



**ADDRESS** Edward Street Wakefield 7025 ▼ **TELEPHONE** 03 541 8332  
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5 February 2019

Dear Applicant

## **New Entrant Teacher – Fixed Term**

Thank you for your interest in applying for a teaching position at Wakefield School.

### **Roll Growth Position:**

**Teacher, fixed term, new entrants. Commences Monday 1 April 2019 and finishes Tuesday 17 December 2019.**

To accommodate our growing new entrant roll we seek an enthusiastic teacher to join our team from the beginning of April (week ten, term one) until the end of 2019. The successful applicant will join a collaborative teaching team in our new entrant/year one area. Our curriculum supports student-led learning at all levels and incorporates play-based learning.

We welcome applicants who are committed to teaching the whole child, are enthusiastic learners and can have fun in their job. You will be well supported as you adapt to the way we do things around here. Previous experience teaching at the new entrant level is desirable.

Attached are:

- Person Specification
- Application Form
- Appointment Time Line

If you would like more information please feel free to contact me by phone or appointment.

Yours sincerely

Peter Verstappen  
Principal  
Email [peter.verstappen@wakefield.school.nz](mailto:peter.verstappen@wakefield.school.nz)

# Person Specification

## ***Position:***

***New entrant teacher, fixed term***

## **Board of Trustees Statement**

Wakefield School will have staff that:

- Identify and cater for students' individual needs
  - Use a variety of teaching styles
  - Are approachable, enthusiastic, positive team members who are passionate about teaching at Wakefield School
  - Provide a stimulating environment and programmes
  - Take the opportunity for professional development and critically evaluate their own performance and are willing to adapt to change
- (Statement from the Board's strategic plan)

## **Specific Tasks**

We seek a teacher to:

1. Plan, teach and assess a programme as part of a teaching team.
2. Participate fully in organising and managing events and programmes across the team and syndicate.
3. Meet all the requirements of the Professional Teacher Criteria and Tataiako.
4. Participate fully in staff development activities and staff appraisal programme.
5. Contribute to the life of the syndicate and school through negotiated leadership roles as appropriate.

## **Essential Skills & Strengths**

We seek teachers with:

1. Recent successful teaching experience in New Zealand primary schools.
2. The skills and disposition to work with innovative and modern approaches to teaching and learning.
3. The ability to create a rich learning environment based on positive classroom management.

4. A sound knowledge of numeracy and literacy programmes.
5. An interest in teaching through an inquiry approach, including inquiring into their own practice.
6. Skills and experiences in teaching and leading specific curriculum areas. We are particularly keen to hear from you if your strengths include any of the following:
  - E-Learning
  - Environmental education for sustainability
  - Maori
  - Music

## **Specific Attributes**

We seek teachers who are:

1. Great learners, able to adapt to new challenges.
2. Able to work in an open, collaborative and co-operative manner.
3. Professional and dedicated in dealings with all people associated with the school and its programmes.
4. Willing and able to take on responsibilities that contribute to the life of the school.
5. Familiar with the special character and opportunities of working in a 'village' school.
6. Fit and healthy and with a sense of humour.

## Timeline

<b>Thursday 7 February</b>	Position advertised
<b>Friday 1 March</b>	Applications close
<b>Tuesday 12 March</b>	Interviews and referee checks completed
<b>Friday 15 March</b>	Appointment confirmed. Successful applicant notified.
<b>Monday 1 April</b>	Position commences

# TEACHER APPLICATION FORM

Position Applied For:  
*New entrant teacher – fixed term*

Advertised: *Education Gazette online  
from 7 February 2019*

Closing Date *1 March 2019*

Email application to:  
[admin@wakefield.school.nz](mailto:admin@wakefield.school.nz)

or post to:  
Wakefield School  
Edward Street  
Wakefield 7025

## A PERSONAL DETAILS

Surname \_\_\_\_\_ First Names \_\_\_\_\_  
Mr/Mrs/Miss/Ms

Postal Address \_\_\_\_\_

Telephone \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

Email: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Tchr Reg. No. \_\_\_\_\_ Tchr Reg. Status \_\_\_\_\_

## B PRESENT EMPLOYMENT

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## C PROFESSIONAL QUALIFICATIONS

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## D EMPLOYMENT HISTORY (Brief outline of employment history. Please date.)

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**E REFEREES** (Please supply the details of two professional people who can be contacted to act as referees.)

Name:		Name:	
Position:		Position:	
Address:		Address:	
Phone	(Work)	Phone	(Work)
<i>Holiday phone numbers please!</i>	(Home)	<i>Holiday phone numbers please!</i>	(Home)

**E CONVICTIONS AGAINST THE LAW**

Have you ever been convicted of any offence against the law (apart from minor traffic offences) or otherwise know of any reason why you should not be employed to work in the school environment? YES / NO

If so please provide the date and details of the offence, and any comments you wish to make on an attached sheet

**CONFIRMATION**

I hereby certify that the information given in this application is to the best of my knowledge correct. I understand this may be verified by contacting present or previous employers.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Under the Privacy Act 1993 you are advised that the personal information you provide will be held within Wakefield School and will only be used for appointment purposes. Should this information be required for statistical or research purposes, individuals will not be identified. By signing this form you are acknowledging that the Appointments Committee may contact previous employers.

Under the Vulnerable Children Act, 2014 the successful applicant is required to provide confirmation of identity through the presentation of two identification documents. One referee may be approached as an 'identity referee' to endorse the documents.

For Office Use	Date Application Received:
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