EMMANUEL CHRISTIAN SCHOOL

APPLICATION FORM

"walk as children of light"

Personal Details:

Name: _____

Address: _____

_____

_____

Contact Phone Numbers: Home ( ) _____ Work ( ) _____

Cell Phone _____ Email _____

Registration:

Teacher Registration Number: _____

Expiry Date: _____

Teaching Qualifications	Date Awarded
_____	_____
_____	_____
_____	_____
Other Relevant Qualifications/Training	Date Awarded
_____	_____
_____	_____
_____	_____
_____	_____

Positions Held (Commence with current position)

School/Institution	Position/Class(es)	Period Employed

Total years certificated service: …….years …….months

Referees:

*You are required to provide the names of **three referees**. Two of these are to focus on your professional experience and qualities. These two referees may be Christian but this is not mandatory. The third referee will attest to your Christian character. This referee must be a Christian.*

1 Name _____

Address

_____

_____

Phone numbers: Home ( ) _____ Work ( ) _____

Capacity in which this referee is known to you:

_____

_____

_____

_____

_____

2 Name _____

Address _____

_____

Phone numbers: Home ( ) _____ Work ( ) _____

Capacity in which this referee is known to you:

_____

_____

_____

_____

_____

3 Name _____

Address _____

_____

Phone numbers: Home ( ) _____ Work ( ) _____

Capacity in which this referee is known to you:

_____

_____

_____

Personal Background Relating to Special Character

Christian Background:

1. Church Membership and involvement
   a) Church affiliation (please state denomination and church where a member and regularity of attendance).

   b) Church activities which you have been and are currently involved in

   c) Christian / other youth activities involvement

2. ***Personal Experience. Please provide a brief statement on each of the following (about 50 words).*** a) What do you understand salvation to mean?

   b) What do you believe about the inspiration and authority of the Bible?

   c) Please describe the Biblical principles and practices important to you in your day-to-day life

Educational Comment	*(use another page if necessary)*

3. **What do you consider to be some key components of good classroom teaching, especially for students in Years 1-6?**

4. **What skills would you bring to teaching in a classroom at Emmanuel Christian School?**

5. **What specific areas would you consider to be your curriculum strengths?**

6. **What other skills and experience would you be able to offer at Emmanuel outside of the classroom?**

OFFENCES/FITNESS FOR THE POSITION

1. HAVE YOU EVER BEEN CONVICTED OF, OR CURRENTLY UNDER INVESTIGATION FOR AN OFFENCE AGAINST THE LAW? (excluding minor traffic offences?)

NO/YES (Delete as applicable)

If *YES*, please provide date and details of offence(s) below:

- -

2. HAVE YOU EVER BEEN, OR ARE YOU CURRENTLY UNDERGOING AND FORM OF COMPETENCY IN ANY CAPACITY IN ANY SCHOOL OR PRIOR WORKPLACE?

NO/YES (Delete as applicable) If *YES*, please provide date and details below”

- -

3. HAVE YOU A CURRENT FULL DRIVERS LICENSE?

NO/YES (Delete as applicable)

If *NO*, please provide details below:

- -

4. HAVE YOU ANY MEDICAL CONDITIONS THAT ARE LIKLEY TO HINDER YOUR ABILITY TO PERFORM THE DUTIES AS SPECIFIED IN THE POSITION DESCRIPTION?

NO/YES (Delete as applicable) If *YES*, please provide date and details below"

- -

5. HAVE YOU ANY OTHER REASONS THAT ARE LIKLEY TO HINDER YOUR ABILITY TO PERFORM THE DUTIES AS SPECIFIED IN THE POSITION DESCRIPTION?

NO/YES (Delete as applicable)

If *YES*, please provide details below"

- -

6. ARE YOU AWARE OF ANY DETAILS NOT MENTIONED ABOVE THE SCHOOL SHOULD BE AWARE OF?

NO/YES (Delete as applicable)

If *YES*, please provide details below"

Declaration

I agree to the Emmanuel Christian school Board of Trustees or its agents contacting any past employers and/or professional colleagues in addition to the named referees.

I agree to the Emmanuel Christian school Board of Trustees or its agents obtaining any information held on me by Educational Council of Aotearoa.

I certify that the information in this application is to the best of my knowledge correct. I understand that this may be verified.

If short listed I am willing to undergo psychometric testing at the Board's expense should the board deem it necessary.

I understand that if any information provided is found to be deliberately falsified I may have my employment, if appointed, terminated immediately.

Applicant's signature: ____

Date: ____

Emmanuel Christian School Statement of Faith

Dear Applicant,
Thank you for your interest in applying for a position at Emmanuel Christian School. We would ask you to carefully read the Statement of Faith and indicate your agreement with it by signing in the indicated place.

I..... declare that I hold to the following Statement of Faith as defined in the Special Christian Character of Emmanuel Christian School:

(i) We believe in one God, Eternal in three persons, the Father, Son, and Holy Spirit, the only living and true God, the Creator of Heaven and Earth.

(ii) We believe that the Holy Scriptures of the Old and New Testaments are the only inspired and infallible record of the revelation of God To man, and are the supreme authority in all matters of life and faith.

