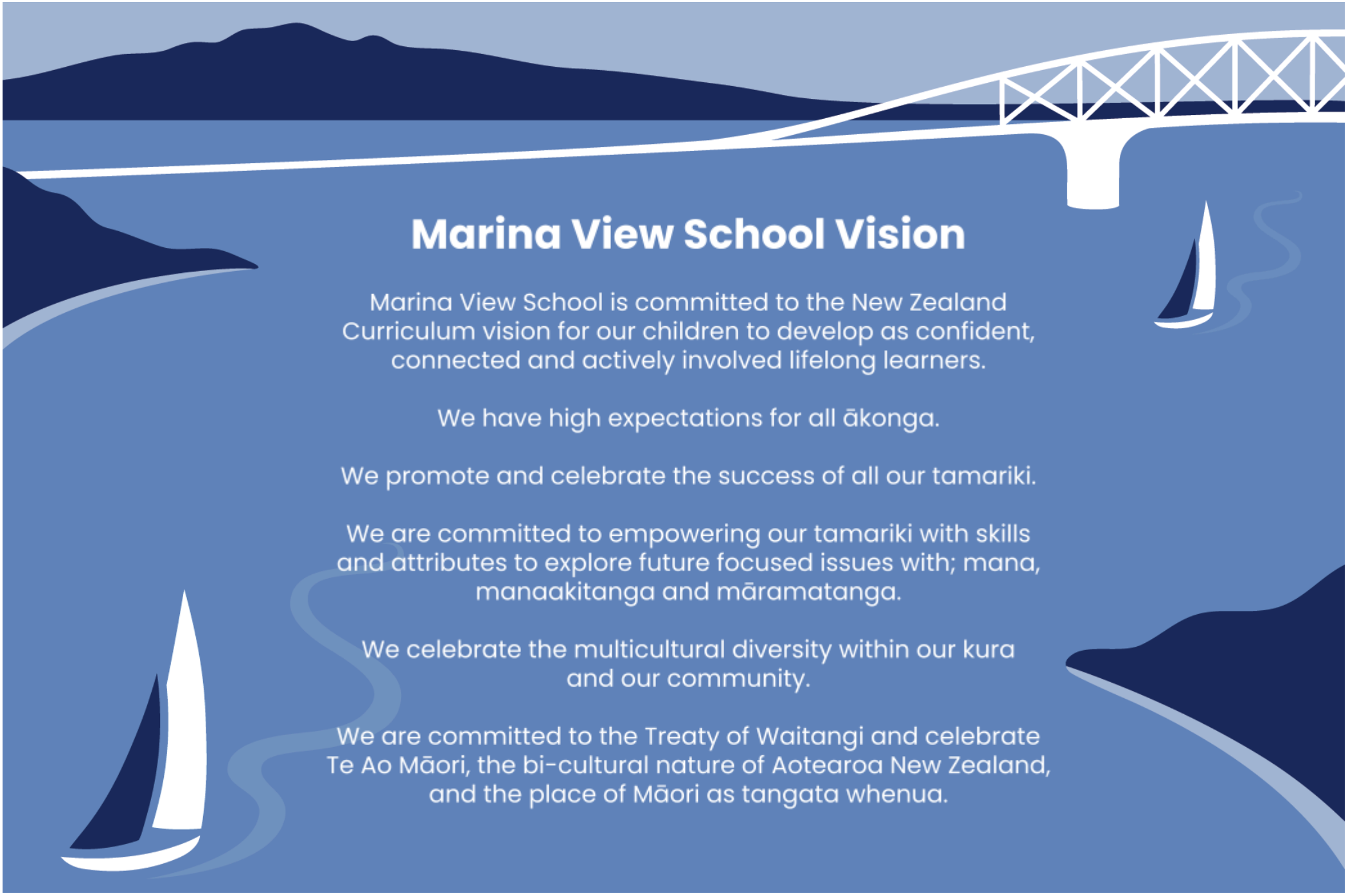


Marina View School Vision

Marina View School is committed to the New Zealand Curriculum vision for our children to develop as confident, connected and actively involved lifelong learners.

We have high expectations for all ākonga.

We promote and celebrate the success of all our tamariki.

We are committed to empowering our tamariki with skills and attributes to explore future focused issues with; mana, manaakitanga and māramatanga.

We celebrate the multicultural diversity within our kura and our community.

We are committed to the Treaty of Waitangi and celebrate Te Ao Māori, the bi-cultural nature of Aotearoa New Zealand, and the place of Māori as tangata whenua.



