

Telephone:

Private

Mobile

Address:

Fax:

Are you legally entitled to work in New Zealand?

Yes

No

Where appropriate, please attach evidence of eligibility to work in New Zealand.

Teacher Registration Number:

Expiry date:

Please attach photocopied evidence of current teacher registration.

**Teaching Qualifications**

	Institution	Year Awarded
Trained Teacher's Certificate		
Diploma of Teaching		
Undergraduate degree		
Postgraduate Qualification		
Other Academic Qualifications		

**Current Employment**

Position Held:	
Year Appointed:	
School:	
Grade/Roll:	
Location:	

Total length of certificated service:	Years
For the purposes of compliance with the Privacy Act 1993, do you consent to the school contacting your present employer for the purposes of reference checking?	
<b>Yes</b>	<b>No</b>

**Health**

<p>Do you have any known condition that may affect your ability to efficiently carry out the functions and responsibilities of the position applied for?</p> <p>If, <b>YES</b>, please specify: _____</p> <p>_____</p> <p>_____</p>	<p><b>Yes</b>                  <b>No</b></p>
<p>This school has a No Smoking policy - are you prepared to abide by this?</p>	<p><b>Yes</b>                  <b>No</b></p>

**Convictions against the Law**

<p><b>Have you ever been convicted of any criminal offence (other than a minor traffic offence)?</b></p>	<p><b>Yes</b>                  <b>No</b></p>
<p>If, <b>YES</b>, please give details and note that you may be asked to provide a copy of the relevant court records.</p>	
<p>_____</p>	
<p>_____</p>	
<p>_____</p>	

Are you currently awaiting the hearing of any charges?	<b>Yes</b>	<b>No</b>
<p><b>Please Note:</b></p> <ul style="list-style-type: none"> <li>• <b>The Board reserves the right to contact authorities to verify any claim made.</b></li> <li>• <b>Any offers of employment will be subject to a successful police vet.</b></li> </ul>		

### Referees

Please provide names, addresses and contact number of three (3) referees, one of whom is a current or previous employing BOT member and/or Principal who can attest to your professional skills.

	1	2	3
Name			
Position			
Address			
Telephone Numbers	(Home) (Work) (Mobile) (Email)	(Home) (Work) (Mobile) (Email)	(Home) (Work) (Mobile) (Email)
Capacity in which you have known this person.			

I consent to the school seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released to the school for the purposes of ascertaining my suitability for the position for which I am applying.

I understand that the information received by the school is supplied in confidence as evaluative material and will not be disclosed to me.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Declaration**

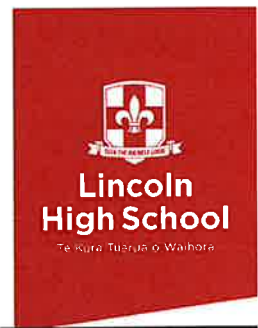
I ..... (full name) declare that to the best of my knowledge the information provided in this application and in my curriculum vitae enclosed, is accurate and I understand that if any false or misleading information is given, or any material fact suppressed, I will not be employed, or if I am employed, my employment will be terminated. I also understand that any false information given in relation to my medical history with regards to gradual process, disease or infection, can result in my loss of entitlement for any compensation from ACC.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please email application to: [trb@lincoln.school.nz](mailto:trb@lincoln.school.nz)

# Job Description



Position	Terms of employment	Responsible to
Teacher	Secondary Teachers' Collective Employment Agreement	HOLA/HOD for curriculum matters Principal
<b>Central Beliefs</b>		
<ol style="list-style-type: none"> <li>1. The Lincoln Tikanga: Let's be respectful, reliable, supportive and resilient underpin all we do.</li> <li>2. We are all Life-long Learners (everyone is capable of learning).</li> <li>3. We are committed to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand.</li> </ol>		
<b>Employment Status</b>		
<ol style="list-style-type: none"> <li>1. Full time or Part time as per vacancy advertised.</li> <li>2. Fixed term or permanent as per vacancy advertised.</li> </ol>		
<b>Key Descriptors of an Effective Teacher at Lincoln High School</b>		
Professional Responsibilities	<p><b>The Teacher's responsibilities include (but not limited to):</b></p> <p><b>Primary Functions:</b></p> <ul style="list-style-type: none"> <li>• To promote the Lincoln tikanga</li> <li>• To carry out all professional duties promoting student learning</li> <li>• To carry out pastoral care duties promoting student welfare</li> <li>• To participate in personal learning on your own and with other teachers</li> <li>• To further the goals and objectives as specified in the School Strategic Plan and to work within the School's Policies</li> <li>• To meet the Code of Professional Responsibility required of a teacher, and the Standards for the Teaching Profession</li> <li>• To involve yourself in extra-curricular activities as appropriate</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Plan and prepare courses and lessons</li> <li>• Being mindful of individual needs, teach the students assigned to you. This includes the setting and marking of work done by students at school, at home, and elsewhere</li> </ul>	

