



Permanent Teacher (Non-Tagged) 2018-7 Application Pack

WELCOME

Thank you for your interest in the teaching position at St Joseph's School, Papanui. We hope you find this application package informative and useful.

Please find enclosed:

- Job Description including person specification and a statement of responsibilities
- Application Form
- Equal Employment Opportunity Form

When submitting your application, please ensure you include the following documentation:

- Application Form
- Equal Employment Opportunity Form
- Covering Letter
- Curriculum Vitae (If you wish to have your CV returned, please enclose a stamped, self addressed envelope)
- Certified copy of photo identification (passport or driver's licence)

Application process and timeline

1 October 2018	Applications Close
8 October 2018	Shortlisting completed
10-19 October 2018	Interviews
22 October 2018	Appointment confirmed
Term 1 2019	Applicant takes up appointment

All applications must be sent to the following address:

office@stjopapa.school.nz

or

**St Joseph's School, Papanui
 4 Vagues Road
 Christchurch
 Attn: Application**



JOB DESCRIPTION SUMMARY

Employment Title: Full Time Teacher (non-tagged)
Term: Permanent
Employment Agreement: Primary Teachers' Collective Agreement (available)

Key Objectives

1. To provide high quality learning opportunities for the students at St Joseph's School, Papanui.

Person Specifications

1. Holds a relevant teaching qualification and New Zealand Teacher Registration.
2. An experienced, professional teacher with strong curriculum knowledge.
3. An innovative and passionate teacher who enjoys assisting children to reach their full potential.
4. A collaborative focused individual who has excellent interpersonal skills.
5. Recent teaching experience in a New Zealand Primary School in years 5-8.
6. Excellent ICT skills that engage students and are used to communicate with the wider community.
7. A willingness to support and participate in the Special Catholic Character of the school.

Statement of Specific Responsibilities

1. Successfully undertake delegated curriculum and corporate responsibilities.
2. Form effective partnership with parents.
3. Actively participate in ongoing staff meetings and organised professional development.
4. Take on extracurricular activities that enrich the learning opportunities available to students.
5. The teacher is responsible for planning, teaching, assessing, and reporting on the achievement of students.
6. Collaboratively work with colleagues to achieve the goals set by the Board of Trustees
7. Support and participate in the Special Catholic Character of the school.

Specific responsibilities will be allocated on appointment. *A detailed Job Description and appropriate employment contract will be provided to the successful applicant when an offer of employment is made.*



SCHOOL DESCRIPTION

St Joseph's School is a state integrated school for girls and boys from Year 1-8 offering an education with a special Catholic Character. The special Catholic Character of our school is founded on our patron St Joseph and the Gospel Values which flows the educational philosophy of Catherine McAuley as gifted to us by the Sisters of Mercy.

We aim to enrich children's lives by nurturing personal dignity, respect for others, a sense of community, and the living of Gospel Values within the teachings of the Catholic Church. The Gospel Values of Love, Respect, Honesty, Integrity, Trust, Forgiveness, Service, Compassion, Faith and Social Justice underpin the day to day activities.

St Joseph's School is a wonderful place to teach and learn. We strive to acknowledge the unique gifts of each individual and are committed to empowering every student to reach their full potential. Programmes are challenging, success – orientated and fulfilling. Our comprehensive learning programme ensures that students are equipped with the knowledge, skills, and attitudes to succeed in the future. We are committed to fostering confident, self-motivated, lifelong learners.

St Joseph's School is situated in the city of Christchurch, providing a Catholic Education to families in the northern suburbs of Belfast, Redwood, Northcote, Papanui, Casebrook and Bishopdale. The school's positive reputation and high expectations has created an ongoing demand of its student roll which is limited to 440 students.

The school is organised into four teams: Junior 1-2, Junior Middle 3-4, Middle 5-6, Senior 7-8. Each team consists of 4-6 teachers which is lead by a team leader. The majority of classrooms are configured as single cells, however it is common for a range of collaborative teaching strategies to be used by each team to cater for the needs of students.

