November 2019

Wiri Central School
Learning today for a better tomorrow

Dear Applicant
Tēnā koe

Talofa lava, Mālō e lelei, Kia orana, Taloha ni,
Fakaalofa lahi atu, Ni sa bula vinaka, Greetings.

Thank you for showing an interest in our school and we welcome your completed application for the position of Year 7/8 teacher (fixed term for 2020).

We are seeking a motivated and enthusiastic teacher to contribute to building an environment that ensures our students become lifelong learners. This position will commence on 28 January 2020 and end on 15 December 2020.

Our new teacher will be well supported by a committed leader of learning and staff, a motivated board and a supportive and welcoming community.

The following documents are included in this information pack:

- Information about our school
- Criteria for appointment
- Job Description
- Self Assessment form
- Information for applicants
- Appointment timeline

An application form is attached at the end of this information. This needs to be returned with your CV and covering letter (digital only) by emailing: office@wiricentral.school.nz (subject line: Y7/8 Position and your name).

Please ensure that your CV clearly addresses the criteria for appointment and contains educational qualifications, employment history covering the last five years and referees. Names of three referees are required, one of these should be your current employer.

School visits are encouraged, one of the Senior Leadership Team would be happy to show you around the school. This can be arranged by contacting the school office ph: 09 262-0594.

If you have any further questions please contact me.

Ngā mihi

Jan Donaldson
Principal / Tumuaki

OUR SCHOOL

At Wiri Central School we believe that all students can succeed. School culture and curriculum are underpinned by our school values of kotahitanga, manaakitanga, whanaungatanga and rangatiratanga. Providing an environment and opportunities that enable learning and ensure our students become lifelong learners is at the core of all that we do.

Wiri Central School is a multicultural school catering for approximately 370 students and their whānau. Our school is located close to Manukau City Centre, adjacent to the Vodafone Events Centre. We are a full-primary school catering for students from Year 0 to Year 8. Wiri Central School students are provided with extensive opportunities to participate in sporting and cultural events. We believe that having a strong cultural identity supports success in learning. As well as providing opportunities for all students to celebrate who they are our school offers both Māori and Samoan bilingual learning opportunities.

In Mōkai Āwhina students learn in te reo Māori and in Fofoa i Vaoese students learn in gagana Samoa. The students are fully immersed in the language and learning in English is introduced in the later years. Our goal is that by the end of Year 8 these students will be bilingual and biliterate.

At Wiri Central School we aspire to work in partnership with our families, whānau, aiga and the community. Our strength is in all of us working together to support our children with their learning. Time invested in learning today will enable our children to achieve their future goals.

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CRITERIA FOR APPOINTMENT

❖ Teaching capability

- Promote the school's vision and values with students
- Strong organisational and management skills
- A lifelong learner

❖ Effective communicator

- Excellent written communication skills
- Respect and relate well to all people
- Strong interpersonal skills

❖ Collaborative

- Ability to build and maintain effective working relationships with all members of the school community

❖ Excellent pedagogical knowledge

- Commitment to raising achievement and accelerating outcomes for all students
- Demonstrates knowledge of the NZ curriculum
- Knowledge of 'Teaching as Inquiry' as a problem solving approach to teaching and learning
- Future focused and innovative in the classroom

❖ Culturally Responsive

- Commitment to the principles of Te Tiriti o Waitangi, Ka Hikitia and Bicultural NZ
- Knowledge of the Pasifika Education Plan and understanding of bilingual education
- Successfully respond to and celebrate the diverse cultural groups within the school

CLASSROOM TEACHER JOB DESCRIPTION

JOB DESCRIPTION	CLASSROOM TEACHER: YEAR 7/8
Responsible to:	The Principal

RESPONSIBILITIES & KEY TASKS:

