



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

9 December 2015

Dear Applicant

Permanent Fulltime Teacher

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

Position:

Permanent full time teacher, Years 1-3. Commences 27 January 2016.

Wakefield School has served the village of Wakefield and surrounding districts since 1843, making us the oldest continuous school in New Zealand. That's the only old thing about us, in everything else we are vibrant, innovative, successful and totally dedicated to the education of our children and the well-being of our community.

Our staff are experienced, professional and friendly. We deliver a balanced curriculum to a high standard. In 2014 we opened our first modern learning environments and introduced collaborative teaching teams across the school. We have introduced a curriculum that enables student-led learning, leading towards a co-constructed curriculum where teachers and learners are equal partners.

The successful applicants for these positions must be prepared to join us on this journey, to challenge traditional concepts of effective pedagogy and be prepared to work in shared learning spaces as part of a closely collaborative team.

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.

There is an active car pool from Richmond and Nelson.

Please find enclosed:

- Person Specifications
- Application Form
- Appointment Time Line

Please send the completed application form and your CV by email to admin@wakefield.school.nz or by post or hand delivered to:

Wakefield School
Edward Street
Wakefield 7025

If you send a hard copy CV and want it returned please enclose a stamped, self-addressed envelope or reclaim from the school office within a month of the closing date.

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

Person Specification

Position:

Permanent fulltime teacher Years 1-3

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 teachers 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 strong 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

Wednesday 9 December

Position advertised

Tuesday 15 December

Applications close

Wednesday 16 December

Interviews and referee checks

Thursday 17 December

Appointment confirmed. Successful applicant notified.

Wednesday 27 January 2016

Job commences

TEACHER APPLICATION FORM

Position Applied For:
Permanent Fulltime Teacher Year 1-3

Advertised: *Education Gazette online
from 9 December 2015*

Closing Date *15 December 2015*

Email application to:
admin@wakefield.school.nz

Or Post to:
Appointment Committee
Wakefield School
Edward Street
Wakefield

A PERSONAL DETAILS

Surname _____ First Names _____
Mr/Mrs/Miss/Ms

Postal Address _____

Telephone _____ (Home) _____ (Work)

Date of Birth _____ NZTC Reg. No. _____ NZTC 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.

For Office Use	Date Application Received:
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