



Scale A Full Time, Fixed Term Kaiako, the position will be year 3/4 or year 1/2.
Positions commence January 2023 until December 2023.

Te Ara Koropiko West Spreydon School is appointing fantastic teachers for 2023.
Please send your CV and direct enquiries to the PA to the Principal
helen.ross@westspreydon.school.nz
Please contact the office or check our website for an application package.
Applications close 7:00 pm Sunday 4 December 2022

Ryan Pearce
Acting Tumuaki
Te Ara Koropiko West Spreydon School, 147 Lyttelton Street Christchurch 8024
Tel: 03 338 8184
Website: www.westspreydon.school.nz





**A Letter From The Te Ara Koropiko West Spreydon School Acting Tumuaki
November 2022.**

**Fixed term Scale A teaching position commencing January 28th 2023
This position will be in Year 1/2 or Year 3/4.**

Thank you for your interest in applying for the teaching positions at our school. On behalf of the Te Ara Koropiko School Board we welcome your interest and look forward to receiving your application. We want the best for our children and to be a school where kaiako love teaching and tamariki love learning.

We make no apologies for asking you to reflect on what you believe and practise. We want kaiako to join our team who genuinely care about children and who are prepared to work hard with colleagues to make a difference.

It is very important that any applicants have very strong relationship management skills and that they are prepared to adopt our school values, pedagogy, cultural competencies, key competencies and developmental/attachment theory approach.

Our vision and strategic goals are what drive us and you will need to be a positive and dynamic influence in our school.

Our school board has been commended for its high levels of competency and support for the staff. We work very closely as a team and the board has a keen awareness of student achievement and school culture.

Our teachers are expert practitioners and totally committed to collaboration and deeper learning. They are learners themselves and aware of current research on the revised curriculum, te ao Maori, Just In Time Maths and structured literacy. They set the bar high for student achievement and model what we want from our children. We have been working with the PAC/PacT process for 3 years to raise student achievement and our results are remarkable.



Our school is part of the Kahukura Community of Practice. This is a collaboration between seven local primary schools. The principals and lead teachers work closely together for SENCO, Performing Arts, Deeper Thinking and collaboration for Māori achieving success as Māori. This has to translate to practical applications in our school. We celebrate the comments that our children have made about being proud of their culture and language, and our school. We have our Kahukura Music festival and Cultural Festival.

We are committed to raising student achievement and our core business is quality teaching and learning. Our team and staff meetings and growth cycles are based around professional learning and keeping our focus on quality and consistency in our teaching. We have high expectations and a lot of fun. Teaching practice is the focus of our conversations and you will need to be able to accept feedback and to act on it. As part of a high performing team you will need to be able to receive feedback and have the difficult conversations to help others to learn. **Taking offense or giving offense is not an option.** We want to be the best that we can be for the children in our care.

We are a strongly community based school and that translates to out of the classroom involvement with our students and parents, by all teachers and support staff. We welcome your thoughts on how you will contribute to our enrichment programmes.

Our school website is updated regularly and you can get my perspective on the latest happenings at school by clicking on the blog button "Principal's Perspective."

If you are invited to an interview you will be asked to:

- Recite your mihi (cue cards and prompts are acceptable accessories)
- Present a pre-prepared 5min. (absolutely no longer) presentation that demonstrates how you have engaged students in deep learning. Deep learning is about innovative, exciting and engaging teaching and learning that leads to other learning. A digital display will be available for you if required.

Please take the time to learn about our fantastic little school and to think about how your appointment could make us richer.



Email a PDF of your application form, cv and covering letter to:

helen.ross@westspreydon.school.nz

Best regards

Ryan Pearce

Acting Tumuaki

Te Ara Koropiko West Spreydon School





Person Specifications for Fixed Term Scale A Teacher Position 2023 at Te Ara Koropiko West Spreydon School

The person appointed to this position must have:

