



# Application Pack

**Maternity Leave Cover - Part Time (0.6) - Fixed Term for Terms 3 and 4 2019**

**Year 7 and 8**

Are you looking to grow your career in a community that promotes innovation, creativity and wellbeing? Are you wanting to learn alongside amazing kids in a stunning location? If that sounds like you, then we'd like to hear from you!

We are seeking an outstanding teacher to work alongside our fantastic Year 7 and 8 students in a brand new Flexible Learning Space. If you enjoy working collaboratively, have strengths in digital technologies, project-based learning and are motivated to contribute to a dynamic staff culture, then we look forward to meeting you!

Applications close 5pm on Monday 20 May. 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](mailto:admin@sumner.school.nz)  
**Principal: Anna Granger**

Dear Applicant,

Thank you for your interest in obtaining an information pack for the Part Time (0.6) Fixed Term Maternity Leave position at our school. The position will be in our Year 7 and 8 Team.

Please note that this position is fixed term in nature due to it providing cover for a teacher who will be on maternity leave during Term 3 and 4 2019. Therefore this position commences at the beginning of Term 3 2019 and will finish at the end of Term 4 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](mailto:principal@sumner.school.nz)

#### Proposed Timeline for Appointment

Position advertised	Education Gazette Online 6 May
Applications close	Monday 20 May (5pm)
Shortlist established by	By Tuesday 21 May
Interviews conducted	Wednesday 22 May and Thursday 23 May (if needed)
Successful applicant notified by	Friday 24 May
Position commences	Term 3, 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](mailto: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 teachers who:

- Can create a welcoming environment for students and parents;
- Have proven experience as a successful classroom practitioner;
- Can deliver high quality numeracy and literacy programmes based on individual needs;
- Demonstrate proven and effective planning and assessment practices;
- Are passionate about 'unlocking the potential' of every child;
- Understand the importance of promoting student wellbeing;
- Are receptive to advice and feedback;
- Have in-depth knowledge of the revised New Zealand Curriculum;
- Are reflective practitioners and committed to improving learning outcomes for all students;
- Can communicate effectively in an open but professional manner with parents, teachers and students;
- Have strengths with digital technologies in education;
- Are committed to embedding the school's *Vision for Teaching and Learning* into their classroom programmes;
- Have a growth mindset and a commitment to project-based learning;
- Are life-long learners who openly seek opportunities to continue their professional learning;
- Have a willingness to work in a collaborative environment; and
- Enjoy contributing to a fun and dynamic staff.



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?  
(This does not include minor traffic infringements) Yes/No

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.*