(iii) We believe in the universal sovereignty of God overall that He has created and maintains.

(iv) We believe in the Providence of God whereby He sustains the universe, governs the world, supplies the needs of His people and brings His will to pass.

(v) We believe that man was created in the image and likeness of God to have dominion over the earth and to do all things to the glory of God.

(vi) We believe in man's universal fall through Adam's transgression and in his subsequent disobedience, guilt, condemnation and judgement before God.

(vii) We believe that God by His grace, and according to His good pleasure, restores to Himself and to His service, all who in true faith call on the name of Jesus Christ.

(viii) We believe in Jesus Christ, the only begotten son of the Father; that He was conceived of the Holy Spirit, born of a Virgin, crucified as a ransom for many, died and was buried, was raised from the dead and ascended into heaven. He is presently at the right hand of God the Father, and will personally return to earth in power and glory to judge the living and the dead.

(ix) We believe in the necessity of the work of the Holy Spirit to apply the benefits of Christ's redemption to individual sinners, working in them regeneration, faith, repentance, sanctification and glorification.

(x) We believe one, holy and universal Church which Christ the Lord and Head, gathers, preserves and defends for Himself by His Spirit and Word, out of the whole human race.

Applicant's Name:_____ **Applicant's signature:**_____

Date: / /

CODE OF CONDUCT

ALL STAFF

Teachers registered to practice in New Zealand are committed to the attainment of the highest standards of professional service in the promotion of learning by those they teach, mindful of the learner's ability, cultural background, gender, age or stage of development.

This complex professional task is undertaken in collaboration with colleagues, learners, parents/guardians and family/whānau, as well as with members of the wider community.

The professional interactions are governed by four fundamental principles:

- **Autonomy** to treat people with rights that are to be honoured and defended
- **Justice** to share power and prevent the abuse of power, ➢ **Responsible care** to do good and minimise harm to others, ➢ **Truth** to be honest with others and self.
- Maintain through action the Schools **Special Christian Character**

Application of the Code of Ethics (Teachers only) shall take account of the requirements of the law as well as the obligation of teachers to honour the Treaty of Waitangi by paying particular attention to the rights and aspirations of Māori as tangata whenua.

1. Commitment to learners

The primary professional obligation of registered teachers/teacher aides is to those they teach. Teachers/Teacher aides nurture the capacities of all learners to think and act with developing independence, and strive to encourage an informed appreciation of the fundamental values of a democratic society.

322a Sawyers Arms Road | Bishopdale | Christchurch 8053
New Zealand | P (03) 3593595 (03) 3594349
Email:office@emmanuelchristian.school.nz
Web: www.emmanuelchristian.school.nz

a) develop and maintain professional relationships with learners based upon the best interests of those learners,
b) base their professional practice on continuous professional learning, the best knowledge available about curriculum content and pedagogy, together with their knowledge about those they teach,
c) present subject matter from an informed and balanced viewpoint,
d) encourage learners to think critically about significant social issues,
e) cater for the varied learning needs of diverse learners,
f) promote the physical, emotional, social, intellectual and spiritual wellbeing of learners,
g) protect the confidentiality of information about learners obtained in the course of professional service, consistent with legal requirements.

2. Commitment to parents/guardians and family/whānau

Teachers/Support Staff recognise that they work in collaboration with the parents/guardians and family/whānau of learners, encouraging their active involvement in the education of their children. They acknowledge the rights of caregivers to consultation on the welfare and progress of their children and respect lawful parental authority, although professional decisions must always be weighted towards what is judged to be the best interests of learners.

In relation to parents/guardians, and the family/whānau of learners, teachers will strive to:

a) involve them in decision-making about the care and education of their children,
b) establish open, honest and respectful relationships,
c) respect their privacy,
d) respect their rights to information about their children, unless that is judged to be not in the best interests of the children.

3. Commitment to society

Staff are vested by the public with trust and responsibility, together with an expectation that they will help prepare students for life in society in the broadest sense.

In fulfillment of their obligations to society, teachers will strive to:

a) actively support policies and programmes which promote equality of opportunity for all,
b) work collegially to develop schools and centres which model democratic ideals,
c) teach and model those positive values which are widely accepted in society and encourage learners to apply them and critically appreciate their significance.

4. Commitment to the profession and/or Position held

In the belief that the quality of the services of the teaching profession influences the nation and its citizens, teachers shall exert every effort to maintain and raise professional standards, to promote a climate that encourages the exercise of professional judgement, and to achieve conditions which attract persons worthy of trust to careers in education.

In fulfillment of their obligations to the teaching profession or as otherwise stated, teachers/Support Staff will strive to:

a) advance the interests of their profession through responsible ethical practice,
b) regard themselves as learners and engage in continuing professional development,
c) be truthful when making statements about their qualifications and competencies,
d) contribute to the development and promotion of sound educational policy,
e) contribute to the development of an open and reflective professional culture,
f) treat colleagues and associates with respect, working with them co-operatively and collegially to promote students' learning,
g) assist newcomers to the profession,
h) respect confidential information on colleagues unless disclosure is required by the law or serves a compelling professional purpose,
i) speak out if the behaviour of a colleague is seriously in breach of this Code.

