6 Sainsbury Road, Mt Albert, Auckland 1025
**P:** (09) 846 9266
**E:** reception@maps.school.nz
**W:** www.malbertprimary.school.nz

**Mt Albert Primary School**
*Te Pa O Ruarangi*

# Scale A Teacher 2027
# Application Pack

**Scale A Teachers (2); Fixed term - Year 1**

Mt Albert Primary School offers a wonderful opportunity to be part of our school community for terms 1-4 2027, as we are seeking enthusiastic, innovative year 1 teachers to work with our learners. You will have sound NZ curriculum knowledge including in-depth knowledge of Structured Literacy programmes. You will also have a sense of humour and enjoy being surrounded by passionate teachers who are creative and innovative in their approach to teaching.
If you are committed to making a positive difference and want to be part of a school that values teamwork, professional learning, and student success, we would love to hear from you.

The terms and conditions, including base salary, for this position is set by the relevant collective agreement. The base salary for trained and registered teachers has a range, depending on the applicant's qualifications and experience. Individuals actual base salary will be established by a salary assessment once a role is confirmed.

Start date: Term 1 2027

Applications close on Friday 06 November at 3pm. Electronic applications preferred.

For further information please contact:

Marian Caulfield, Principal

marian@maps.school.nz

Please find attached information to assist you with your application:

- Application Form

Proposed Timeline for Appointment

| | |
|---|---|
| Position advertised | Education Gazette Online Tuesday 27 October |
| Applications close | Friday 02 November at 3pm. |
| Position commences | Term 1 2027 |

Your application should include a covering letter detailing your suitability for the position in relation to the job description, a curriculum vitae and a completed application form. Electronic applications preferred. Please send applications to the Principal at the above email address.

Should you require any further information regarding the information pack, please do not hesitate to contact me on 846-9288 or email marian@maps.school.nz

We look forward to considering your application to join our team at Mt Albert Primary School.

Ngā mihi nui

**Marian Caulfield**

Marian Caulfield
Principal

# APPLICATION FOR APPOINTMENT

***Please include this form with your application***

## Position Applied For:

## Personal Details:

Name _____

Address _____

Telephone _____(Hm) _____(Bus)

Email _____ Fax _____

Date of Birth _____ Gender _____

Ethnic Origin _____

## Registration

Are you a registered teacher? YES / NO (please indicate)

Do you hold a current practising certificate? YES / NO (please indicate)

State Expiry Date _____

## Present Appointment (If appropriate)

School _____

Position Held _____

Time Held _____

## Citizenship and Right to Work

Are you a New Zealand Citizen?

Yes ☐ Go to medical details

No ☐

Do you have permanent resident status?

Yes ☐ Go to medical details

No ☐

Do you have a Current Work Permit?

Yes ☐ Go to medical details

No ☐

Have you changed your name by deed poll / statutory declaration

Yes ☐ Go to medical details

No ☐

If you have answered “No” to the three questions above, you may not be eligible for this role.

## Medical Details:

Have you had an injury or medical condition caused by the gradual process, disease or infection, for example, hearing loss; occupational overuse syndrome, which the tasks of this job may aggravate or contribute to? And/or, do you know of any reason why you might experience difficulty in carrying out the job description for this position.

Yes ☐

No ☐

If “Yes” what are the details of the injury/medical condition? How is your performance likely to be affected?

_____

_____

_____

## Criminal Convictions:

**Information for disclosure of Criminal Convictions:**

**All convictions are to be disclosed, unless they are covered by the Criminal Records (Clean Slate Act) 2004.**

What must you disclose?

You must declare all of your convictions if you have:

- been convicted of an offense within the last 7 years; OR
- been sentenced to a custodial sentence (eg imprisonment, corrective training, borstal); OR
- been ordered by a Court during a criminal case to be detained in a hospital due to your mental condition, instead of being sentenced; OR
- been convicted of a "specific offense" (eg sexual offending against children and young people or the mentally impaired); OR
- not paid in full any fine, reparation or costs ordered by the Court in a criminal case; OR
- been indefinitely disqualified from driving under section 65 Land Transport Act 1989 or earlier equivalent provision.

**Please answer the following based on the above criteria. Tick one box only.**

☐ No, none of the above criteria applies to me or I have no convictions

☐ Yes, at least one of the criteria applies and I will disclose my criminal convictions in the table below.

**Disclosure of Criminal Convictions**

**Note:** The declaration of a minor offence does not mean that employment will not be granted, However, the non-declaration of an offence that you are required to disclose will be seen as a misrepresentation of a criminal record and treated accordingly.

| Offence | Year Committed | Give Details of Fine/PD/Supervision/Imprisonment |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

## Vulnerable Children's Act:

The Vulnerable Children Act (VCA) 2014 requires that all people who work or are likely to work with children must be safety checked. In order to assess your safety under the VCA, we need you to complete all of the following questions.

