

**Appointment of**

Fixed Term Scale A Teacher

2023





Kia ora Applicant

Thank you for your interest in the fixed-term, New Entrant, teaching position at Seatoun School commencing at the start of Term 3, 2023.

Please note the fixed-term nature of this position is due to roll growth.

We have a collaborative, supportive, reflective team 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 teach and we look forward to your application.

The following is included in this document:

* Information about our School
* Criteria for appointment
* Teacher Role Description
* Application Firm

Additional information about our school can be obtained from the school website [www.seatoun.school.nz](http://www.seatoun.school.nz).

Your application should include both a Curriculum Vitae, containing the names of 3 referees, *and* a cover letter stating your suitability for the position. In your letter *please* ensure you make reference to the person specification as well as any other attributes that you could bring to the position you are applying for. Please also include a completed application form.

If you would like to find out more about our school, including arranging for a visit, feel free to contact the principal directly.

The closing date for applications is 4pm on Monday 20 March 2023. Please send your applications to: [sarah.gerondis@seatoun.school.nz](mailto:sarah.gerondis@seatoun.school.nz)

Sincerely

John Western

Principal

**Timeline**

3 March Position live and loaded on Gazette online

31 March Applications close at 9am

3-6 April Shortlisting of applicants

28 April Interviewing of applicants

31 July Commencement of Employment



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

To be the best we can be.

**Educational Approach**

We aim to create a co-operative teaching and learning environment that is relevant, purposeful and challenging. We believe students need support to take risks and become independent learners.

We place a strong emphasis on the core areas of literacy and numeracy, but also recognise and value the importance of all the essential learning areas and skills.

We are an Apple Distinguished School and use technology, when it adds value, in creative, engaging and enhancing ways.

We encourage and recognise effort, progress and achievement and value creativity, innovation and fun.

**Guiding Principles**

**Learning is at the core.** We believe that everyone is capable of learning.

**Student Agency.** We encourage our students to take ownership of their learning and do their best at all times. Students know what they are learning, how they are going and what their next learning steps are.

**Teacher Effectiveness.** Teachers continuously inquire into their own practice to ensure each child can be the best they can be.

**High Functioning Teams.** We strive to have high functioning and supportive teams, where we can achieve more because of the collective wisdom and knowledge of team members. We want teams to be enjoyable places to work and learn.

**Technology is an enabler.** Technology is an essential tool within our professional practice as it supports learning. Teacher expertise and knowledge is expected. Personal development will be 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 ed of year roll will be just over 400 students from around 20 ethnicities.

We have 17 classrooms.  Our School is broken into teaching teams consisting of; three Year 0 or Year 1 classes, two Year 2 classes, four year 3 / 4 classes, three year 5 / 6 classes and  four year 7 / 8 classes. In addition, we have specialist music and STEM teachers who run enrichment programmes for all students on a rotational basis. We also have a considerable amount of Learning Assistant support targeted to both specific students and general student assistance.

We run a very flat management structure. We have two Associate Principals. One responsible for Year’s 1-4 and one for Years 5-8. We have a Team Leader for our Year 3&4 team and one for our Year 7&8 Team. With the Principal, we are the Senior Leadership Team (SLT). All SLT are released each Friday. We believe that our best teachers should be teaching, leading the learning for their teams and areas of the school.

We have exceptional physical resources and our classrooms are very well equipped.

Our teachers provide the opportunities for personalised learning approaches that lift achievement levels and enable the students to understand what their strengths and weaknesses are using rich data. All our students receive a well-rounded, balanced and high quality education. Our staff are very talented and high performing professionals who enjoy a collaborative team approach and collegiality is evident in our school.

We value professional development and look after each other.

