**Application for**

After School Care Supervisor/Team Member 2023

Casual Position 2023

Dear Applicant

We are looking for Supervisors who are willing to work hard, both share and learn from others and enjoy their job.

We have collaborative, supportive, reflective teams who develop programmes that deliver an outstanding education, focused on helping students to be the best they can be.

Seatoun School truly is a remarkable and rewarding place to work and we look forward to your application.

The following is included in this document:

* Information about our School
* Criteria for appointment
* Supervisor Role Description
* Application for Appointment

Additional information about our school and After School Care programme can be obtained from the school website https://seatoun.school.nz/our-school/about/after-school-care/

The completed application for appointment is to be emailed to: admin@seatoun.school.nz

Please include:

* Cover letter
* The completed application form
* Your CV

**Timeline**

8 November Position loaded on Seek

18 November Applications close at 9am

21 - 24 September Shortlisting and interviewing

7 February Work commencing this week

Yours sincerely

John Western  
Principal

**Information about our School    
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**Vision Statement**

To be the best we can be.

**After School Care Description**

The programme has a variety of activities on offer to suit the age group and energy levels of the students. There is a designated homework / quiet time each day, so your child’s home learning can be tackled by the time they get home. If they do not have any home learning, then they are asked to read (or be read to) and other quiet activities for the 30 minutes. There are also opportunities to take part in art and craft sessions and even cooking, as well as being physically active and having downtime. Afternoon tea of fruit and toast is provided.

**Shared Values**

**Respect** – to treat self, others and property with consideration and care

**Responsibility** – accepting to conscientiously fulfil a task or duty which one is entrusted

**Positive** – being optimistic and concentrating on what is good

**Perseverance** – to persist; to maintain an effort and stick to a task until it’s done

**Compassion** – sympathy and helping when others are distressed or suffering

**Giving** – to make available to another; kindness and sharing provided freely without asking or expecting anything in return

**Self-control** – being able to control your own feelings and behaviour, to live within the limits mutually agreed upon and established personally

**Honesty** – being truthful in words and actions, honouring the trust others place in you

**Courage** – even when afraid , being brave to do what you think is right

**School Description**

Seatoun School is a decile 10 full primary school situated in Seatoun.  The roll currently stands at 415 students from 19 ethnicities.

**Criteria for Appointment and Person Characteristics**

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After School Care Supervisors we appoint will be:

* Punctual, loyal, honest and self-motivate
* Enjoy working with students
* A team player with a sense of humour.
* Able to follow instructions / directions
* Able to follow instructions and lead a small group activity with a group of students (sports game, inside game, art or craft activity, cooking etc)
* Able to develop positive relationships with students and colleagues and parents.
* Clean Police Vet
* Able to work at least two sessions per week
* First Aid qualification

**Supervisor Role Description**

**Responsible to:** After School Care Programme Supervisor

The Supervisor is one of a team that collectively supervise, support and also run programmes while children are in after school / holiday programme care. This job description will not discuss all requirements. Read policies and procedures to understand the role and how After School Care and Holiday programmes will operate.

|  | Key Tasks | Performance Indicators |
| --- | --- | --- |
| Programme | A. Follow instructions given by Manager  B. Initiate appropriate after school activities  C. Undertakes required pack-up / clean up tasks | Manager has confidence that supervisor will follow instructions given  Supervisor willingly leads /supervisors agreed after school activities  Actively engages with the students (not spending time on phone etc)  Actively supervises students in their care  Initiate appropriate after school activities  Setup up of morning/afternoon tea if part of holiday programme  Completes assigned tasks (packing up, cleaning up, vacuuming etc) |
| Person | 1. Punctual 2. Suitable role model 3. Be committed to a team approach 4. Positive communicator | Is ready to start work by the stated time  Be a suitable role model to the children in your care. This will align with Seatoun School values  Willingly works with and supports colleagues  Seatoun School Staff Code of Conduct is adhered to |
| Health and Safety | A. Maintain a safe and clean environment at all times  B. Observe procedures for signing in and releasing children  C. Assists with set up and or clean up of food | Health and Safety policies are adhered to  Identify any hazards to the Manager  Procedures for sign in and releasing children are followed.  Set up or clean up of afternoon tea / morning tea |

**Application for Appointment**

Important Notes for Applicants

Thank you for applying for a position within our school. Please ensure you refer to and reflect on the role description, job description and person specifications before completing this application.