The information you provide will be kept securely, with access strictly controlled and limited to those who are entitled to see it as part of their duties. The VCA also requires a stringent Police vetting.

HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE AGAINST THE LAW? (apart from minor traffic offenses)

Yes ☐ Details required

No ☐

Have you received police diversion for an offense, have charges pending or know of any reason why you should not be employed to work in a school environment?

Yes ☐ Details required

No ☐

**If you have provided a YES to either question above, please provide the date and details of the offense(s) on a separate sheet. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.**

**VCA DECLARATION:**

I certify that I know of no reason why I would not be suitable to work with children/young people.

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 CV is correct.

Applicant's Signature: _____ Date: _____

## Referees

(Please provide details of three previous employers who can be contacted to provide references)

| Name | Position | School | Telephone |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

**DECLARATION:**

I understand that if I am employed by Mt Albert Primary School I will be expected to act in Mt Albert Primary School's interest and maintain confidentiality of sensitive information and material.

I declare that the answers I have given above are true and correct, and that no relevant information has been omitted. I fully understand that falsification of information may result in dismissal.

I consent to Mt Albert Primary School making enquiries about me from the referees I have nominated, and authorise the information requested to be released. Furthermore, I also give consent for Mt Albert Primary School to make enquiries of past or present employers, colleagues, Teaching Council of Aotearoa NZ or equivalent overseas professional body or any other person who may be in a position to assist the School in determining my suitability in terms of filling the vacancy and give consent to those people providing such information.

Applicant's Signature: _____ Date: _____

***To register your application please forward to:***

**Marian Caulfield**

**Email:** marian@maps.school.nz

# MT ALBERT PRIMARY SCHOOL
## EQUAL EMPLOYMENT OPPORTUNITIES (EEO) PROCEDURE

**RATIONALE:**

In accordance with the requirements under the State Sector Amendments Act 1989, The Human Rights Act 1993 and N.A.G.3, Mt Albert Primary School supports the development and implementation of equal employment opportunities.

**PURPOSE:**

The purpose of this Statement is to ensure that the principles of equal employment opportunities and being a good employer are followed in Mt Albert Primary School. We apply this through supporting and promoting good EEO practices across the school. EEO is one of the ways the school recognises and supports the aims and aspirations of Maori, thereby contributing to the spirit of partnership envisaged by the Treaty of Waitangi.

**BACKGROUND**:

EEO is about removing barriers so all staff have opportunities to develop and progress in the workplace. EEO practices lead to staffing within the school that reflect the values and composition of our community. Mt Albert Primary School recognises the need to proactively identify and eliminate practices, policies and procedures (or any institutional barriers) which may cause or perpetuate inequality on the following grounds: sex, marital status, religious belief, ethical belief, color, race, ethnic or national origins, disability, age, political opinion, employment status, family status or sexual orientation.

EEO is good management practice because, when consistently applied, it will:

- Foster an organisational culture that is inclusive, respectful and responsive which enables access to work, equitable career opportunities, and maximum participation for members of designated groups and all staff.
- Ensure procedural fairness as an integral part of all strategies, systems and practices.
- Bring the skills and perspectives of all groups of people to all levels of staff and management.
- Lead to staffing that reflects the values and composition of the community and contributes to providing a better-quality service.
- Enhance job satisfaction and performance and encourage harmonious working relationships.

**The MAPS Board wishes to ensure that all applicants are afforded Equal Employment Opportunities and that our staff is selected from a broad range of people reflecting the New Zealand Community.**

**Please complete this form with your CV and covering letter to: marian@maps.school.nz**

**NOTE:**

**This information will not be viewed by the selection panel or used in the selection process. It will be collated into a database so that trends and biases relating to applications for positions at this school can be identified and addressed.**

**Thank you for your assistance.**

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**EQUAL EMPLOYMENT OPPORTUNITIES DATABASE FORM:**

**Name:**

The following is optional:

**Gender:**

**Ethnic origin:**

**Disability/Disabilities**

Do you live with the effects of injury, long term illness or disability/disabilities? **YES / NO**

If **YES,** please state the type of disability and any requirements that would improve your well-being in the workplace.

Thank you for this information. It will be confidentially stored in an EEO folder and any action required will be implemented by the EEO coordinator.

Please return this form with your application.

I solemnly and sincerely declare that, to the best of my knowledge and belief, the information provided on this EEO form is true and correct.

**Name:**

**Signature:**

**Date:**