



Application Pack

New Entrant fixed-term position - Commencing 4 June (Week 6 Term 2) through to the end of 2019.

This is an exciting opportunity to join a fantastic staff, working with exceptional children in a stunning location. The successful applicant will enjoy working collaboratively, possess current curriculum knowledge and have a commitment to our *Vision for Teaching and Learning*.

Applications close 3pm, Monday 13 May 2019. Electronic applications preferred



P.O. Box 17 622
Colenso Street, Christchurch 8840
Telephone: (03) 326 6546
Facsimile: (03) 326 7003
Email: admin@sumner.school.nz
Principal: Anna Granger

18 April 2019

Dear Applicant,

Thank you for your interest in obtaining an information pack for the fixed-term New Entrant position at Sumner School. The successful applicant will be working alongside two other teachers in a collaborative environment.

Please note that this is a fixed-term position from 4 June 2019 (week 6 Term 2) to the end of Term 4 2019. This position is fixed-term in nature due to it being a roll growth position which has been funded by our BOT for the remainder of 2019. The BOT can not guarantee renewal funding past the end of this contact at the end of 2019.

Please find attached the following information to assist you with your application:

- Person Specification
- Application Form

Should you require any further information regarding the information pack, or would like to arrange a visit please do not hesitate to contact me on (03) 326 6546 or email principal@sumner.school.nz

Proposed Timeline for Appointment

Position advertised	Education Gazette Online by 23 April 2019
Applications close	Monday 13 May (3pm)
Shortlist established by	Tuesday 14 May 2019
Interviews conducted	Wednesday 15 May 2019
Successful applicant notified by	Thursday 16 May 2019
Position commences	Tuesday 4 May 2019

Your application should include a covering letter detailing your suitability for the positions in relation to the person specification, a curriculum vitae and a completed application form.

Electronic applications preferred. Please email applications directly to Anna Granger principal@sumner.school.nz

We look forward to considering your application to join our team at Sumner School.

Yours sincerely

Anna Granger
Principal

Person Specification:

The Sumner School Board of Trustees is committed to *recruiting, retaining and supporting the development of high quality staff who will deliver the best possible learning outcomes for all students by providing a safe and effective teaching and learning environment.*

We seek a teacher who:

- Can create a welcoming environment for students and parents;
- Has proven experience as a successful classroom practitioner;
- Can deliver high quality numeracy and literacy programmes based on individual needs;
- Is passionate about ‘unlocking the potential’ of every child;
- Understands the importance of promoting student wellbeing;
- Is receptive to advice and feedback;
- Has in-depth knowledge of the revised New Zealand Curriculum;
- Is a reflective practitioner who is committed to improving learning outcomes for all students;
- Can communicate effectively in an open but professional manner with parents, teachers and students;
- Is committed to embedding the school’s *Vision for Teaching and Learning* into his/her classroom programme;
- Has a growth mindset and a commitment to play-based learning;
- Has recent experience working in a collaborative environment;
- Enjoys contributing to a fun and dynamic staff; and
- Demonstrates proven and effective planning and assessment practices.

Application for Appointment

Scale A Position

Personal Details:

Surname: _____
First Name(s): _____

Preferred Title: (please circle one)
None / Mr / Mrs / Ms / Miss

Contact Details:

Telephone Home: _____ Work: _____
Other: _____

Present Position:

School: _____ Location: _____
Position Held: _____ Time Position Held: _____

Educational Qualifications Summary:

Registration: Full Registration Number: _____

- Completed Degree: _____ Date Awarded: ____ / ____ / ____
- Advanced Diploma of Teaching _____ Date Awarded: ____ / ____ / ____
- Higher Diploma of Teaching _____ Date Awarded: ____ / ____ / ____
- Diploma of Teaching _____ Date Awarded: ____ / ____ / ____

Teaching Service: Please outline your experience relevant to this position below:

Position	Units	School	Level	Date From	Date To

Total Years of Teaching Service: _____

Disclosure of Convictions Against the Law

Note that all applicants may be asked to authorise the Privacy Commissioner to release details of their Police Record to the Board of Trustees.

Have you been convicted of any offence, in New Zealand or overseas, within the last 10 years? Yes/No
 (This does not include minor traffic infringements)

Do you have any criminal charges pending? Yes/No

If yes for either question, please provide details below:

Physical and Emotional Fitness

Have you ever suffered an injury or illness or medical condition that may be aggravated by the tasks of this position ? Yes/ No

If yes for either question, please provide details below:

Other Relevant Information

If there is any other relevant information that would assist the Board in making its decision about your suitability or otherwise to fill the vacancy please outline this below.

Referees

Please provide names, addresses and contact details of at least two persons from whom professional, confidential statements may be obtained in support of your application. It is important that chosen referees are able to verify professional competencies relative to this position, i.e. teaching, administration, management and communication skills.

Referee One

Surname: Home (ph) :

First name: Work (ph):

Other:

Capacity in which I know this person:

Referee Two

Surname: Home (ph):

First name: Work(ph):

Other:

Capacity in which I know this person:

Referee Three (Optional)

Surname: Home (ph):

First name: Work (ph):

Address: Other:

Capacity in which I know this person:

Declaration: Please read the following statement and if you agree to it sign below.

In accordance with the Privacy Act 1993, I give consent for the Board of Trustees or their representatives to make enquiries from the referees listed in this application and give consent to the referees' making such information available. Furthermore I also give consent for the Board of Trustees or their representatives to make enquiries of past or present; employers, colleagues, other education professionals or any other person who may be in a position to assist the Board in determining my suitability in terms of filling the vacancy and give consent to those people to provide such information.

Signed:

Date:

Confirmation: Please read and sign the following statement:

I certify that the information provided in this application including my covering letter and curriculum vitae is to the best of my knowledge correct.

Signed:

Date:

Privacy Statement from the Board of Trustees to Applicants

The information that has been provided or will be provided to the Board of Trustees in regard to this application will only be used for the purpose of determining the applicant's suitability to fill the vacancy. Only the Board of Trustees and their representatives will have access to the information. On completion of the appointment process curriculum vitae will be returned to all unsuccessful applicants. The curriculum vitae of the successful applicant will be kept on file along with their application. All referee reports along with other information gathered on applicants during the process will be destroyed.