	<ul style="list-style-type: none"> <li>• Assess, record and report, orally (at report evenings) and in writing, the social and academic development, progress and attainment of the students, as required by the school</li> <li>• Promote the general well-being of individual students and of any class or grouping assigned to you</li> <li>• Maintain good order and discipline among the students and of any class or grouping assigned to you</li> <li>• Communicate and consult with the parents of students in accordance with school policy and participate in meetings arranged for this purpose</li> <li>• Promote and maintain an attractive, safe, and environmentally sustainable learning environment</li> </ul> <p><b>2.</b></p> <ul style="list-style-type: none"> <li>• Participate in the school's requirements for pastoral care of students</li> <li>• Safeguard students' health and safety, both on the school premises and elsewhere in school authorised activities</li> <li>• Be conscious of the role-model a teacher provides for students, paying special attention to the Lincoln tikanga</li> <li>• Observe professional ethics in inter-personal relations and be supportive of other staff</li> </ul> <p><b>3.</b></p> <ul style="list-style-type: none"> <li>• Strive to continually improve your teaching and student learning</li> <li>• Participate in personal learning on your own and as part of teams</li> <li>• Participate in the school's appraisal programme as laid down in the Policy on Appraisal</li> </ul> <p><b>4.</b></p> <ul style="list-style-type: none"> <li>• Carry out assigned supervisory duties around the school and assist in the care of school property and keeping the grounds clean and tidy</li> <li>• Carry out administrative duties, including attending assemblies and monitoring the attendance of students</li> <li>• Participate in meetings or gatherings at school which relate to the curriculum, administration or organisation of the school</li> </ul> <p><b>5.</b></p> <ul style="list-style-type: none"> <li>• Involve yourself in extra-curricular activities wherever possible</li> <li>• Attending to any additional duties as directed by the HOLA/HOD and/or Principal</li> </ul>	
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Content Knowledge	<ul style="list-style-type: none"> <li>• Demonstrates a high level of understanding pertinent to relevant curriculum areas</li> <li>• Strong IT skills.</li> <li>• Critical thinking and effective problem solving skills</li> </ul>	
Building Learning Capacity Life-Long Learning	<ul style="list-style-type: none"> <li>• To actively engage in learning new skills and gain new knowledge pertinent to areas of responsibility</li> <li>• To attend professional development and training courses as provided or funded by school</li> </ul>	
Relationships, Attributes, Community	<p><b>To establish a positive working relationship with students, teachers and colleagues</b></p> <ul style="list-style-type: none"> <li>• Establishes and maintains supportive and co-operative working relationships with colleagues and values the contribution all staff make to the efficient operation of Lincoln High School</li> <li>• Is a strong and supportive “team player” with great communication skills</li> <li>• Confidence to work autonomously or within a team environment</li> <li>• Demonstrates initiative and resourcefulness</li> <li>• Has a friendly and approachable manner</li> <li>• Contributes to the corporate life of the school by maintaining LHS standards and expectations.</li> <li>• Maintains positive interaction with all stakeholders.</li> <li>• Be loyal to the departments, school and fellow staff.</li> <li>• Maintain a high standard of professional conduct at all times.</li> <li>• Maintain effective working relationships with colleagues through open communication.</li> <li>• Contribute positively to the life of the school and community.</li> </ul> <p><b>To maintain confidentiality in communications</b></p> <ul style="list-style-type: none"> <li>• Demonstrates a high regard for and maintains confidentiality at all times</li> <li>• Communicates issues or concerns relating to employment to the HOLA &amp;/or Principal</li> </ul>	
<p><b>Signed (Employee):</b> _____ <b>Date:</b> _____</p> <p><b>Signed (Employer):</b> _____ <b>Date:</b> _____</p>		