- a deep yearning to see every child reach his / her full potential as a human being
- an understanding of attachment theory and willingness to learn and apply the theory.
We are not a PB4L school
- passion and compassion for children and the professional knowledge to help them to achieve at high levels in learning and relationship
- a generous heart and the ability to make a difference for others
- proven high quality teaching and professional skills
- commitment to the strategic goals, vision and values of Te Ara Koropiko West Spreydon School
- ability and will to model the school values and motto “Attitude, Adventure and Achievement” to colleagues, students and the community
- a great sense of humour and the ability to keep a positive perspective
- a “no excuses” approach to his/her own mistakes and determination to improve
- self reflective skills that result in resilience, perseverance, accountability and personal growth
- high levels of organizational and time management skills
- personal integrity and honesty
- initiative and creativity and a “can do, **will do** attitude”
- high quality teaching and professional skills
- current knowledge of educational pedagogy and proven skills in the key learning areas especially in mathematical practice, structured literacy, inquiry learning and ICT
- ability to communicate effectively and to listen intelligently
- problem solving skills and higher order thinking
- loyalty and commitment to the staff, board, students, parents and community
- collaborative skills and the ability to work independently when required
- **commitment to undertake extra - curricular, school and team responsibilities as delegated by the Principal/ leadership team and the responsibility to complete the tasks on time. You will be expected to accept your share of the workload**



- determination to be a lifelong learner and to learn new skills and knowledge to contribute to our school team
- the ability, and will to resolve conflicts quickly and professionally so that our focus can remain on quality teaching and learning and the success of our students. We deal honestly and openly with each other – no grudges, dark mutterings or unresolved issues. We are a model to our school community
- the will to forgive others’ mistakes and your own and to move on
- an appreciation and respect for the diversity of the needs and cultures of the students and their families in our school
- the ability to see problems as opportunities to grow and learn
- ability to cope with stress constructively and to manage a work life balance that means you are at your best when you are teaching

Job Description for Fixed Term Scale A Teacher Position at Te Ara Koropiko West Spreydon School, Responsible to the Principal and Leadership Team

Role clarification:

This position has been created because the leadership team has specific tasks to complete in 2023 that will require release from classroom commitments. Collaboration for planning assessment and teaching is essential. Our model is **not** “You plan the maths, I’ll plan the reading.” It means meeting together to do the work across the team so that all teachers know the students.

You will be required to:

- establish a highly successful class collaboration under the guidance and direction of the Senior Leadership Team /Team Leader in consultation with the Principal
- teach the New Zealand Curriculum as it pertains to the charter, strategic plan, character, philosophy, values, pedagogy and needs of our school community with special emphasis on numeracy and literacy under the guidance of your Team Leader
- deliver high quality collaborative learning programmes under the guidance of the Leadership Team
- develop positive relationships with students to facilitate their learning and their development as children
- take responsibility for extra -curricular responsibilities as required to ensure a fair workload for all teaching staff and to encourage your professional growth as a leader. This is an expectation for all teachers in our school
- participate positively and constructively in any other initiatives as required



- meet deadlines: Complete referrals, action plans and IEPs as required, and prepare the teaching material for the teacher assistants under the guidance of the team leader and the SENCO
- work constructively with external agencies for the benefit of the children in our care
- **Plan and teach collaboratively** to a high level of performance, the agreed deep learning process and ICT skills with guidance from the ICT Lead Teacher, Team Leaders and Principal
- contribute positively and generously to the professional learning community by sharing planning, resources, skills and ideas
- keep the team leader informed of any concerns or initiatives as they arise
- communicate regularly and contingently with parents and caregivers and keep them informed of their child's progress and any concerns that may indicate that the child is at risk or may require extension
- attend punctually and contribute positively to all staff and team meetings including learning workshops. Do the required homework before the meeting
- negotiate the purpose for, and dates of CRT with the team leader well in advance
- complete assessment and reporting tasks **on time**, as required by school procedure or as delegated by the Deputy Principal in consultation with the Leadership Team and/ or Principal
- participate positively in the performance appraisal process and respond constructively to feed -back and feed forward, with a view to enhancing your professional skills and knowledge and to raising student achievement. You need to be "teachable." Our children are our responsibility. Your class and collaborative team will be visited often by the leadership team. You will also receive team feedback and evaluation. You will be evaluated on your performance as a collaborative team member and the whole team will reflect the performance of each member. You will be expected to contribute to the high performance
- complete teacher inquiries that review your teaching practice honestly, in order to raise student achievement in every area, across the school
- abide by the professional criteria as outlined in the Registered Teachers Code and Standards, Code of Professional Responsibility and the school's policies and procedures as a minimum requirement
- enjoy every challenge and opportunity at our school to be the best that you can be in order to make a difference for our students





APPLICATION FOR EMPLOYMENT

Important Notes for Applicants

Thank you for applying for a position with our school. Please ensure you have a copy of the position (job) description before completing this application and read the following notes:

