Application Pack



Scale A Teacher - Fixed-term Position

A fantastic opportunity to join our caring, positive and dynamic innovative learning community. Halswell School offers:

* Opportunities at all levels of the school
* Amazing children who are well mannered and eager to learn
* Highly effective team oriented collaborative teachers
* A child centred vision for teaching and learning
* A community who respect and value their children’s teachers
* School wide professional learning opportunities
* Supportive leadership
* New acoustically superior flexible learning spaces (ILE)

Applicants need:

* An interest in learning power, growth mindset or learning through play
* A positive outgoing disposition
* A belief that children learn better when enjoying themselves
* Ability to work collaboratively and share a teaching-space with other teachers
* Willingness to incorporate ICT across the day
* A desire to develop strong relationships, based on trust, respect and care, with colleagues and children
* An interest in providing extra curricular activities
* A reflective disposition, willingness to learn from and with colleagues and inquire into own practice while developing professionally

Interested and want to know more? Please contact us or come and see our school in action.



29 October 2019

**Fixed-term**

Tēnā koe

Thank you for your interest in obtaining an information pack for the vacant fixed-term position at Halswell School. The position will be a full time teaching role to cover a permanent teacher who has been granted long term leave for 2020. The teaching level is still to be determined, so please specify in your application any preferences you have for a particular level.

Please find an application form for this position below. Your application form should also be accompanied by a curriculum vitae and a covering letter that makes clear references to the job description.

**We will only accept electronic applications sent to** [**appointments@halswell.school.nz**](mailto:appointments@halswell.school.nz)

Proposed Timeline for Appointment

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| --- | --- |
| Applications close | Thursday 31 October 2019 (3pm) |
| Shortlisting completed by | Monday 4 November |
| Interviews | Wednesday 6 November |
| Position commences | Term 1 2020 |

Should you require any further information regarding the appointment process or would like to arrange a visit, please contact the office on 03 3227038 or email rob.naysmith@halswell.school.nz.

We look forward to receiving your application to join the team at Halswell School.

Kind regards

Stuart Cameron

Principal

Halswell School: 1 School Road, Christchurch **I** Office (03) 3227038 E: [admin@haslwell.school.nz](mailto:admin@haslwell.school.nz)W: halswell.school.nz



**Application for Fixed-Term Scale A Teacher**

**Halswell School**

**‘Inspiring Every Child To Imagine Believe Create Succeed**

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| --- | --- |
| **Personal details:** | |
| Name: |  |
| Address: |  |
| Contact ph number | Home:  Work:  Cellphone: |

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| --- | --- |
| **Present position (if appropriate):** | |
| School: |  |
| Position held: |  |
| Time position held: |  |

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| --- | --- | --- |
| **Referees:** | | |
| 1. | Name: |  |
| Address: |  |
| Ph number: | Home:  Work:  Cellphone: |
| Capacity you have known the person: |  |
| 2. | Name: |  |
| Address: |  |
| Ph number: | Home:  Work:  Cellphone: |
| Capacity you have known the person: |  |

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| **Convictions against the law:** | |
| Have you ever been convicted of any offence against the law. (apart from minor traffic convictions) | YES/NO |

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| **Complaints about professional practice:** | |
| Have you ever been the subject of a complaints procedure during previous employment? | YES/NO |
| If yes please give details: | |

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| **Educational qualifications:** | |
| Qualification: | Date awarded: |
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| **Teaching service:** | | | | | |
| Position: | Class level: | Salary scale: | School: | from | to |
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| **Strengths:** |
| What do you consider are your curriculum and/or leadership strengths?  1.  2.  3. |

**CONFIRMATION:**

I certify that I am registered as a New Zealand Teacher and that the information given in this application and C.V. is correct and verifiable. I authorise the convenor of the Appointments Committee at Halswell School to obtain information from nominated referees and previous professional acquaintances, who may verify or add to the information in my application for this position**.**

