

**CLIFTON TERRACE MODEL SCHOOL:
Scale A PRIMARY TEACHER JOB DESCRIPTION
(INCORPORATING Practicing Teacher Criteria)**

POSITION: Kahikatea Teacher (Years 5-8)
RESPONSIBLE TO: Acting Principal
SUPPORTED BY: Board of Trustees, Acting Principal, staff, community
LIAISON WITH: Relevant Educational agencies

GENERAL AIM:

To work together with the Board of Trustees, Acting Principal and staff to provide positive and effective educational, professional and instructional leadership that will enable Clifton Terrace Model School to achieve its Mission Statement and Charter goals.

CTMS MOTTO:

A community of learning.

MISSION STATEMENT:

To inspire in each child a thirst for learning, drawing on the rich opportunities available to a small inner-city school.

Ki te whakatenanta I te tamaiti ki te whai wahi mai I te matauranga me nga mea tino angitu I nga kura pakupaku o nga taone nui.

MAJOR GOALS:

The teacher's major goals will be to:

- provide innovative programmes which allow for effective learning opportunities
- take responsibility for the care of the children during the day
- work flexibly across the school
- be fully involved in professional development as appropriate
- communicate effectively with parents/caregivers
- communicate effectively with the community and be fully involved in school-community events
- work effectively with trainees from Victoria University Faculty of Education (if required)
- liaise with the wider community to facilitate rich learning opportunities

KEY TASKS/EXPECTED RESULTS

In striving for these major goals, the teacher's principle aim will be to undertake the key tasks as identified in this job description and to achieve the performance indicators specified in the **Practicing Teacher Criteria** document.

In addition, the teacher will inquire into their own teaching practice and use evidence based pedagogy as part of the Teacher Inquiry approach.

KEY RESPONSIBILITIES:

In striving for these major goals, the teacher will ensure that the following **Key Responsibilities** are satisfactorily undertaken, as linked to the **Practicing Teacher Criteria** that have been identified for all registered teachers.

- Participate in an effective working team committed to maintaining the principles and values contained in the school's Charter
- Maintain a culture of mutual accountability and support within the school
- Ensure that children are learning and meeting the objectives of the NZ Curriculum
- Assist the Victoria University Faculty of Education in its role of teacher training (if required)
- Develop Inquiry based learning programmes linked to the New Zealand Curriculum

Clifton Terrace Model School Teacher Inquiry Learning



Reflect and Respond

TIMELINE - 2017 APPOINTMENT FOR KAHIKATEA TEACHER FOR FIXED TERM TERM 3 & 4
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Date	Action
Tuesday 23 May	Board approve timeline and agreed actions.
Friday 26 May	Advert submitted to Ed Gazette. Application package (including job description, and application form completed) and put on website
Friday 16 June	Applications close at 5pm. Appointments committee meet to shortlist applicants and agree on interview questions and questions to ask referees.
Monday 19 June	Call short listed applicants and arrange interviews
Monday & Tuesday 19/20 June	Candidates interviewed.
Tuesday 20 June	Contact at least two referees for each shortlisted candidate.
Wednesday 21 June	Offer made to successful applicant.
By Friday 23 June	Acceptance letter agreed with preferred candidate BOT Chair informed of the decision.
Friday 23 June	Contact unsuccessful candidates
Monday 26 June	Announcement made. Selection procedures written up and filed. Appointments committee submits EEO report on process to Board. Board ratifies appointment via email.
Friday 30 June	New teacher invited to school to meet children.
Week of 3 July	Induction meeting with staff
Term 3 2017 (24 July)	New teacher takes up appointment.



CLIFTON TERRACE MODEL SCHOOL

APPLICATION FOR APPOINTMENT

To:

Jenny Austin, Acting Principal, Clifton Terrace Model School, 15 Clifton Terrace, Kelburn, Wellington 6012, email: coprincipal@ctms.school.nz

Position applied for: Years 5-8 Fixed-Term Teaching Position -Term 3 and Term 4 2017

PERSONAL DETAILS:

Name (in full): _____

Have you ever been known by any other name? If yes provide below:

Address: _____ Home Phone: (0) _____

_____ Work Phone: (0) _____

_____ Mobile Phone: (0) _____

Email: _____

Citizenship: _____

Teacher Registration No: _____

Full Registration

Provisionally Registered

Not registered

Registration Applied For

PRESENT EMPLOYER

Name of present employer: _____

Work Phone: (0) _____

Address: _____

Other Phone: (0) _____

Mobile Phone: (0) _____

Email: _____

Position held: _____ Date commenced: _____

REFEREES

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your most recent work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