Signed:_____ Date:_____

RETURN THIS SIGNED COPY OF THE CODE OF CONDUCT TO THE SCHOOL
RETAIN THE DUPLICATE FOR YOUR RECORD

EMMANUEL CHRISTIAN SCHOOL

"A thriving Bible-based learning community"

"walk as children of light"

Position Description	**Teacher**
Position:	**Classroom Teacher**
Terms of Employment:	**Area School's Collective Employment Contract. The appointee will be required to meet the professional standards as per the requirements of the current Teachers Collective Employment Contract. An ability and willingness to uphold the Schools special character is a condition of employment.**
Responsible for:	**Working with Principal, Staff, Board of Trustees and community in the spirit of the School Charter to provide the most effective possible educational environment which will assist the children in realising their potential.**
Responsible to:	**The Principal through the Board of Trustees.**

Key Performance Areas:

A) Teaching Responsibilities

1. Teaching Strategies

1.1 To implement the curriculum according to the National Guidelines, the Emmanuel Christian School Charter, the Strategic Plan and Board Policy
1.2 Provide learning opportunities for each child relative to her/his needs, abilities and stages of development
1.3 Evaluate teaching programmes and learning achievements using the results to modify teaching programmes and to improve children's learning programmes
1.4 Monitor students' progress and keep accurate, cumulative records of children's achievements to enable effective reporting of student development and achievement
1.5 Create an effective learning environment which encourages learning to take place
1.6 Actively use self-review (Teaching as Inquiry) as a strategic learning tool to improve practice

2. Motivation of Students

2.1 Encourage and praise students
2.2 Acknowledge student improvement, effort and initiative

2.3 Create a positive, stimulative and rewarding environment
2.4 Establish warm, caring relationships with the students
2.5 Provide a positive role model as exemplified by the life and teaching of Jesus Christ, our Lord and Saviour

3. Classroom Management

3.1 Preserve the Christian character of Emmanuel Christian School and in particular maintain in the classroom the Christian standards of conduct between students, and between student and teacher
3.2 Follow the school disciplinary procedure and use the Principal, working with the Deputy Principal, as the terminus of that procedure
3.3 Standards of acceptable behaviour must be clearly stated and consistently and fairly applied
3.4 Inappropriate behaviour must be strongly discouraged so that the learning environment is safe for all students

4. Curriculum Delivery

4.1 Teach a balanced programme of work that is consistent with the School Charter, the Strategic Plan, the New Zealand Curriculum Framework, the appropriate National Curriculum Statements and the Christian philosophy of the school
4.2 To keep abreast of teaching and educational developments, attending teacher development programmes, participating in performance appraisals and to follow up on their outcomes
4.3 To actively participate and contribute to school curriculum development

B) School Wide Responsibilities

1. Contribution to Teaching Team Activities

1.1 Take responsibility for an area or areas of curriculum leadership as required by the Principal
1.2 Work co-operatively and supportively with other staff
1.3 Ensure delegated responsibilities are carried out in a professional manner

2. Contribution Outside the Classroom

2.1 To participate in the wider educational, collegial and cultural life of the school including participation in negotiated extra and co-curricular activities, school and community programmes
2.2 Positive relationships with parents are developed and maintained
2.3 Meet school policy and procedural requirements

3. Person Specification

3.1 A teacher who is in agreement with the objectives of the School Charter and statement of faith and has the knowledge, skill and resources to put them into practise
3.2 Has the personality to enable the teacher to take an active part as a member of the co-operative team approach of the Emmanuel Christian School staff
3.3 To have the temperament and communication skills to develop an effective working relationship with parents, staff, principal, ancillary staff, Board of Trustees members and other members of the school's community

4. Delegated Responsibilities

4.1 To take responsibility for your classroom's materials, equipment, resources and storage
4.2 To share devotion(s) at syndicate, staff meetings and or assemblies as required
4.4 To provide teaching oversight and responsibility for assigned class(es) or as otherwise determined by the Principal
4.7 To take other responsibilities as delegated by the principal

5. School Development Responsibilities

5.1 To implement an assessment system (In line with school procedure and practice).
5.2 To participate in the school's annual Appraisal Programme
5.3 To develop and implement readable, legible objective based planning, which clearly sets out teaching and assessment expectations across all curriculum areas
5.4 To assist with the development of curriculum statements and programmes working co-operatively with other staff
5.5 To ensure student profiles/information is kept and maintained up to date according to the school procedures
5.6 To participate and engage meaningfully in the school's development and implementation of Special Character, and Christian values and virtues.

C) Management / Other Responsibilities

1. Prepare units of work, long and short term plans to be shared with the staff.
2. Manage and maintain classroom resources in a tidy and effective manner.
3. Participate in identified and or personal professional development as determined necessary by the Principal from time to time.
4. Evaluate learning and demonstrate this through evolving and modifying teaching programmes.
5. Record results, complete reports and profile sheets on student development and achievement. Make these available for discussion to approved personnel.
6. To ensure any information from the school is held in confidence and not reported or discussed with any third party.

.