Application for Employment

Mount Hutt College - Te Kura o Opuke

Please complete all relevant parts of the application form
Applications that are not fully completed may not be considered by the Appointments Committee

Position applied for	**Vacancy/Reference Number (EdGazette)**

Tick one:

Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Mx ☐

Or other preferred title:

Surname/Family Name	First names (in full)

Birth name (if applicable)

Are you known by any other name(s)? (if yes, please provide below) Yes ☐ No ☐

Full postal address

Email Address

Contact telephone numbers

Personal:	Business:

Identity Verification, Criminal Record and Right to Work

Please tick the appropriate boxes:

Immigration Information

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 ☐

If "Yes" please detail:

(A board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the Children's Act 2014. The Clean Slate Act does not apply to schedule 2 offences.)

Have you ever received a police diversion for an offence? Yes ☐ No ☐

If "Yes" please detail:

Have you ever been charged without conviction for an offence? Yes ☐ No ☐

If "Yes" please detail:

Do you have a current New Zealand driver's licence? Yes ☐ No ☐

Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? Yes ☐ No ☐

If "Yes" please detail:

Are you awaiting sentencing or do you 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 that we should know to assess your suitability for appointment and your ability to do the job? Yes ☐ No ☐ If "Yes" please detail:
Have you ever been the subject of any concerns involving child safety? Yes ☐ No ☐ If "Yes" please detail:
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome which the tasks of this position may aggravate or contribute to? Yes ☐ No ☐ If "Yes" please detail:
For teaching/principal positions: Yes ☐ No ☐ Do you hold a current practising certificate from the Educational Council of Aotearoa New Zealand? Please enter your registration number:
New "Use of Physical Restraint In Schools" rules and guidelines (7 February 2023): Yes ☐ No ☐ Have you undertaken the online learning module "Understanding the New Rules and Guidelines" provided by the Ministry of Education? *(It is **mandatory** for all Primary and Secondary Kaiako and authorised staff to have undertaken this by 7 February 2024)*

Referees

Please list up to three people that we can contact who can describe your professional experience:

Name	Organisation	Role	Cell Phone	Email
Would you like to be informed before we check with your nominated referees?				Yes ☐ No ☐

Authority to approach other referees

I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position. Note: If you select “No”, this may affect our ability to complete mandatory safety checking under the Children’s Act 2014.	Yes ☐ No ☐
I authorise the Board, or nominated representative, permission to access any information held by the Teaching Council of Aotearoa New Zealand (Matatu Aotearoa) or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.	Yes ☐ No ☐

I certify that:

- The information I have supplied in this application is true and correct
- I confirm in terms of the Privacy Act 2020 that I have authorised access to referees
- I know of no reason why I would not be suitable to work with children / young people
- I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, of if appointed, may be liable to be dismissed.

Signature: _____ Date: _____

Note: If completing this electronically, a hard copy (signed) must be provided.

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Mount Hutt College - Te Kura o Opuke

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

Important Notes 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 last page. Please complete all relevant parts of the application form. Applications that are not fully completed may not be considered by the Appointments Committee.
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.
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 Children's 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[1] at any time
   - the offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Children's 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.
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 2020. If you have any queries, please contact the person cited in the advertisement.

[1] **Custodial sentence** means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the fulltime detention of an individual. **Non-custodial sentence** includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order. Version 29/08/2022

Mount Hutt College

TEACHER JOB DESCRIPTION

All teaching staff are expected to meet their obligations to the standards for the teaching profession, and code of conduct, as outlined by the Teaching Council of NZ.

1. Professional Knowledge

- ★ Maintain understanding of the curriculum areas for which there is an assigned teaching programme
- ★ Maintain, develop understanding of and administer the assessment tasks set out in the relevant schemes of work and in accordance with school policies.
- ★ Analyse the information gathered about students in assigned classes and use that information in planning, preparation and reporting
- ★ Participate in school-based opportunities through subject and faculty activities that ensure the teaching programmes are up to date and consistent with national and local curriculum needs.
- ★ Take opportunities in discussions and share information about curriculum and student development including Māori education.

2. Professional Development

- ★ Participate in school-based teacher development activities including Departmental/Faculty meetings and staff opportunities such as Teacher Only Days and relevant professional development.
- ★ Seek opportunities, through subject associations and relevant professional development or extra studies, to ensure curriculum knowledge and student classroom practice is maintained.
- ★ Maintain understanding of the principles of the Treaty of Waitangi and take opportunities to increase understanding of Tikanga and Te Reo.
- ★ From time to time, and as recommended from Professional Growth Cycles, participate in appropriate teacher development or study programmes.