1. Name: _____

Home Phone: (0) _____

Address: _____

Work Phone: (0) _____

Mobile Phone: (0) _____

Email: _____

Relationship or Position: _____

2. Name: _____

Home Phone: (0) _____

Address: _____

Work Phone: (0) _____

Mobile Phone: (0) _____

Email: _____

Relationship or Position: _____

3. Name: _____

Home Phone: (0) _____

Address: _____

Work Phone: (0) _____

Mobile Phone: (0) _____

Email: _____

Relationship or Position: _____

EDUCATIONAL QUALIFICATIONS			
Institution Attended	Year	Qualifications Attained	Date Awarded
Secondary School			
Private Training Establishment (PTE)			
Polytechnic			
University			
Other			

Employment History			
Please list your work experience in your last five positions beginning with your most recent position held. If you were self-employed, please give details. If you have had more than five positions in the last five years, please list them all. Attach additional sheets if necessary.			
Period worked Please specify the length of service	School/Employer Name	Employer's Name	Reason for Leaving

OTHER INFORMATION		
Proof of identity and right to work check.		
Shortlisted applicants being interviewed will need to provide originals of two types of identification (one photo ID e.g. passport, NZ Driver's licence and the other a record ID e.g. birth certificate, bank statement, a bill)		
Immigrant Information:		
Are you a New Zealand citizen? - please circle	Yes	No
If not, do you have resident status or	Yes	No
A current work permit?	Yes	No

Have you had any injury or medical condition which the task of this job may aggravate or contribute to, or know of any reason why you may have difficulty carrying out your teaching role?

Please circle which applies: Yes No

If you have circled yes, please give details below:

Do you have any matters relating to yourself currently or previously before the Education Council Aotearoa New Zealand (EDUCANZ)?

No

Yes

Do you have a current New Zealand Driver's Licence?

Yes

No

Do you give permission for your police record to be checked?

Yes

No

Have you changed your name by Deed Poll/Statutory Declaration?

Yes

No

Other names known

by: _____

PRIVACY ACT 1993 (to be signed by the Applicant)

This application is submitted with the understanding that any further information given is for the use of the employer and their authorised representatives who may at any time have access to this information.

Furthermore consent is given for members of the Karori Normal School Appointments Committee to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position of teacher at this school.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

DECLARATION:

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from minor traffic offences), received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment?

Yes No (Please circle as appropriate)

If YES, please provide date and details of offence(s) in a separate sheet. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.

I certify that I am registered (or provisionally registered) as a New Zealand teacher. I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my C.V. is correct.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

I certify that:

- The information I have supplied in this application is true and correct
- I confirm that 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
- 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:** _____

Forwarding Applications:

1. **When completed** please forward:

- Curriculum Vitae
- EEO Data Sheet
- Copy of Registration
- Copy of Practising Certificate
- Any other documentation

To: Jenny Austin, 15 Clifton Terrace, Kelburn, Wellington 6012

Or

Email: coprincipal@ctms.school.nz

Upon receipt, all applications will be acknowledged by email.

2. **For Return of Curriculum Vitae:**

- ❖ Your Curriculum Vitae will be returned if a suitably stamped self-addressed envelope for this purpose is enclosed with the application. Otherwise, collect from the School Office.
- ❖ If your Curriculum Vitae is not collected, within two weeks of the date of notification of the appointment, it will be destroyed.



Clifton Terrace Model School

DATA INFORMATION EQUAL EMPLOYMENT OPPORTUNITY

Please complete the following questions. The answers you give are confidential and will be included in our EEO database.

NAME:

GENDER: MALE

FEMALE

DATE OF BIRTH:

Position Applied for:

ETHNIC ORIGIN Tick one or two boxes from the list below

New Zealand European/Pakeha

New Zealand Maori

Samoa

Chinese

Indian

Other European (such as British, Australian, Scottish, Dutch etc.) Please state: _____

Other Ethnic Group (such as Vietnamese, Fijian, etc.) Please state: _____

Do you live with the effects of injury, long-term illness or disability/disabilities?

Yes No

**THIS FORM IS CONFIDENTIAL TO THE CLIFTON TERRACE SCHOOL BOARD
OF TRUSTEES AND APPOINTMENTS COMMITTEE**