



September 2015

Dear Applicant,

Thank you for your interest in the Permanent/Fixed Term, Scale A, Year 1/2 or Year 3 positions advertised in the Education Gazette. We look forward to receiving your application.

Matangi School currently has 135 highly motivated students (and growing). We are a Decile 10 school with fantastic students and resources within a very supportive community. We have an amazing team of dedicated and energetic educational professionals.

Matangi School is situated 10km from Hamilton CBD.

If you would like to visit Matangi School please contact the Principal to arrange an appointment.

You will find enclosed:

*Application Form*  
*Job Specification*  
*Time Line*

It is expected that applicants will complete the Application Form, address the Job / Person Specifications as well as including their C.V, as part of the application process. Please state curriculum strengths, experience, interests, and how you feel you can add value to the Matangi School Learning Community.

Kind regards,

Craig Pentecost  
Principal  
Matangi School  
Ph 07 829 5735  
email: [principal@matangi.school.nz](mailto:principal@matangi.school.nz)



## **JOB / PERSON SPECIFICATIONS**

### **PERSONAL QUALITIES:**

- Must be highly motivated and passionate towards education
- Must be able to work with confidence in a team environment
- Must be able to use their initiative and make meaningful contributions to school life
- Must be ICT confident, innovative, and creative
- Must be able to provide purposeful and engaging learning experiences
- Must be able to work co-operatively and collaboratively with other staff members
- Must be able to take sporting/cultural/recreational activities relevant to the school's needs
- Must be an exceptional role model and classroom teacher.

### **COMMUNICATION:**

- Must be an excellent communicator with pupils, staff, parents and community.

### **EXPERIENCE:**

- Must have sound working knowledge of The New Zealand Curriculum and National Standards
- Should have had experience teaching Year 1/2 or Year 3 students
- Must have PE/Sport Leadership experience (if applying for Fixed Term PE/Sport MU).

### **STAFF DEVELOPMENT:**

- Should have a commitment to ongoing professional development, to be willing to keep up to date with professional reading and to be open to using new ideas, developments and strategies.

### **ORGANISATION AND ADMINISTRATION**

- Must be able to maintain student records and plan effective programmes from assessment and evaluation procedures to meet the needs of individual students in the class, and to follow the policies and guidelines that the school has in place.
- Must have effective classroom organisational skills.

### **TIMELINE:**

- Advertised online in Education Gazette 17 September, 2015
- Published in Education Gazette 12 October, 2015
- Closing date Thursday 15 October, 4pm, 2015
- Short listing and interviews 19-23 October, 2015
- Successful applicant informed no later than 27 October, 2015
- Both positions start Term 1, 2016.



**CONFIDENTIAL TO: MATANGI SCHOOL APPOINTMENTS COMMITTEE**

**DATE OF APPLICATION:** \_\_\_\_\_

**POSITION/S APPLIED FOR:** Fixed Term - Scale A  
Permanent - Scale A  
Year 1 / 2  
Year 3  
PE / Sport Leadership (1MU)

If applying for all positions please state preferred position: \_\_\_\_\_

**PERSONAL DETAILS:** Mr / Miss / Mrs / Ms.

**SURNAME:** \_\_\_\_\_ **GIVEN NAMES:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

**TEACHER REGISTRATION NUMBER:** \_\_\_\_\_ Expiry date: / /

**EDUCATION QUALIFICATIONS:**

**Convictions Against the Law:**

Have you ever been convicted of any offence against the law (apart from minor traffic convictions) Yes / No (Delete one). If yes enclose a certified copy of the entry in the criminal Record Book relating to conviction, obtained from the Registrar of the Court concerned.

**Current Teaching Employment (if applicable)**

Position Held:	
Year Appointed:	
School:	
Size of School:	
Location:	

Total length of Classroom Teaching Experience: \_\_\_\_\_ Years

**Experience and relevant skills related to PE / Sport Leadership: (If applying for PE/Sport MU)**

**Health**

Do you have any known condition that may affect your ability to efficiently carry out the functions and responsibilities of the position applied for?  If, <b>YES</b> , please specify:	<b>Yes</b>	<b>No</b>
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**Referees**

Please provide names, addresses and contact numbers of three (3) referees, one of whom is a current or previous employing principal who can attest to your professional skills.

	1	2	3
Name			
Position			
Address			
Telephone Numbers	(Home) (Work) (Mobile)	(Home) (Work) (Mobile)	(Home) (Work) (Mobile)
Email			
Capacity in which you have known this person			

I consent to the school seeking verbal or written information about me from representatives of my previous employers and/or referees and authorise the information to be released. I certify that to the best of my knowledge the answers and information provided as part of this application are correct and verifiable.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Declaration

I \_\_\_\_\_ (full name) declare that to the best of my knowledge the information I have supplied in this application is true and correct.

I understand that if I have supplied false or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

I also understand that any false information given in relation to my medical history with regards to gradual process, disease or infection, can result in my loss of entitlement for any compensation from ACC.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Note: Applications close Thursday 15 October 4pm**

Please label your envelope **CONFIDENTIAL** and forward it to:

**Craig Pentecost - principal@matangi.school.nz**

**Or mail to: Principal, Matangi School, PO Box 11, Matangi, Hamilton.**

**To ensure the return of your curriculum vitae, please enclose a stamped self addressed envelope.**