**Applicant's Signature: Date:**

**Scale A Teacher Job Description 2020**

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| Position Title | Teacher Scale A (Fixed-term) |
| **Responsible to** | Principal - Stuart Cameron, Associate Principals- Rob Naysmith and Cathie Zelas, Team Leader |
| **Functional Relationships** | Teaching staff, support staff, students, external agencies, parents |
| **Conditions of work** | As per current Primary Teachers Collective Agreement |
| **Position statement** | The key purpose of this position is to provide high quality programmes of learning that align with our ACTIVE curriculum and contribute towards our students successfully displaying the attributes in our graduate profile.  All of our staff to model our core values (honesty, respect, care, resilience) in all their actions. Our staff are also required to work collaboratively in a modern learning environment.  You must be able to satisfy the criteria of the relevant Professional Standards, as detailed in the current Primary Teachers Collective Agreement and the NZ Education Council Standards for the Teaching Profession. |

**Key Tasks**

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| **Key Task** | **Indicators** |
| **Student Learning** | * Achieve the goals and objectives of the National Educational Guidelines, National Administration Guidelines, School Charter, Policies and Procedures of the Halswell School Board of Trustees. * Provide learning opportunities for every student, relative to his/her needs, abilities and stage of development * Create an effective, positive and challenging learning environment that aligns with the Halswell School strategic plan, charter and curriculum * Regularly monitor student progress and achievement against personal learning goals based on the NZ Curriculum and the school’s curriculum plan, responding actively to identified next steps * Manage learning centre resources collaboratively with other team members * Planning aligns with agreed [team or school] procedures and is tailored to meet the needs of all learners * Utilise current, student-centred pedagogies, including inquiry approaches and e-tools, within class programmes * Maintain student work samples, assessments, evaluations and reporting files. * Manage student behaviour in accordance with school policy to reflect a purposeful and constructive class atmosphere |
| **Student Well Being** | * Provide pastoral care for a group of children * Actively promote the school values at all times |
| **Relationship Building** | * Maintain a professional relationship with all staff and Board of Trustee members. * Plan and teach collaboratively in a shared space with the other Learning Centre team members * Encourage student empowerment and ownership of learning through interactions and regular feedback * Establish positive relationships with parents and encourage their involvement in student learning * Meet the school’s expectations and requirements in relation to student care and student well-being * Enhance children's self esteem and achievement through the establishment of a positive and supportive environment * Adhere to learning team agreement * Communicate fully and openly with parents about student progress, and with the community in general about school activities and policies. |
| **Professional Learning** | * Demonstrates a commitment to ongoing professional learning e.g. through identifying own learning needs and goals, participating in the school appraisal process * Undertake self appraisal and participate fully in the Performance Management cycle within the school. * Keep up to date with changes and developments in education through study and Staff Development programmes, and incorporate these in your teaching programmes. * Participates fully in all school professional learning * Shares curriculum expertise with others * Inquires into own teaching practice using the “Teaching as Inquiry” model * Take an active part in co-operative planning and decision making in matters relating to school organisation and curriculum. |
| **Community Contribution** | * Be involved in the corporate life of the school, collaborating with colleagues, sharing administrative responsibilities, and participating fully in learning-team and school-wide activities and programmes. * Promotes a collaborative, inclusive and supportive learning environment * Carry out playground supervision and other duties and delegations as required. * Build and maintain positive relations with the school’s Board and PTA but actively participate in community initiatives. * Actively contribute to both team and school-wide initiatives |
| **General** | * Take responsibility for the maintenance of TELA laptops in line with the wear & tear agreement in place with the TELA providers * Maintain professional hours of work – general expectation is to be on site no later than 8.15am and through until 4.00pm. * Be available to parents in classrooms from 8:30-9:00am and immediately after school * Correctly follow and adhere to the policies and procedures contained on the Halswell SchoolDocs site. |

**Personal Qualities**

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| **ACTIVE** | **Indicators** |
| Achiever | * Is open to new learning and is a lifelong learner * Accepts ownership for meeting goals, completing tasks, and delivering on commitments * Models what it is to be a learner |
| Communicator | * Conveys information clearly, logically and accurately * Displays the qualities of an active listener * Shares relevant knowledge with others * Is receptive to the ideas of others |
| Thinker | * reflects on own teaching practice * Uses initiative and creativity |
| Interactor | * Actively contributes to building a positive collaborative learning culture * Is aware of the effects of their words and attitudes have on others * Maintain confidentiality and high levels of trust * Offers assistance to others * Be a great team player –flexible and able to work collaboratively with others |
| Versatile Player | * Embraces new learning * Has a positive attitude to change * Willingly contributes to the extra-curricular and corporate life of the school |
| Enjoyment | * Has a positive attitude * Shows enthusiasm for teaching and learning |