

PUAHUE SCHOOL

SCALE A TEACHER VACANCY



OUR VISION IS

“We are connected and equipped for life”.

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573 Puahue Road
RD1
Te Awamutu

Principal: Scott Wilson
Phone: 07 872 1838
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Email office: office@puahue.school.nz



September 2020

Dear Applicant,

APPLICATION PROCESS

This booklet should give all the necessary information required to apply for the advertised vacancies at Puahue School for 2020.

All applications should be emailed to:

**The Principal
Puahue School
swilson@puahue.school.nz**

If you decide to proceed with an application for this position, we request that it is received by **5.00 pm Friday 25th September 2020**

1. The enclosed Application Form including the names of three referees who may be contacted if you are invited for an interview. It is requested that referees have a teaching background and include a past and current employers.

2. A current CV including any qualifications relevant to the position.

3. A short covering letter stating why you believe you are suitable for this position. If any applicant wishes to withdraw their application for any reason, the applicant should immediately notify the Principal by email at: swilson@puahue.school.nz.

Notices of non-appointment will be posted when the process of appointment is complete.

TIME FRAME FOR APPOINTMENT

Thursday 17th September - Advertised On-Line

Friday 25st September - Applications close (5.00pm)

Monday 28th September - Short listed applicants Notified

Wednesday 30th September - Interviews

Friday 2nd October - Written acceptance to be received

Monday 5th July - Unsuccessful Applicants Notified

Term 1 – 2021 Position Commences.

GENERAL DESCRIPTION OF THE SCHOOL

Puahue is a rural based contributing state school with a roll between 140 and 160.

The school's composition is made up of 18% Maori, 77% identifying themselves as European and 5% of other ethnic mix. Children come from a variety of back-grounds and social environments. Approximately 50% of pupils commute from either Kihikihi or Te Awamutu area; 50% travelling by bus.

Present staffing allocation.

The staff consists of 9 qualified teachers including Principal, reading recovery teacher and learning support coordinator. The Board of Trustees also employs two teacher aides to support learning programs full time.

Puahue School has been in operation since 1912, in a rural setting 10 kilometers from Te Awamutu. It is a spacious well laid out school operating 6 classrooms, library, community owned hall, meeting and resource rooms and, in the summer, a pool.

About 40% of the students live within the enrolment zone, with a farming or farmllet background, The rest of our students travel from either Kihikihi or Te Awamutu. Students leaving Puahue School in general go on to attend Te Awamutu Intermediate and College.

The school is extremely well resourced with important emphasis and commitment placed on the use of technology within the learning programme.

Puahue School belongs to the Eastern Zone Cluster of schools which is made up of 4 rural and 1 urban school. The children meet regularly for sporting and learning activities. The school community involvement is high and productive, and there is an active PTA which supports the school.

Puahue School Application for appointment

Important notes for applicants

1. Please fully complete this form personally. Read it through then answer all the questions and make sure you sign and date on the last page where indicated.
2. Attach a *covering letter and curriculum vitae* (CV) containing additional information. If you include written references, please note that we may contact the writers of the references.
3. Copies of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
4. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all the questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
6. Shortlisted applicants will be asked to give consent to a police vet. It is a requirement of the Education Sector for all employees to be police vetted.
7. 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 (specified offences are in the main sexual in nature) **and**
 - you have paid fines or costs

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentence includes fines, reparation orders, community based sentences and suspended sentences. Please note 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. This application form and supporting documents will be held by the school. You will be able to access it in accordance with the provisions of the Privacy Act 1993.

If you have any queries, please contact Scott Wilson, Principal.

APPLICATION FOR APPOINTMENT

Position applying for

Tick One

Mr Mrs Ms Miss

Or other preferred title:

Surname/Family Name	First Names (in full)	Registration Number	Certificate date
Please attach a copy of your registration			

Full Postal Address

Contact Telephone Numbers

Private:	Cell phone:	Business:
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Please tick the appropriate boxes:

Are you a New Zealand Citizen? Yes No

If not do you have resident status, or Yes No

A current work permit? Yes No

Have you ever had a criminal conviction? Yes No

(convictions that fall under the clean slate scheme do not have to be disclosed)

If "Yes" please detail:

Have you received a diversion for an offence?

Yes

No

If "Yes" please detail:

Have you been convicted in a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?

Yes

No

If "Yes" please detail:

Are you awaiting sentencing/currently have charges pending?

Yes

No

If "Yes" please state the nature of the conviction/cases pending:

In addition to other information provided are there any other factors

Yes

No

that we should know to assess your suitability for appointment and ability to do the job?

If "Yes" please elaborate:

Have you had any injury or medical condition caused by gradual

Yes

No

process, disease or infection such as occupational overuse syndrome, stress or repetitive strain injuries, for which tasks of this job may aggravate or contribute to?

If "Yes" please detail:

Do you have a current Full New Zealand drivers licence?

Yes

No

If selected for an interview you will need to bring the original licence as part of the verification process

Have you currently or previously been asked by the teacher registration body to answer any allegations made against you? No	Yes
Is there any reason why the NZ Teachers Education Council might decline to renew your teacher registration when it expires? No	Yes

Present Position/Date Appointed

Employment History: Please outline your most recent employment history,			
Period worked	Employer's Name	Position Held	Reason for leaving

Referees		
Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your work performance. <u>If you have included written references from people other than those recorded below, please note that we may contact the writer of these references.</u>		
Name and Position	Address	Telephone

Authority to approach other referees: I authorise the Board, or nominated representative, to approach persons or the teachers council, other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.

Yes

No

Educational Qualifications

Please state your qualifications relevant to the position and year attained, if selected for an interview original copies will be required to be sighted by the interview panel.

Suitability for Position: Please supply details as to why you believe you are suitable for the position. (Use additional sheet if necessary)

I certify that the information I have supplied in this application is true and correct. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from the appointment process, or if appointed, may be liable to be dismissed. I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.

Signature _____ Date _____