Strategic Goals 2024 -2026

For our tamariki to grow as confident, actively involved, self-regulated learners, with mana, manaakitanga and māramatanga

To learn through authentic and highly engaging learning experiences in a caring learning community

To have an empowering learning focused partnership with whānau and iwi

To provide the best possible resources, facilities and experiences for all

To promote the hauora of tamariki, staff and whānau

Marina View School

Next review: Term 2 2027

Staff Conduct

Marina View School expects all school staff to act professionally and show integrity in order to ensure that students are able to attain their highest possible standard in educational achievement and that the school is a physically and emotionally safe place for students and staff (Education and Training Act 2020, s 127). We make our expectations of staff conduct clear, and ensure that staff are meeting conduct expectations through performance management processes (including through the annual professional growth cycle for the principal and teachers), regular vetting, and responding to concerns and complaints.

Conduct expectations

We expect all staff to act professionally and show integrity by:

- complying with legislative and regulatory requirements and school policies
- respecting, communicating, and working constructively with the school community – see **Inclusive School Culture**
- carrying out their role to the best of their ability – see **Performance Management**
- supporting the wellbeing and protection of students – see **Child Protection** and **Student Wellbeing and Safety**
- acting responsibly to ensure the health and safety of themselves and others – see **Health, Safety, and Welfare Policy**
- maintaining the privacy and confidentiality of students and school community members – see **Privacy Policy**
- acting in good faith in all areas of their employment – see **Employment Policy** and **Employment Agreements**
- sharing relevant information with the school – see **Conflicts of Interest** and **Secondary Employment**
- raising and responding to concerns and complaints in good faith, according to school processes – see **Concerns and Complaints Policy**.

We expect staff to help promote the positive reputation and public image of the school, and to consider how their conduct outside of school hours may be perceived.

The principal must also meet the standards of the board code of conduct (Education and Training Act, s 166).

Professional expectations for teachers

As required by the Education and Training Act (s 485), the principal and teachers are expected to understand and comply with Our Code, Our Standards | Ngā Tikanga Matatika, Ngā Paerewa.

- The Code of Professional Responsibility | Ngā Tikanga Matatika provides required standards for ethical behaviour. This applies to all registered and certificated teachers, and those with Limited Authority to Teach.

- The Standards for the Teaching Profession | Ngā Paerewa describes the expectations of effective teaching practice. This applies to all practising teachers.

See **Our Code, Our Standards** (Teaching Council of Aotearoa New Zealand).

Contact between staff and students at school

Staff are expected to treat all students with care and dignity, and ensure that methods of contact and communication support safe relationships between staff and students.

- When staff are interacting with a student one-to-one they ensure, wherever possible, that the space is not closed off from other people.
- Staff are expected to avoid physical contact with students that could be considered intimate, sexual, threatening, or violent. Teachers take particular care with students who express themselves freely and seek close physical contact. When this is a concern, it is discussed with a parent or caregiver.
- Staff are aware that students who require learning support may have particular needs with regards to safety and supervision.
- Staff are expected to create a safe and supportive learning environment and promote positive student behaviour. Unacceptable behaviour, including bullying, is managed through school procedures. See **Behaviour Management** and **Bullying and Harassment**.
- If a teacher is attacked by a student, they try to protect themselves without causing injury to the student involved, and immediately report this incident to the principal. Physical restraint is a last resort and may only be used by teachers and authorised staff members to prevent imminent harm. See **Minimising Physical Restraint**.

Out-of-school contact between staff and students

We promote physical and emotional safety for our staff and students outside of school.

- Staff are expected to be vigilant about safe and appropriate out-of-school contact with students, including through social media, texting, and emails. See **School Social Media**.
- During education outside the classroom activities and camps, staff ensure safe interactions, sleeping, and travel arrangements for all students, and follow the procedures in **EOTC Supervision**.

Concerns about staff conduct

Our school is committed to fostering a respectful, inclusive, and supportive environment for all members of our school community. If anyone has concerns about the conduct of a staff member, they should raise their concerns with the school. See **Raising Concerns and Complaints**.

We act to address and resolve concerns and complaints involving staff in a timely manner, and follow a fair and reasonable process. See **Assessing and Responding to Concerns and Complaints**.

If, at any time during their employment, a staff member is being investigated or believes they may be investigated by the police, or is being prosecuted for a criminal offence or convicted of a crime, the staff member is required to act in good faith and notify the principal, then keep them updated.

We comply with any reporting requirements, including mandatory Teaching Council reporting. See **Make a report** (Teaching Council of Aotearoa New Zealand).

The principal assures the board that the school complies with mandatory reporting requirements relating to staff conduct. See **Review Schedule and Board Assurances**.

APPLICATION FOR EMPLOYMENT

Important Information for Applicants

Thank you for applying for a position with our school. Please ensure you have a copy of the position description and person specification before completing this application.

1. Please fully complete this form personally. First, read it through, then answer all questions and make sure you sign and date where indicated on the second to last page.

2. Attach a curriculum vitae (CV) containing any additional information, if necessary.

3. Copies only 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 whānau/support people at your own expense. Please advise if this is your intention.

