

PAHIATUA SCHOOL - APPLICATION FOR APPOINTMENT

Thank you for considering applying for a position with our school. We encourage you to check out our website www.pahiatua.school.nz and our Facebook page. You are also very welcome to visit our school prior to applying.

A copy of the standard scale A job description is included with this information.

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated.
2. Attach a curriculum vitae (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.
3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
4. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
6. Shortlisted applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted. (If you are a currently registered teacher this is carried out as part of your teacher registration process.)
7. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
 - You have not committed any offence within 7 (consecutive) years of being sentenced for the offence **and**
 - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) and
 - The offence was not a specified offence (specified offences are in the main sexual in nature **and**
 - You have paid any fine or costs

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

8. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.
9. Please include your CV and a letter of application.

If you have any queries, please contact the Principal. principal@pahiatua.school.nz

Lynne Huddleston
Principal

Expected Timeline:

Applications close: Friday 23 March

Short list established: Monday 26 March

Interviews: By Negotiation

Position commences: 30 April or by negotiation

PAHIATUA SCHOOL: APPLICATION FOR APPOINTMENT

This information is for use by the Pahiataua School Board of Trustees for the purposes of determining suitability for the position below

Position applied for: SCALE A, LTR Position - Year 3 and 4 - Commencing Term 2 2018 or by negotiation

Please circle the level you are applying for

Personal details:

Name (in full) _____

Address: _____ Home Phone: _____

_____ Work Phone: _____

Teacher Registration Number: _____ Expiry Date: _____

Copy of practicing certificate attached YES NO (please circle)

Current Appointment:

Position: _____ Time position held: _____

Institution: _____

Name and Addresses of Three Referees:

At least two of these should relate to your work performance

1. Name: _____ Contact phone: _____

Address: _____

Capacity in which you know the person: _____

2. Name: _____ Contact phone: _____

Address: _____

Capacity in which you know the person: _____

3. Name: _____ Contact phone: _____

Address: _____

Capacity in which you know the person: _____

Declaration:

I hereby agree to Pahiataua School approaching my nominated referees and obtaining information relating to my suitability in relation to my application. I agree that the school may also make further oral or written enquiry from the referees provided and the authors of any reference used in my application.

I, _____ also grant/do not grant (delete one) permission to Pahiataua School, contacting and discussing my application for a position, with my current and/or previous employer.

Applicant's signature: _____ Date: _____

DECLARATION OF APPOINTMENT

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"/>
A current work permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Convictions against the Law / Unsuitability for the position:

Please note: convictions that fall under the Clean Slate Scheme do not have to be disclosed (see notes)

Have you ever been convicted of any offence against the law (excluding minor traffic convictions) or otherwise know of any reason which could compromise your suitability for employment by the Board of Trustees or in a school/education environment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answered, "Yes" please provide the date and details of the offence, and/or the background to your possible unsuitability, together with any comments you wish to make. Please attach relevant documentation to this form.		

Have you ever received a police diversion for an offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answered, "Yes" please provide the date and details of the offence, and/or the background to your possible unsuitability together with any comments you wish to make. Please attach relevant documentation to this form.		

In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and ability to do the job?	Yes	No
If "Yes," please elaborate.		

Please note:

1. You may be asked to provide a copy of relevant Court record/s obtainable from the Registrar of the Court concerned.
2. Failure to provide accurate details of any conviction or reason for possible unsuitability will automatically render your application for a position at Pahiatua School void and will make you liable to dismissal from employment by the Pahiatua School Board of Trustees, should you be the successful applicant.

Health and Medical Background:

Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to?

Yes ☐ No ☐

If "Yes," please detail:

I understand that any false information given in relation to my medical history may result in my loss of entitlement for any compensation from ACC or the Board's workplace accident insurer.

I declare that to the best of my knowledge the answers in this application form and the information provided in my Curriculum Vitae are correct and I understand that if any false or misleading information is given, or any material information suppressed, I will not be employed, or if I am employed, my employment will be terminated.

Signed: _____ Dated: _____

Note: If completing this form electronically, a hard signed copy must also be provided.



PAHIATUA SCHOOL
TEACHER PERFORMANCE AGREEMENT & APPRAISAL DOCUMENTATION
2017
TEACHING JOB DESCRIPTION

Teacher:

RESPONSIBLE TO: The Board of Trustees through the Principal

FUNCTIONAL RELATIONSHIPS WITH: Students, Parents, Caregivers, Principal, Deputy Principals and Staff, Board of Trustee Members, PSCA, Community Groups, Education Agencies, Professional Colleagues, Professional development providers.

As a Teacher at Pahiatua School 2018 you will be responsible for:

1. Classroom students plus others included in groups involved in team teaching:

- a) Welfare of the students
- b) The quality of work produced
- c) Implementing a classroom programme that meets the needs of individual students and complies with the Pahiatua School Curriculum Delivery Plan – based on the aims and objectives of the National Curriculum.
- d) Keeping the required classroom records.
- e) Working within the guidelines of the School Charter.
- f) Reporting to parents or guardians on the progress and development of students in your care.
- g) Developing a good relationship with students, parents and guardians.

2. School:

- a) Take a full part in the corporate life of the school, including assisting with and organising school activities and trips.
- b) Supervise the playground and classrooms when on duty.
- c) Carry out administrative duties as required.
- d) Accept responsibility for on-going professional development within budgetary constraints.
- e) Work within the guidelines of the Charter.
- f) Co-operate with the Syndicate Leader and Principal, to utilise your particular attributes, to the best advantage of the students.

3. Team:

- a) Participate in a professional team that works together for the benefit of all students.
- b) Contribute to the professional development of the staff in general.
- c) Assume administrative duties as requested by the Principal.
- d) Work within the existing school development organisational structure.

4. Profession: (Adhere to the Teacher's Code of Conduct)

- a) Ensure that the needs of students and their learning is paramount.
- b) Demonstrate a commitment to the belief that each student is entitled to an education which challenges him/her to achieve personal standards of excellence and to reach full potential.
- c) Abide by any statutory obligations.
- d) Respect the integrity of staff, members of the Board of Trustees, parents and students.
- e) Demonstrate a commitment to own continuing personal and professional growth and development.
- f) Work co-operatively with school staff.
- g) Freely divulge all information on a student to any person with legal rights to the information who requests it.

5. Additional Tasks:

- a) Specific Tasks agreed to with you as outlined in the annual 'School Organisation' Overview Sheet.