



BETHELLS RD
PRIVATE BAG
WAITAKERE

PHONE 810-9607
FAX 810-9657

APPLICATION PACKAGE FOR FIXED TERM SCALE A POSITIONS

Thank you for your interest in applying for the fixed term and permanent Scale A positions at our school. These positions will be in all areas of our school starting on the week of 22nd January with Teacher Only Day and team meetings planned that week. The fixed term positions are until December 18th 2018. Please state the area you would be interested in teaching in and your curriculum strengths. I trust the enclosed information will be helpful. Please note incumbents are applying.

APPOINTMENT TIMETABLE

13th November	Applications close C.V's read by Appointments Subcommittee and interviews arranged for 15th November . Referees contacted prior to interview.
15th November	Interviews completed and decisions made. Applicant notified of outcomes

Successful applicants will take up appointment Term I 2018

INFORMATION TO BE SUPPLIED BY APPLICANT

Letter of application
A curriculum vitae (with self addressed, stamped return envelope)
Completed application form (attached)
E.E.O. data form (attached)
Declaration allowing release of information

INFORMATION IN THIS PACKAGE

Person Specifications for appointment
Application form
E.E.O. form
Dress Code for Waitakere Primary School

CONFIDENTIALITY

All information will be treated in accordance with the Privacy Act

**Applicants are invited to visit our school website or make an appointment to
visit to learn more about our school.
www.waitakereprimary.school.nz**



POSITION TO BE FILLED

PERSON SPECIFICATIONS

The successful applicants will be:

- Able to make a positive impact on student achievement
- An effective and dynamic contributor to the team
- A positive warm person with excellent communication skills
- Passionate and enthusiastic about teaching and learning
- Knowledgeable about New Zealand curriculum including current numeracy, literacy and assessment practices.
- Confident and passionate about e learning and technology
- Effective in managing behaviour
- Willing to share expertise
- Someone with a sense of humour
- A life long learner
- An active listener
- Available to participate in a range of school wide activities
- Skilled in creating an attractive and interactive classroom environment.



APPLICATION FORM FOR TEACHING POSITION

PERSONAL DETAILS

NAME

ADDRESS

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CONTACT PHONE NO. WORK..... HOME.....

GENDER: Female/male

TEACHER REGISTRATION NUMBER

Attach evidence of current registration.

EXPIRY DATE

TEACHING EXPERIENCE

OTHER RELEVANT EXPERIENCE (Show dates)

QUALIFICATIONS (Educational and other relevant qualifications. Please show date attained)

SUITABILITY FOR POSITION

COMMUNITY INVOLVEMENT

CONVICTIONS AGAINST THE LAW

Have you ever been convicted of any offences against the law? **Yes/No**

If yes please enclose details

REFEREES (Please supply names and contact details for 3 people who may be contacted to give references for you. They should be professional educators.)

I give permission for the for the Board of Trustees of Waitakere Primary to gather information from any person or any organisation that the Board deems necessary in relation to the job description and person specification.

Signed _____ Date _____

I do not give my permission for the above for the following reasons.

CONFIRMATION

I certify that the information given in this application is to the best of my knowledge correct. I understand that this may be verified.

Applicant's signature. _____



E.E.O. DATA

- 1. The data will be used to establish a profile of the range of people currently working in the school and the range of applicants currently applying for positions.
- 2. The Data will provide a basis for the planning and development of the school's EEO programme.

Name
Gender
Date of Birth
Ethnic Origin

- New Zealand European/Pakeha
- Samoa
- Tongan
- Indian
- Tokelauan
- Other European (such as British, Australian, Scottish, Dutch)
- New Zealand Maori
- Cook Island Maori
- Chinese
- Niuean
- Fijian

Other
(Please state)

DISABILITY/DISABILITIES

- 1. Do you live with effects of injury, long-term illness or disability/disabilities?
Yes / No
- 2. Does your disability/injury illness affect your:
(Tick all that apply)

Movement
Respiration/breathing
Speech
Concentration
Other
(Please specify)

Vision
Hearing
Emotional/Mental health

- 3. Do you require any technical aides, equipment or adaptations to your work place, to make you work easier or to increase your work performance?

Yes No If yes, please provide more information.

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DRESS CODE FOR WAITAKERE PRIMARY SCHOOL STAFF

Staff at Waitakere Primary School acknowledge the importance of a high standard of dress for several reasons, three of which being:

- To be positive role models for our students
- To be seen as professionals by our community
- To be sun safe

An appropriate standard of dress is necessary at all times. We will dress to the conditions of our teaching whether it be on camps, school trips, formal occasions or classroom teaching.

We deem appropriate dress as:

- Clean, tidy and sun safe at all times

GUIDELINES:

- A modest neckline
- A modest hemline
- No Midriff showing or exposure of skin around the belly button
- No see through clothing (seeing skin)
- No offensive writing or symbols on any clothing.
- Sleeved shirts to be worn by male staff members
- Moderate length shorts (mid thigh or longer)
- No visible offensive tattoos
- No excessive piercings other than earrings or for religious beliefs
- No singlets or narrow strapped tops
- Shoulders, neck covered when outside

At all times the Principal reserves judgement on what's deemed appropriate clothing and will advise where necessary.

It is required that new staff and relievers read this document and become familiar with it prior to starting at Waitakere Primary School.