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**Criteria for Appointment and Person Characteristics**

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The Scale A teacher we appoint will be:

* An enthusiastic and innovative classroom teacher.
* A team player with a sense of humour.
* Experienced or interested in personalised learning and teaching through the inquiry process.
* A collaborative and highly motivating teacher.
* Able to integrate their teaching practice throughout curriculum areas.
* Able to use data to improve teaching practice and student outcomes.
* Committed to the school’s positive culture.
* Involved in developing themselves as a professional through professional learning and development opportunities.
* Able to develop positive relationships with students and colleagues.

**Teacher Role Description**

**Responsible to:** Principal

**Person Attributes:**

* Uphold the school’s [approach to education,](https://seatoun.school.nz/learning/educational-approach/) vision, core beliefs and shared values
* Adhere to the school’s Code of Conduct  (Teaching Council Code)
* Implement the NZ and School Curriculum
* Follow the planning and assessment expectations of the school
* Meet the Practising Teacher Criteria and Professional Standards

**Primary Objectives:**

* Model and promote positive and constructive relationships with staff, students and the community
* Actively engage in professional, open to learning conversations
* Value team-work and collaborate with others
* Share knowledge, skills and resources
* Explore, recognise and celebrate Māori identity, language and culture, including making good use of local expertise and the local context
* Apply the ‘teaching as inquiry’ process and strategies with a view to improving practice and student outcomes
* Use classroom practices and implement programmes that engage all learners, accelerate learning of all students so that they experience success
* Use a range of strategies to support students to have a voice in co-constructing what and how they learn.

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| **Key Tasks** | **Expected Results** |
| **1. Teaching and Learning** | * Maintain appropriate planning and assessment records * Maintain a safe, well-organised, student-focussed learning environment * Continually adapt and modify activities, resources and technologies in order to scaffold students’ learning * Reflect on classroom practice in an on-going way * Change and adapt current practice in response to students’ needs and new evidence and research * Create a classroom environment where students can take risks with their learning and see mistakes as learning opportunities * Acknowledge, respect and encourage student voice, their perspectives and values |
| **2.Professional learning and Development** | * Undertake professional support and guidance * Attend all PLD opportunities offered * Be open to learning * Commit to making on-going improvements to practice |

**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 (specify 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’)

**Position Applied For**: Fixed Term New Entrant

**Personal Details**

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

### Year Level you would prefer to teach

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| --- | --- |
| Please indicate the year level/s you would be interested in teaching in.  Year 1, Year 1 / 2, Year 3 / 4, Year 5 / 6 or Year 7/ 8. | New Entrant Teacher |

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| Telephone (Home) |  | Telephone (Mobile) |  |
| Email |  | | |
| NZ Registration Status  (highlight/circle one) | Full | Provisional | Subject to Confirmation |
| Registration Number |  | Expiry Date |  |

**Qualifications**

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| 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. |  |  |

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| **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. |  |  |

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| 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.

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| School | 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 or Principal 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**  *(e.g. BOT Chair, Principal), 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. |  |  |
| 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 the appointment to the position. |  |  |

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These are stated in the criteria for appointment and person characteristics section of this application pack. Please outline below how you meet these attributes and abilities. Even though you are attaching a CV, please fill this out in full.

**Self assessment**

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

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| ***What empowers and inspires learners, and makes learning happen?*** |
| ***What excites you about joining the team at Seatoun School?*** |

**Any other information**

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| *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.

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| Signature: |  | Date: |  |

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

**Add for Website / Gazette**

New Entrant Teacher

Full time, Fixed term. Start Date 31 July 2023, End Date 20/12/2023

A unique opportunity awaits the successful candidate. We seek an enthusiastic, innovative classroom teacher to open our next New Entrant class.

Application pack is to be downloaded from our school website and to be completed, please include your CV and a covering letter.

The successful applicant will be expected to work within the framework of the Code and Standards for the Teaching Profession. A detailed job description will be negotiated when the appointment is made.

Please send your completed application to the Principal, John Western at [sarah.gerondis@seatoun.school.nz](mailto:sarah.gerondis@seatoun.school.nz)

Applications close 31 March 2023.

I look forward to receiving your application.

Yours sincerely

John Western