1. Please fully complete this 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 the references.
3. 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 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.

In terms of a criminal conviction, the criminal records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:

1. you have not committed any offences within 7 (consecutive) years of being sentenced for the offence and
2. 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
3. the offence was not a specified offence (specified defences are in the main sexual in nature) and
4. you have paid any fines or costs.

Custodial sentences include ascendance of preventative detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. 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.

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

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

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 Principal, John Western.

**Proof of Identity**  
Your appointment will be conditional on you providing proof of identity.  You will need to provide two types of identification (one photo ID e.g. passport, New Zealand drivers licence and the other a record ID e.g. birth certificate, bank statement, utility account).

**Application Form**

**To:** Appointments Committee (Envelopes should be endorsed ‘Confidential Application’)

**Seatoun School After School Care Supervisor**

**Personal Details**

| Full name: | Preferred title |  |
| --- | --- | --- |
| If you are known by another name please state |  | |
| Address |  | |

| Telephone (Home) |  | Telephone (Mobile) |  |
| --- | --- | --- | --- |
| Email | | | |

**Qualifications**

| Qualification Attained | Name of Institution | Date Awarded | Years undertaking Qual |
| --- | --- | --- | --- |
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| **Please tick the appropriate boxes: ✓** | **Y** | **N** |
| --- | --- | --- |
| Are you a New Zealand citizen? |  |  |
| If not, do you have resident status, or |  |  |
| A current work permit? |  |  |
| Have you ever had a criminal conviction *(convictions under the clean slate scheme excluded)?* |  |  |
| If “Yes” please detail: | | |
| **Please tick the appropriate boxes: ✓** | **Y** | **N** |
| Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of license, or imprisonment? If “Yes” please detail below. |  |  |
| Are you awaiting sentencing or have charges pending? If yes, please state the nature of the conviction/cases pending below. |  |  |
| In addition to other information provided, are there any other factors that we should know to assess your suitability for appointment and your ability to do the job?  If “Yes’, please elaborate below. |  |  |
| Have you ever been subject of any concerns involving students safety?  If “Yes” please detail below. |  |  |

| **Please tick the appropriate boxes: ✓** | **Y** | **N** |
| --- | --- | --- |
| Have you had any injury or medical condition caused by a gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the task of this position may aggravate or contribute to?  If “Yes” please detail below. |  |  |

| Do you have a current New Zealand driver's licence? | **Y** | **N** |
| --- | --- | --- |

**Employment History**

Please list your work experience in your last five positions beginning with your most recent position held. If you were self-employed, give details. If you have had more than five positions in the last five years, please list them all. Attach additional sheets if necessary.

| Organisation | Position held | Reason for leaving | Period employed |
| --- | --- | --- | --- |
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| **Referees**  Please provide the names of three people who could act as referees for you. At least one of these referees should be someone who has been your line manager that you have reported to. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references. | | | |
| --- | --- | --- | --- |
| **Name** | **Contact Details**  *(Organisation & Address)* | **Phone**  *(Mobile, work, home)* | **Relationship**  *including how long you have known the person* |
|  |  |  |  |
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|  |  |  |  |

| **Authority to approach other referees** | **Y** | **N** |
| --- | --- | --- |
| 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. |  |  |

**Self assessment**

*Please complete the following section. Either use this document or a separate one.* ***PTO***

| ***What excites you about joining the team at Seatoun School After School Care?*** |
| --- |

**Any other information**

| *Please use the following space to provide any additional information that you wish the Board to consider when reflecting on your application.* |
| --- |

**Signature and Date**

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 understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

| Signature: |  | Date: |  |
| --- | --- | --- | --- |

Please ensure this form is completed fully and included along with your personal curriculum vitae and covering letter in your application.