3. Teaching

- ★ Plan and develop teaching programmes that reflect curriculum requirements and match the needs of students.
- ★ Use a range of teaching techniques, resources, learning activities and assessment practices.
- ★ Use a range of teaching practices that enable you to establish contact with individual students in the course of the teaching programme as well as whole class and group activities.
- ★ Use a range of digital tools in teaching and recording of student information.
- ★ Share with other teaching staff in planning and development of teaching materials and teaching practice.
- ★ Maintain a classroom environment, which reflects the needs of the teaching programme, the students and allows students to work in a structured environment.
- ★ Maintain assessment data from all course programmes undertaken in accordance with subject department policies and/or directions for external qualification.

4. Relationships and Duties with Students

- ★ Develop and maintain a classroom environment that promotes achievement and commitment from students.
- ★ Demonstrate recognition of individual needs of students and develop programmes that allow for diversity and lead to student achievement.

- ★ Maintain a positive, and safe, physical and emotional environment.
- ★ Develop and maintain standards of student behaviour consistent with the school's behaviour management policies.
- ★ Take time to establish relationships with students that demonstrate interest and concern about their wellbeing and learning in line with the Teaching Council code of conduct.
- ★ Carry out duties as a Kaiawhina as scheduled and in line with school procedures.
- ★ Undertake duties as a Duty Teacher as outlined in school schedules and procedures.
- ★ Maintain an accurate record of student attendance at each class.

5. Student Motivation

- ★ Set high expectations for students in teaching and learning programmes.
- ★ Communicate to students the importance of learning at all levels of the learning programmes.
- ★ Encourage and assist students to set goals for achievement.
- ★ Provide timely information to students about what they have achieved and how they can improve their levels of achievement.
- ★ Give students a context for learning and relate school achievement to future planning.
- ★ Develop a range of strategies that ensure students who achieve are recognised and acknowledged.
- ★ Positively manage the behaviour of students.

6. Te Reo Tikanga

- ★ Use Māori terms correctly and use accurate pronunciation of basic Māori vocabulary.
- ★ Apply appropriate Māori protocols and demonstrate respect for Māori activities in the school curriculum.
- ★ Attend staff training in Te Reo and Tikanga when provided as part of the school-wide staff developmental programme.
- ★ Review teaching programmes to ensure appropriate activities, which relate to Māori Culture and to Māori Whanau are incorporated into the teaching programme.
- ★ Keep a record of achievement for students who are Māori as part of records of all students.

7. Communication

- ★ Communicate clearly and effectively with all students in the assigned class programme.
- ★ Give feedback to students on the work they complete and on the activities they undertake in school programmes, including assessment information, in timely fashion.
- ★ Communicate any concerns regarding achievement or behaviour with whanau in a timely fashion.
- ★ Complete reports on student progress as scheduled and respond promptly to requests for student information from other staff, whanau and caregivers.
- ★ Participate in activities for assigned teaching programmes and attend faculty meetings.

8. Support for Colleagues

- ★ Participate in staff activities that contribute to the teaching programme of the college.
- ★ Support and assist colleagues in positive ways that build effective working relationships.
- ★ Share in supporting the professional development programmes of the college. Carry out all assigned duties.

9. Contribution to the School

- ★ Actively contribute to the extra-curricular opportunities to the curriculum of the College.
- ★ Attend parent interviews when they are held for students in your teaching programme.
- ★ From time to time, where possible, undertake activities that extend the life and opportunities of the College.
- ★ Demonstrate, when approached by parents or members of the community, a positive advocacy for the College and the work of students and staff.
- ★ Actively contribute to the options for the MHC Active program as required.

Mount Hutt College
Person Specifications

A Teacher of Mount Hutt College is expected to possess all or most of the following professional experiences, skills and qualifications and personal characteristics.

Professional Experience:

- A successful teaching background
- A clear understanding of management systems in schools
- A record of high performance in previous positions

Skills and Qualifications:

- A relevant degree or tertiary qualification
- Current teacher's registration
- Sound understanding of the curriculum.
- Sound understanding of NCEA Levels 1-3
- Effective communication skills
- Skills in team building and team development
- Have well developed organisational and administrative skills, with the ability to think creatively, and be adaptable and flexible

Personal Characteristics:

- A passionate teacher
- Energy, drive and demonstrated diligence
- Have personal honesty, integrity, tact, tolerance and a sense of humour
- An appreciation of the importance of loyalty and supportiveness
- Quality of being a team player with a positive attitude
- Ability to handle stress
- Good health both physically and mentally
- Be a role model for both students and staff

Mt Hutt College

Appointment Timeline
Junior Teacher

The Appointments Panel for this position will be:
Mrs. Jenna Chenery, Mrs. Carolyn Fordyce, Mr. Jack Saxon

Day/ Date:	What is happening?
Friday 6/11	Position advertised.
Friday 20/11	Vacancy closes at 12:00pm. Referee's checks commence.
Monday 23/11	Shortlisting.
Thursday 26/11	Interviews.
Friday 27/11	Appointment Announced.