



Appointment of
Scale A Permanent Teacher
2021



Information for Applicants – Permanent Scale A Teacher

Thank you for applying for the position of Permanent Scale A Teacher at Pasadena Intermediate School.

1. Please complete these forms personally. Read it through first and then answer all questions. Make sure you sign and date where indicated.
2. Attach a *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 will be required to provide originals as proof of qualifications.
4. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. 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 (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
 - The offence was not a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children Act 2014
 - You have paid any fine or costs

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.

6. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand driver licence). A list of acceptable primary and secondary documents is available in the last section of the Vulnerable Children Regulations 2015.
7. This 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.
8. Please email your application to the Principal jhughes@pasadena.school.nz
9. All information received will be confidential to the Principal of Pasadena Intermediate School.

Please fill out the application form below.



PASADENA INTERMEDIATE SCHOOL

Application for Appointment 2021

Please include these forms with your CV.

TO: PASADENA PRINCIPAL

POSTION APPLIED FOR: PERMANENT SCALE A TEACHER IN 2021

APPLICATIONS CLOSE: TUESDAY 13TH OCTOBER at 3pm

PERSONAL DETAILS

Name:	_____	Home Phone:	_____
Address:	_____	Work Phone:	_____
	_____	Mobile:	_____
	_____	Business:	_____
Citizenship:	_____	Registration no:	_____
Email:	_____	Registration Expiry:	_____
Date of Birth:	_____		

PRESENT TEACHING POSITION

School Name:	_____	Work Phone:	_____
Address:	_____	Other Phone:	_____

Type of Appointment:	_____	Date appointed:	_____

REFEREES DETAILS

Please provide the names of three people who can act as referees. One of these should be your current or most recent employer.

Name:	_____	Home Phone:	_____
Address:	_____	Work Phone:	_____
	_____	Mobile Phone:	_____
Email:	_____	Relationship:	_____
Name:	_____	Home Phone:	_____
Address:	_____	Work Phone:	_____
	_____	Mobile Phone:	_____
Email:	_____	Relationship:	_____
Name:	_____	Home Phone:	_____
Address:	_____	Work Phone:	_____
	_____	Mobile Phone:	_____
Email:	_____	Relationship:	_____

EDUCATIONAL QUALIFICATIONS

Institution Attended	Year	Qualifications Attained	Date Awarded

EMPLOYMENT HISTORY

Position held	Employer's name	Period worked	Reason for leaving

OTHER INFORMATION

Have you had any injury or medical condition which the tasks of this job may aggravate or contribute to, or know of any reason why you might have difficulty carrying out the advertised position? Yes No

If yes, please give details below:

Do you have any matters relating to yourself currently or previously before the Teachers 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

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 Pasadena Intermediate School Appointments Committee or its advisor to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position of Teacher at this school.

I authorize the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organization, including information regarding matter under investigation, to gather information related to my suitability for appointment to the position.

APPLICANT'S SIGNATURE: _____ DATE: _____

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

Have you ever been the subject of any concerns involving child safety?

Yes No

If YES to any of the answers above, please provide date and details of offence(s), complaint(s) below. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.

I certify that I am registered (or provisionally 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 C.V. is correct.

APPLICANT'S SIGNATURE: _____ DATE: _____

Pasadena Intermediate School



moray place pt chevalier auckland new zealand
 telephone: + 64 9 846 2169 facsimile: + 64 9 846 2586
 email: office@pasadena.school.nz
 home page: <http://www.pasadena.school.nz>

Job Description – Classroom Teacher

Responsible to: Principal, Deputy Principals, Team Leader and Appraiser

Person Specifications:	<ul style="list-style-type: none"> • Uphold the school’s vision, beliefs and values • Adhere to the staff’s Code of Conduct • Follow the planning and assessment expectations of the school • Attend all school functions as per term timetable expectations • Meet the Practicing Teacher Criteria and Professional Standards
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Primary Objectives:

- Model and promote positive and constructive relationships with staff, students and the community
- Actively engage in professional, open to learning conversations
- Value team work and collaborate with others
- Share knowledge, skills and resources
- Explore, recognise and celebrate Māori identity, language and culture, including making good use of local expertise and the local context
- Apply the ‘teaching as inquiry’ process and strategies with a view to improving practice and student outcomes
- Use classroom practices and implement programmes that engage all learners, accelerate learning of all students so that they experience success
- Use a range of strategies to support students to have a voice in co-constructing what and how they learn

Key Tasks	Expected Results
Teaching and Learning	<ul style="list-style-type: none"> • Maintain appropriate planning and assessment records • Maintain a safe, well-organised, student-focused learning environment • Continually adapt and modify activities, resources and technologies in order to scaffold students’ learning • Reflect on classroom practice in an on-going way • Change and adapt current practice in response to students’ needs and new evidence and research • Create a classroom environment where students can take risks with their learning and see mistakes as learning opportunities • Acknowledge, respect and encourage student voice, their perspectives and values

Professional Learning and Development	<ul style="list-style-type: none">• Undertake professional support and guidance• Attend all PLD opportunities offered• Be open to learning• Commit to making on-going improvements to practice• Actively engage in the school's performance management programme with a view to improving teaching practice and student outcomes
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Additional leadership opportunities are available at the start of the year with remuneration.