



FAIRLIE PRIMARY SCHOOL

21 School Road, Fairlie 7925
Phone: 03 685 8504 Facsimilie: 03 685 8991
Email: office@fairlie.school.nz

26 October 2012

Thank you for your expression of interest in the position of Scale A classroom teacher commencing Term 1, 2013.

Fairlie Primary School is a U3 contributing school situated 60 kms inland from Timaru. We are a 5 teacher school with 110 pupils. The school opened in 1879 and was known as Fairlie Creek until 1896. The 125th Jubilee was celebrated in 2004.

Mission Statement:

“To create a secure and positive learning environment, which will encourage and give children the opportunity to strive towards their potential.”

The successful applicant should be an experienced and motivated teacher with good communication skills and a sound knowledge of the New Zealand Curriculum and ongoing understanding of the National Standards. You should also be an effective classroom practitioner with Junior School experience. Please ensure you state your areas of strength in your application. A Unit is negotiable for a suitably qualified applicant.

Short listed applicants will be notified by telephone as soon as possible and a suitable time arranged for an interview.

Contained in this package you will find:

- Introductory Letter
- Application Form
- Timeline
- Person Specification
- Equal Opportunities form/database

We welcome your enquiry and look forward to receiving your application. The covering letter should outline your strengths and any areas of responsibility you may have had. Please address your application envelope with the words “Confidential Application”. Please also note that accommodation may be available if required.

Should you require further information please contact me at school on 03 6858504 or our ultranet site fairlie.ultranet.school.nz/Home

Yours sincerely

Louise Shannahan
PRINCIPAL

FAIRLIE PRIMARY SCHOOL PERSON SPECIFICATION SCALE A TEACHER

- Be supportive of the School's Charter and demonstrate knowledge of the Treaty of Waitangi.
- Be sensitive to cultural and equity issues.
- Have sound organisational skills.
- Have a sense of humour.
- Be able to relate to students, parents and staff with warmth concern and respect.
- Demonstrate strengths in any combinations Literacy/ Numeracy and/or Physical Education and Performing Arts
- Be able to plan, teach and evaluate effectively as a syndicate member.
- Display empathy with the individual needs of students and cater for these needs within the classroom teaching programme.
- Implement the School's Behavior Management Programme
- Demonstrate excellence in the delivery of your teaching programmes.
- Be prepared to participate in the wider life of the school.



FAIRLIE PRIMARY SCHOOL

An Equal Opportunities Employer

SCALE A TEACHING POSITION APPLICATION FORM

Surname: _____

First name: _____

Address: _____

Phone No. (Day) _____ Phone No. (Night) _____

Mobile. _____ Email. _____

TEACHING QUALIFICATIONS:

Date Awarded:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

SUMMARY OF POSITIONS HELD: (Commence with current position, if applicable)

| School/Institution | Position/Class(es) | Period Employed |
|--------------------|--------------------|-----------------|
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PLEASE RETURN TO:

Please attach to your Curriculum Vitae and forward to reach the address below by
5 p.m. Monday, November 12 2012.

The Principal
Fairlie Primary School
21 School Road
FAIRLIE 7925

REFEREES:

Please name three referees who can be contacted by phone should you be shortlisted. These referees should be able to support your claims to the position.

NAME: _____

ADDRESS: _____

Phone No (Home) _____ (Work) _____

Capacity person is known to you: _____

NAME: _____

ADDRESS: _____

Phone No (Home) _____ (Work) _____

Capacity person is known to you: _____

NAME: _____

ADDRESS: _____

Phone No (Home) _____ (Work) _____

Capacity person is known to you: _____

REGISTRATION:

Registration Number: _____

Practising Certificate Number: _____

Expiry Date: _____

OFFENCES AGAINST THE LAW:

- Have you ever been convicted of an offence against the law apart from summary offences or otherwise known of any reason why you should not be employed in the school environment?
- If yes, please supply the relevant details:

DECLARATION:

- I grant authority to the Fairlie Primary School Board of Trustees or its agents under the provisions of the Privacy Act (1993) to contact any past employers and/or professional colleagues in addition to the named referees.
- I agree to the Fairlie Primary School Board of Trustees or its agents under the provisions of the Privacy Act (1993) obtaining any information held on me by the Teacher Registration Board.
- All information supplied with this application is true and correct and can be verified.

Applicant's signature: _____

Date: _____

For Office Use Only

Please complete this acknowledgement slip which will be returned to you upon receipt of your application:

Name: _____

Address: _____

Your application was received on _____

TIMELINE

| | |
|----------------|---|
| October 19 | Advertisement closes for Gazette |
| October 29 | Advertise in Education Gazette |
| November 12 | Applications close 5pm |
| November 13-16 | Shortlist Contact referees of those short listed by phone (if necessary) CV's returned to unsuccessful applicants |
| November 21 | Interview |
| | Appoint thereafter Duties commence Term 1 2013 |

JOB DESCRIPTION:

The job description incorporates the Registered Teacher criteria at the appropriate level along with indicators.

EMPLOYEE DATABASE

The reasons for collecting data from job applicants and employees of the School are:-

- The data will be used to develop a profile of the range of people currently working in the school and the range of applicants applying for jobs here.
- The data will provide a basis for the planning and development of the school EEO programme.
- New data will help the EEO Co-ordinator to monitor the results of the EEO programme.

The information is voluntary, is confidential, and is gathered for statistical purposes only.

The EEO Co-ordinator is the only person to see the completed forms. They will be destroyed as soon as a summary has been produced.

No individual records are kept in any form.

The information is gathered and analysed for EEO purposes only and a summary given to the Board of Trustees

The summary may also be used in the Annual Report to the Education Review Office.

Thank you for completing this form.