



ADDRESS Edward Street Wakefield 7025 ▼ **TELEPHONE** 03 541 8332
EMAIL admin@wakefield.school.nz ▼ **WEBSITE** www.wakefield.school.nz

21 August 2020

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 12 October 2020 and finishes Thursday 17 December 2020.

This position is 0.8FTE, five days per week, 9.00am – 1.00pm.

To accommodate our growing new entrant roll we seek an enthusiastic teacher to join our team for term four, 2020. 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

Person Specification

Position:

New entrant teacher, fixed term, 0.8FTTE

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
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

Specific Attributes

We seek teachers who are:

1. Open to learning
2. Collaborative
3. Professional
4. Independent
5. Thoughtful
6. Good-humoured

Timeline

Friday 21 August

Position advertised

Wednesday 9 September

Applications close

Wednesday 16 September

Interviews and referee checks completed

Friday 18 September

Appointment confirmed. Successful applicant notified.

Monday 12 October

Position commences

TEACHER APPLICATION FORM

Position Applied For:
New entrant teacher – fixed term

Advertised: *Education Gazette online
from 23 August 2020*

Closing Date *9 September 2020*

Email application to:
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

C PROFESSIONAL QUALIFICATIONS

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

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) <i>Holiday phone numbers please!</i> | Phone (Work) <i>Holiday phone numbers please!</i> |
| (Home) | (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.

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|----------------|----------------------------|
| For Office Use | Date Application Received: |
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