

Application Pack



Years 5&6 Teacher (Fixed-term)

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 and growth mindset
- 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.

11 November 2020



Re Fixed-term Teaching Position Years 5&6

Tēnā koe

Thank you for your interest in obtaining an information pack for the vacant fixed-term teaching position at Halswell School. The position will be a full time teaching role in Years 5&6 to cover a permanent teacher who is on leave for 2021.

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 principal@halswell.school.nz

Proposed Timeline for Appointment

Position advertised	Thursday 12 November
Applications close	Monday 23 November (12 pm)
Interviews	Tuesday 24 November
Successful candidates notified by	Friday 27 November
Positions commence	Term 1, 2021

Should you require any further information regarding the appointment process or would like to arrange a visit, please contact the office on 03 3227038.

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

Kind regards

Stuart Cameron
Principal

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



'Inspiring Every Child To Imagine Believe Create Succeed

Personal details:	
Name:	
Address:	
Contact ph number	Home: Work: Cellphone:

Present position (if appropriate):	
School:	
Position held:	
Time position held:	

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:	

Convictions against the law:

Have you ever been convicted of any offence against the law (apart from minor traffic convictions)

YES/NO

Complaints about professional practice:

Have you ever been the subject of a complaints procedure during previous employment?

YES/NO

If yes please give details:

Educational qualifications:

Qualification:

Date awarded:

Teaching service:

Position

Level:

School:

from

to

Strengths:

What do you consider are your curriculum and/or leadership strengths?

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:**

Teacher Job Description 2021

Position Title	Years 5&6 Teacher (Fixed-term)
Responsible to	Principal - Stuart Cameron
Conditions of work	As per current Primary Teachers Collective Agreement
Position statement	<p>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.</p> <p>All of our staff will model our core values (honesty, respect, care, resilience) in all their actions. Our staff are also required to work collaboratively in an innovative learning environment.</p> <p>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 Teachers Council Standards for the Teaching Profession.</p>

Key Task	Indicators
Student Learning	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● Provide pastoral care for a group of children ● Actively promote the school values at all times
Relationship Building	<ul style="list-style-type: none"> ● Maintain a professional relationship with all staff and Board of Trustees 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 agreements ● Communicate fully and openly with parents about student progress, and with the community in general about school activities and policies.

Professional Learning	<ul style="list-style-type: none"> ● Demonstrates a commitment to ongoing professional learning e.g. through identifying own learning needs and goals, participating in the school's professional growth cycle ● 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 professional development programmes, and incorporate these in your teaching programmes ● Participate fully in all school professional learning ● Shares curriculum expertise with others ● Take an active part in co-operative planning and decision making in matters relating to school organisation and curriculum
Community Contribution	<ul style="list-style-type: none"> ● 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 Board and PTA and actively participate in community initiatives ● Actively contribute to both team and school-wide initiatives
General	<ul style="list-style-type: none"> ● 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 (taken from our ACTIVE Model)

Achiever	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● Reflects on own teaching practice ● Uses initiative and creativity
Interactor	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● Embraces new learning ● Has a positive attitude to change ● Willingly contributes to the extra-curricular and corporate life of the school
Enjoyment	<ul style="list-style-type: none"> ● Has a positive attitude ● Shows enthusiasm for teaching and learning