The leadership team consists of the Team Leaders, Director of Religious Studies, Deputy Principal (walking) and Principal. St Joseph's school is also a member of the Christchurch Catholic Schools' community of Learning that includes nine Catholic primary schools and five Catholic high schools spread across the greater Christchurch area. The school has recently appoint two CoL Within School Teachers in Writing and Mathematics.

St Joseph's School is a well-resourced school situated on 10 acres of land that includes a football field, rugby field, cricket facilities, netball court, basketball court and three adventure playgrounds. School facilities also include: twenty classrooms, a library, and a hall. The school is currently working collaboratively with the parish to rebuild a church and new hall facility. When completed this new complex will prove to be a valuable resource for the parish/school community.





IMPORTANT NOTES FOR APPLICANT

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
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. 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.

7. 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.

If you have any queries, please contact the Principal at Joseph's School, Papanui.



APPLICATION FOR APPOINTMENT

Position applied for	Location	Vacancy/Reference No.
Middle/Senior Classroom Teacher	St Joseph's School, Papanui	2018-7

Tick One

Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Or other preferred title:

Surname/Family Name	First Names (in full)

Full Postal Address

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Contact Telephone Number

Private:	Business:
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Email Address

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Please tick the appropriate boxes:

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"/>
Have you ever had a criminal conviction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>(convictions that fall under the clean slate scheme do not have to be disclosed)</i>		

If "Yes" please detail:

Have you ever received a police diversion for an offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If "Yes" please detail:

Have you 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"/>
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If "Yes" please detail:

Are you awaiting sentencing/currently have charges pending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If "Yes" please state the nature of the conviction/cases pending:

Have you been the subject of any concerns involving student safety?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If "Yes" please detail:

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? If "Yes", please elaborate:	Yes <input type="checkbox"/> No <input type="checkbox"/>
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? If "Yes", please detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a current New Zealand driver's licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Educational Qualifications:

Please state your last secondary level qualification:

Please state your tertiary level qualification/s:

Please state any other qualifications that relate to the position:

Teacher Registration number:

Employment History

Please outline most recent employment history, beginning with current or latest employment.

Period Worked	Employer's Name	Position Held	Reason for Leaving

Referees

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your most recent work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

Name	Contact Details (organisation and address)	Phone (landline preferred)	Relationship (e.g. employer/principal)

Authority to approach other referees

I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I authorise the Board, or nominated representative, permission to access any information held by the Teachers Council, including matters under investigation, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Attestation

I confirm that all the information in this application is true and correct

APPLICANTS SIGNATURE

DATE

EEO FORM

Position: Middle/Senior Classroom Teacher 2018-7

- A. The reason for collecting data from applicants and employees of the school include:
- Developing a profile on the range of people currently working at the school and the range of applicants applying for jobs.
 - Developing and monitoring an EEO action plan.
- B. The information is confidential and is gathered for statistical purposes only. It will be removed from your allocation when received and processed separately.
- C. The principal and the school secretary are the only people who will see the completed forms. The forms will be destroyed as soon as the data has been summarized and entered onto the personnel database.
- D. No Individual Equal Employment Opportunity records are kept in any form.
- E. The data is gathered and analysed for EEO purposes only. A summary of the information is given to the Board of Trustees.
- F. The summary may also be used in the St Joseph's School Papanui annual report.
- G. Thank you for completing this form.

Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Ethnic Identity:	NZ Maori <input type="checkbox"/>	NZ Pakeha <input type="checkbox"/>	Pacific Is <input type="checkbox"/>
Other (<i>Specify</i>)			
Disability: Do you live with the effects of injury, long-term illness or disability / disabilities? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If you answered 'yes' in the question above, how does your injury, illness or disability affect you at work?			
Movement <input type="checkbox"/>	Vision <input type="checkbox"/>	Heart <input type="checkbox"/>	Concentration <input type="checkbox"/>
Hearing <input type="checkbox"/>	Mental Health <input type="checkbox"/>	Speech <input type="checkbox"/>	
Other (<i>specify</i>)			
Do you need any aids or equipment or adaptations to your workplace to make your work easier or to improve your work performance? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If YES, please specify			
Training: In what country were you awarded your Teaching Qualification?			