# TEACHER/KAIAKO
# PERSON SPECIFICATION & POSITION DESCRIPTION
# AND
# IMPORTANT INFORMATION (scroll below)

The Board, staff, learners and community value the following dispositions for teachers/kaiako at St Joseph's Catholic School Morrinsville:

## PERSON SPECIFICATION

**A Teacher/Kaiako at St Joseph's Catholic School Morrinsville will:**

- Demonstrate a willingness to support and uphold the Catholic Character of the School
- Act as a role model of our core values of Ngākau Aroha (Compassion), Takakawe (Endeavour), Ngākaupono (Integrity) and (Whakaute) Respect
- Promote the school's vision: Empowered learners, "Living Mission"
- Promote culturally responsive relationships and inclusive practice through a commitment to giving effect to Te Tiriti o Waitangi
- Develop trusting learning-focused relationships with students, staff, whānau and community and commit to equity for all learners
- Demonstrate knowledge of the NZC, localised curriculum and trends in future focused education
- Promote learner agency, curiosity and inquiry based pedagogy
- Foster a learning culture that is joyful, positive, appreciative and celebrates progress
- Work collaboratively in a team and contribute positively to our learning culture
- Be a reflective practitioner and exhibit an ongoing commitment to professional learning
- Have a sense of humour and know how to have fun

## POSITION DESCRIPTION

**Position: Scale A Teacher/Kaiako - Permanent Full Time Junior School (Tagged/Spec Character)**

**Responsible to: Principal**

**A Teacher - Kaiako at St Joseph's Catholic School Morrinsville is required to:**

**Key responsibilities:**

- **Adhere to the NZ Education Council Code of Professional Responsibility**
- **Adhere to the NZ Education Council Standards for the Teaching Profession**
- **Support and uphold the special Catholic Character of the school and participate in religious instruction appropriate to this special character**
- **Demonstrate a commitment to giving effect to Te Tiriti o Waitangi**
- **Implement a programme of learning reflective of the NZ Curriculum and To Tatou Whakapono (RE Curriculum)**

**Key tasks:**

- A commitment to upholding the Catholic Special Character of our school including teaching R.E.
- Teach effectively for all learners, interweaving Te Ao Māori daily
- Foster learner agency, curiosity, and creativity
- Apply NZC knowledge via local curriculum design and universal design for learning
- Collaborate professionally and build strong relationships with learners, staff, and whānau
- Use assessment data to improve learning outcomes
- Engage in professional learning aligned with strategic goals
- Reflect on practice and uphold the Code of Professional Responsibility and Teaching Standards
- Ensure student safety and comply with policies, procedures, and legislation
- Perform other duties as required

**Declaration:**

| | |
|---|---|
| **Approved by:** | ***Signature of the person with the authority to approve the job description*** |
| **Date approved:** | |
| **Reviewed:** | |
| **Appointee:** | |
| **Date appointed:** | |

# APPLICATION FOR EMPLOYMENT
## Important Notes for Applicants

Thank you for considering applying for a teaching position with our school. Please ensure you read the following notes in regards to the application form:

1. You need to fill out the application form yourself.

2. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
3. Attach a current curriculum vitae (CV) containing any additional information, if necessary.

4. 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.

5. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.

6. 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.

7. All applicants are required to give consent to a Police vet:
a) You cannot be employed as a children's worker if you have been convicted of a specified offence listed in Schedule 2 of the Children's Act 2014 (unless you have obtained 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 further offence within 7 consecutive years of being sentenced
• 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.

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 full-time 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.

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 Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015.

9. For the successful candidate, this document will be held on their personal file, otherwise the information provided will be securely destroyed after 30 days. You may access it in accordance with the provisions of the Privacy Act 2020.