1. You need to fill out this form yourself.
2. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
3. Attach a current curriculum vitae (CV) containing any additional information, if necessary.
4. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
5. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
6. 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.
7. All applicants are required to give consent to a Police vet:
 - a) You cannot be employed as a children's worker if you have been convicted of a specified offence listed in [Schedule 2 of the Children's Act 2014](#) (unless you have obtained an [exemption](#)). The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
 - b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:
 - you have not committed any further offence within 7 consecutive years of being sentenced
 - you did not serve a custodial sentence¹ at any time
 - the offence was neither a [specified offence under the Clean Slate Act 2004](#) nor a [specified offence under the Children's Act 2014](#)
 - you have paid any fines or costs
8. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g., passport) and a secondary identity document (e.g., New Zealand driver license). A list of acceptable primary and secondary documents is available in the

¹**Custodial sentence** means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. **Non-custodial sentence** includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.

last sections of the [Children's \(Requirements for Safety Checks of Children's Workers\) Regulations 2015](#).

9. This information will be held by the employer. For the successful candidate, this document will be held on their personal file, otherwise the information provided will be securely destroyed after 30 days. You may access it in accordance with the provisions of The Privacy Act 2020.

APPLICATION FOR EMPLOYMENT

Position applied for	Location	Vacancy/Reference Number
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Tick one

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>		
Or other preferred title: Click or tap here to enter text					
Surname/Family name	First names (in full)				

Click or tap here to enter text.	Click or tap here to enter text.
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Birth name (if applicable)

Click or tap here to enter text.

Are you known by any other name(s)? (if yes please provide below) Yes No

Click or tap here to enter text.

Full postal address

Click or tap here to enter text.

Email address

Click or tap here to enter text.

Contact telephone numbers

Personal: Click or tap here to enter text.	Work: Click or tap here to enter text.
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Identity Verification, Criminal Record and Right to Work

Please tick the appropriate boxes:

<u>Immigration information</u>	
Are you a New Zealand citizen?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If not, do you have resident status? or	Yes <input type="checkbox"/> No <input type="checkbox"/>
If not, do you have resident status?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever had a criminal conviction?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes" please detail: Click or tap here to enter text.	
<i>(A board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the Children's Act 2014 unless they have an exemption. The Clean Slate Act does not apply to Schedule 2 offences.)</i>	
Have you ever received a police diversion for an offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes" please detail: Click or tap here to enter text.	
Have you ever been discharged without conviction for an offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes" please detail: Click or tap here to enter text.	
Do you have a current New Zealand driver's licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes" please detail: Click or tap here to enter text.	
Are you awaiting sentencing, or do you have charges pending?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes" please state the nature of the conviction/cases pending: Click or tap here to enter text.	
In addition to other information provided are there any other factors that we should know to assess your suitability for appointment, your suitability for work with children or your ability to do the job?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes", please detail: Click or tap here to enter text.	

<p>Have you ever been the subject of any concerns involving child safety? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If “Yes” please detail:</p> <p>Click or tap here to enter text.</p>
<p>Are you aware of any injury or medical condition that could impact on your ability to perform this job effectively? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If “Yes”, please detail</p> <p>Click or tap here to enter text.</p>
<p>For teaching/principal positions:</p> <p>Do you hold a current practising certificate from the Teaching Council of Aotearoa New Zealand? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please enter your registration number: Click or tap here to enter text.</p>

Educational Qualifications

	Name	Location	Number of years completed	Highest Qualification Gained
Secondary School	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
University	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Other	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Other	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Employment History

Please list your work experience for the last five years beginning with your most recent position. Please include months as well as years worked and explain any gaps in employment. If you were self-employed, give details.

Period worked (please specify the start and end dates)		Employer's name (or reason for gap in employment)	Position held	Reason for leaving
Start date	End date			
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Referees

Please provide the names of three people who could act as referees for you. One of these should be your current or most recent employer. Please indicate which referee is your current/previous employer in the table below.

Name	Organisation	Position/ Relationship	Landline (preferred)	Mobile
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Key Criteria

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These key criteria and person specifications we are seeking are stated in the position description. Please outline below how you meet each of these attributes and abilities. Even if you are attaching a CV, please fill this out in full. The contact person cited in the advertisement can assist with any questions.

Criteria <i>(knowledge, skills, attributes, personal characteristics)</i>	Past roles in which you have demonstrated the criteria	What did you do which demonstrated this	Key achievements
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in the terms of the Privacy Act 2020 that I have authorised access to referees.
- I know of no reason why I would not be suitable to work with children/young people.
- 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 Click or tap here to enter date.

Note: If completing this electronically a hard copy (printed and signed) must be provided.