Strategic Goals	Targets
Ensure all students are engaged in educationally powerful connections and relationships (TAfL Capabilities –Dim 1 - 6, Prof Stds 1 - 6)	● Regular analysis of WWW data (every two weeks). ● 20% decrease in student incidents in classrooms and playground ● Collect baseline data on impact of individualised plans ● Increase in whānau attending school events - measured/class ● Increase in positive feedback from students and whānau ● 75% attendance at Home School Conferences ● Whānau of all target learners contacted ● Improved attendance for specific students (20% increase from 2018) ● 10% increase in number of students achieving 90% attendance ● Lateness reduced to 2%
Ensure all students are able to experience a responsive curriculum effective teaching and opportunity to learn (TAfL Capabilities –Dim 1 - 6, Prof Stds 1 - 6)	● Planning and teaching demonstrates evidence of progression of student engagement and achievement. ● Tracking and monitoring sheets reflect improved student progress and achievement ● Shifts in target student agency measured using AfL Student Capabilities Matrix ● Shifts in teacher practice evidenced by self and peer assessment using AfL Teacher Capabilities Matrix
Ensure all students experience leadership that promotes and increases equity and excellence (TAfL Capabilities –Dim 1 - 6, Prof Stds 1 - 6)	● Shifts in target student agency measured using AfL Student Capabilities Matrix ● Shifts in teacher practice evidenced by self and peer assessment using AfL Teacher Capabilities Matrix ● Tracking and monitoring sheets reflect improved student progress and achievement

SELF ASSESSMENT

Please limit your responses to one page. Bullet points are acceptable.

Personal Statement *What are you most proud of achieving in your current role?*
Our school values are: Manaakitanga, Whanaungatanga, Rangatiratanga, Kotahitanga *How have you built these values with students, staff, board, whānau or school community?*

INFORMATION FOR APPLICANTS

Thank you for applying for the position of Year 7/8 Teacher (fixed term for 2020) at Wiri Central School. Please ensure you have a copy of the job description and criteria before completing this application.

1. Please complete this form yourself. Answer all questions and sign and date where indicated.

2. Attach a curriculum vitae containing any additional information relevant to the position. If you include written references, please note that we may contact the writer of the reference.

3. If successful in your application, you will be required to provide originals as proof of qualifications. These will be needed to verify the copies which will be retained for the school's records.

4. If you are selected for interview you may bring whānau/support people. Please advise if this is your intention.

5. Failure to complete the Job Application Form 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. a) In terms of a criminal conviction, the Criminal Records (Clean Slate) Act 2004 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 and
- You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) and
- The offence was not a specified offence (specified offences are, in the main, sexual in nature) and
- You have paid any fine or costs

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

b) Under the Vulnerable Children Act 2014, core workers in schools will not be covered by the Clean Slate.

All serious sexual or violent offenses against children will be included in Police vetting results. The Act will make it unlawful to employ people with convictions for these offences, unless they have an exemption.

7. The application form and supporting documents received from the successful applicant will be held by the school. That person may access it in accordance with the provisions of the Privacy Act 1993.

8. Application forms and CVs from non-successful applicants will be held until the appointments process is completed and will then be destroyed.

10. All information received will be confidential to the Appointments Panel and the Board of Trustees.

APPOINTMENT TIMELINE

The Wiri Central School School Board of Trustees has set the following timeline for the appointment of teacher Year 7/8. Every effort will be made to keep to the following schedule in determining the successful candidate.

Timeline for the appointment of Year 7/8 Teacher (fixed term for 2020)	
Closing date for applications to be considered	**Midday on Wednesday 11th November**
Shortlisted candidates advised	**As applications are received**
Interviews	**By mutual arrangement**
Appointment commences	**Tuesday 28 January 2020**

Checklist - We need to receive completed:

- Covering Letter
- Curriculum Vitae
- Self-Assessment
- Job Application Form

Completed applications should be emailed to**:** office@wiricentral.school.nz

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APPLICATION FOR EMPLOYMENT

Position applied for

Surname/Family name	First names (in full)

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 Vulnerable Children 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 discharged 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 Yes ☐ No ☐ temporary or permanent loss of licence, or imprisonment? 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 Yes ☐ No ☐
that we should know to assess your suitability for appointment
and your ability to do the job?

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 Yes ☐ No ☐
process, disease or infection, such as occupational overuse
syndrome which the tasks of this position may aggravate or contribute to?

If “Yes”, please detail:

For teaching/principal positions:

Do you hold a current practising certificate from the Education Council Yes ☐ No ☐
of Aotearoa New Zealand?

Please enter your registration number:

Please ensure that your CV clearly addresses the criteria for appointment and contains employment history covering the last five years and referees. Names of three referees are required one of these should be your current employer.

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.	Yes ☐	No ☐
I authorise the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) 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 1993 that I have authorised access to referees.
- I know of no reason why I would not be suitable to work with children/young people.

Signature _____ Date

Note: If completing this electronically you will be required to sign a hard copy should you be selected for an interview.