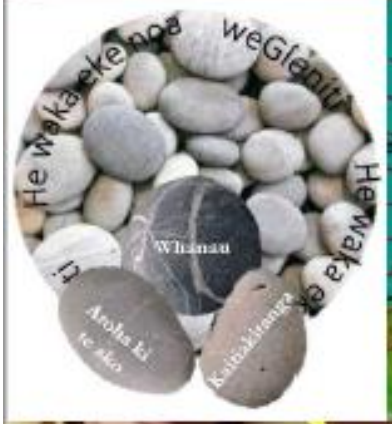




GLENITI PRIMARY

# Kaiako / Teacher Position Information Package








GLENITI SCHOOL

www.gleniti.school.nz



03 686 0082
office@gleniti.school.nz



# WELCOME

Thank you for your interest in our permanent Scale A Kaiako / Teacher position at Gleniti Primary School.  We hope that you will find this application package informative and useful.

*Please make your application relevant to the following:*

- The qualities our kura is seeking as expressed in this booklet;
- Other information contained herein which will provide a feeling for the culture of the school and community;
- Please ensure your application is easily photocopiable;

*Further enquiries to:*

**Mark Creba, Tumuaki / Principal**

**(03) 686-0082**

**principal@gleniti.school.nz**



# APPOINTMENTS TIMETABLE

| | |
|---|---|
| **Applications Close** | **Monday 7 December** |
| **Shortlisting** | **Tuesday 8 December** |
| **Referees Contact** | **By Tuesday 8 December** |
| **Interviews** | **Wednesday 9 December** |
| **Notification of Appointment** | **Thursday 10 December** |
| **Appointment Confirmation** | **By Friday 11 December** |
| **Interview Venue** | **Tumuaki / Principal's Office**<br>**Gleniti School**<br>**Timaru** |
| **Positions Commence** | **By negotiation, start of Term 1 2027** |





# Our positions require a person who has....

- enthusiasm, flair and innovation
- the ability to make learning exciting and fun
- a commitment to our school's vision statement, values and beliefs
- proven experience in the delivery of core curriculum areas
- an ability to meet the learning needs and welfare of the pupils in their class
- the skills to create and maintain an attractive and inviting classroom learning environment
- a willingness to use an inquiry learning approach where appropriate
- an ability to work and contribute co-operatively as a team member
- a willingness to be involved in school events
- an openness to accept responsibilities that will take advantage of existing skills
- the desire to assist with / support curriculum leadership in one or more curriculum area, and
- a willingness to develop new skills

# GLENITI PRIMARY SCHOOL AND COMMUNITY

Gleniti School is a full Year 1-8 primary school located in the northwest suburb of Gleniti in Timaru, South Canterbury. We have a staffing roll of 16 full time classrooms and a student roll of 365 - 400 pupils. We are really excited about our kura, tamariki and community and what we are able to offer here. During 2017 the school implemented an enrolment zone in order to manage our climbing roll.

Our kura is complemented by a hard working PTA and a supportive Board of Trustees. In tandem these organisations provide our students with an excellent base to their education. The school is staffed by an excellent team of kaiako and support staff who are committed to our ākonga / students, kura and community.

Our vision as a school for our tamariki is:

*Together, on target, for the future.*

This is supported by our ARCHER values:

Achieve Responsible Caring Honest Effort Respect

At Gleniti School we believe that to encompass the intentions of the refreshed NZ Curriculum, and for our ākonga to be 21st Century learners, we need to guide them to become global citizens who will have the following:

- Concern for the environment - sustainability
- Empathy
- A knowledge of rights and responsibilities
- A sense of identity
- Communication skills – information and critical literacy
- Respect
- A command of languages, new languages and culture
- Social awareness and tolerance

Our kura has a lovely friendly family atmosphere. We encourage all children to take responsibility for their own actions and for the senior students to care for the younger students through our whanau class system, being House Leaders and through the Senior School Leadership programme, to become leaders of our kura.

Manaaki whenua, manaaki tangata, manaaki Gleniti, haere whakamua.

Care for the land, care for the people, care for Gleniti, go forward.



Mark Creba
Tumuaki / Principal



# **JOB DESCRIPTION - POSITION:** Kaiako / Scale A Teacher

## GENERAL STATEMENT OF RESPONSIBILITIES

**1. Classroom Responsibilities**

1.1 Create an effective, challenging and stimulating learning environment for each pupil

1.2 Be a successful classroom teacher and maintain high standards of achievement and behaviour

1.3 Effectively evaluate children's achievements and promote Next Step learning

1.4 Be a good communicator with pupils, parents, guardians and the community generally in conveying information objectively and accurately and also listening and responding to other viewpoints.

1.5 Have extensive knowledge of the NZ curriculum.

**2. Staff & Professional Development**

2.1 To be part of one of our Learning Teams (level of school dependent on needs) looking at the progress and achievement of children in Years 1–8.

2.2 To undertake regular professional development and coaching as per current school policy and relevant Professional Standards.

**3. Desirable Strengths - to have expertise in the following:-**

3.1 Literacy and Numeracy
3.2 ICT
3.3 Arts
3.4 Māori
3.5 Science & Technology

**4. General Contribution to Kura Life**

4.1 Participate in education activities outside the classroom.

4.2 Support policies currently in place and take a lead role in the future development of the school.

4.3 Participate in the social and corporate life of the school.

4.4 Be a supportive, positive, energetic and enthusiastic team member

**5. Community Responsibility**

5.1 Share responsibility in establishing good relationships with parents and whanau.

5.2 Promote the school in the wider community




# IMPORTANT NOTES FOR APPLICANTS

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

1. Please fully complete the application form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.

2. Attach a *curriculum vitae* (CV) containing any additional information. If you include written references, please note that we may contact the writers of these references.

3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.

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

5. Failure to complete the attached 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 teacher applicants need to show evidence of teacher registration. Please ensure that this information can be found easily in your CV.

7. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.

If you have any queries, please contact the person cited in the advertisement.