5. 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.

6. All applicants will be required to give consent to a Police vet, if applicable.

7. a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in Schedule 2 of the Vulnerable Children Act 2014, unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
b) The Clean Slate Act 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
- you did not serve a custodial sentence at any time
- the offence was neither a specified offence under the Clean Slate Act 2004 nor a
- specified offence under the Vulnerable Children Act 2014
- you have paid any fines or costs

Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible, contact the Ministry of Justice.

8. 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 license). A list of acceptable primary and secondary documents is available in the last sections of the Vulnerable Children Regulations 2015 (refer next page).

***OFFICE USE ONLY: This page must be retained on file as part of the application; it must not be removed or destroyed.**

Category A: Primary Identification Document	Category B: Secondary Identification Document
New Zealand Passport	New Zealand Driver Licence
New Zealand Certificate of Identity issued under the Passports Act 1992 to Non-New Zealand citizens who cannot obtain a passport from their country of origin.	Kiwi Access Card (previously known as 18+ Card)
New Zealand Certificate of Identity (issued to people who have refugee status)	Community Services Card
New Zealand Refugee Travel Document	Super Gold Card
Emergency Travel Document	Veteran Super Gold Card
New Zealand Firearm Licence	Inland Revenue Number
Overseas Passport (with or without New Zealand Immigration visa/permit)	Electoral Roll Records
New Zealand Full Birth Certificate issued on or after 1998	New Zealand utility bill, issued not more than six months earlier
New Zealand Citizenship Certificate	

9. This application form and supporting documents will be held by the board. You may access these in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.

***OFFICE USE ONLY: This page must be retained on file as part of the application; it must not be removed or destroyed.**

Teaching Position Application Form

Post or email application to:	Maurice Young Principal c/- srooney@marinaview.school.nz
Position applied for:	

Personal Details				
Surname				
Given names				
Preferred name				
Address				
Contact details	Home		Work	
	Mobile		Email	

Certificated teacher status	✓	**Registration number**	**Expiry date**
Certificated			
Provisionally certificated			
Not certificated			

Present teaching position				
School				
Date appointed				
Type of appointment				
Can we contact the principal of your present school about this position?	Yes	☐	No	☐

Educational Qualifications		
Type of qualification	Received from	Date received

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Details of training and service
Please include details of your work history for the last 5 years

School	Position	Dates	Class level

Please indicate any breaks in service and give reasons, e.g. overseas travel:

Dates	Reason for break

Total certificated service				
In permanent positions	Years:		Months:	
In relieving positions	Years:		Months:	

Professional development
Please provide a summary of recent professional learning and development.

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Confirmation

1	I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be dismissed.	Yes	No
2	I am legally entitled to work in New Zealand in the role applied for (i.e. as a New Zealand or Australian citizen/permanent resident or holder of a current and valid work visa or residence visa).	Yes	No
3	I am currently registered to teach in New Zealand.	Yes	No
4	In accordance with the Privacy Act 2020, I authorise the board of trustees to obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board	Yes	No

5	**STUDENT SAFETY –** Cross out the statement that doesn't apply to you.
	• I have never been the subject of a complaint about the safety of a student.
	• I have been the subject of a complaint about the safety of a student. Please give dates and details:

6	**OFFENCES AGAINST THE LAW** - Cross out the statements that don't apply to you.
	• I have never been convicted of an offence against the law (excluding minor traffic convictions).
	• I have no pending charges of an offence against the law.
	• I have been convicted of an offence against the law. Please give dates and details:
	• I have pending charges of an offence against the law. Please give dates and details:

7	I know of no reason why I would not be suitable to work with children or young people.	Yes	No

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8	I give permission for my Police Record to be checked, if applicable	Yes	No	

9	**EEO INFORMATION** – The following information is collected for EEO statistical purposes only				
	Please tick one or two boxes that most clearly describe you:				
	NZ European/Pakeha		Māori		
	Samoan		Tongan		
	Cook Island		Other Pasifka		
	Asian Ethnicity		Please state:		
	Other European		Please state:		
	Other Ethnic Group		Please state:		

10	Have you ever 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 job of a classroom teacher at Marina View School?	Yes	No	
	If yes, please give details below:			

Applicant signature		Date	

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Referees
Please provide the names and contact details of three referees below. Referee reports are confidential to the board. Referees will only be contacted for candidates who are shortlisted.

Referee 1				
Full name				
Position				
Relationship to applicant				
Contact details	Home		Work	
	Mobile		Email	

Referee 2				
Full name				
Position				
Relationship to applicant				
Contact details	Home		Work	
	Mobile		Email	

Referee 3				
Full name				
Position				
Relationship to applicant				
Contact details	Home		Work	
	Mobile		Email	

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