



August 2018

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 5/6 teacher. We are seeking a motivated and enthusiastic teacher to contribute to building an environment that ensures our students become lifelong learners.

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

Please contact the school for an application form. This needs to be returned with your CV and covering letter (digital only) by **midday Monday 3rd September 2018** by emailing: rosalie@wiricentral.school.nz (subject line: Y5/6 Teaching 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 420 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.

Wiri Central School - Learning today for a better tomorrow.

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 5/6
Responsible to:	The Principal

RESPONSIBILITIES & KEY TASKS:

Strategic Goals	Targets
<p>Ensure all students are engaged in educationally powerful connections and relationships (TAfL Capabilities –Dim 1 - 6, Prof Stds 1 - 6)</p>	<ul style="list-style-type: none"> • Capture baseline data • Decrease in student incidents in classrooms and playgrounds • Decrease in students sent to timeout/Leader of Learning/Senior Management - measured by data • Increase in whānau attending school events - measured/class • Increase in positive feedback from students and whānau • Improved attendance of target students (25% increase from 2017) • Increased engagement of whānau with class teacher
<p>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)</p>	<ul style="list-style-type: none"> • Planning and teaching demonstrates evidence of progression of student engagement and achievement • Planning and teaching demonstrates progression in use of effective teaching strategies (evidence of changed practice) • Accelerated progress of target students – refer to Analysis of Variance Literacy and Numeracy targets
<p>Ensure all students experience leadership that promotes and increases equity and excellence (TAfL Capabilities –Dim 1 - 6, Prof Stds 1 - 6)</p>	<ul style="list-style-type: none"> • Increased and consistent use of Assessment for Learning to improve teacher practice and outcomes for students – evidenced by Assessment for Learning teacher and student matrices data • Increased and consistent use of poutama to improve teacher practice and outcomes for students • Planning, teaching and Arinui documentation demonstrates changed teacher practice and improved outcomes for target students as a result of Teaching As Inquiry - refer to Analysis of Variance Literacy and Numeracy targets

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 5/6 Teacher 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 the Year 5/6 Teacher. Every effort will be made to keep to the following schedule in determining the successful candidate.

Timeline for the appointment of Year 5/6 Teacher	
Closing date for applications	Midday on Monday 3rd September
Shortlisted candidates advised	Friday 7th September
Interviews	Tuesday 11th September
Appointment commences	Mid Term 4 (or by negotiation)

The Board reserves the right to conduct a 2nd interview if required on Thursday 13th September.

Checklist - We need to receive completed:

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

Completed applications to be received by midday on Monday 3rd September and should be emailed to: rosaliec@wiricentral.school.nz