



Team Leader Position

Dear Applicant

Thank you for your interest in the position advertised at Waitakere Primary School.

Waitakere is a rural community 25 minutes from the centre of Auckland City. The children who attend our school come from Bethell's Beach, Waitakere Township and surrounding farms or lifestyle blocks. We have 22 classrooms with a modern library/information centre and administration block and ILEs in all areas of our school along with single cell classrooms. Our school is well maintained and resourced with attractive gardens, a 25-metre swimming pool, a new senior playground and a school hall.

Our staff are highly experienced and hard-working professionals who enjoy working collaboratively. We encourage innovation and all staff have the opportunity to take leadership positions in our school.

We are a member of Whiria te Tangata Kahui Ako, a highly effective group of schools who work together to raise the achievement of all our learners. Collaboration between our schools is the norm with opportunities for staff to network at Within and Across School Lead days and Teacher only days.

Our school has an active and involved community with a supportive Board of Trustees, Parent Teacher Association, Sustainability group and Te Runanga o Waitakere.

Our school-wide professional learning foci will be continuing the work we are doing in digi tech, writing and mathematics. We are also continuing to build our capacity in collaborative teaching approaches.

Attached is a letter from our current Year 7 and 8 team.

If you enjoy working in a positive, dynamic environment I look forward to receiving your application. Please do not hesitate to contact me if you have any questions. Visits are encouraged.

Yours sincerely
Heather Atkinson
Principal



A brief note from the Year 7-8 teaching team

We are a collaborative team who are looking forward to having you work with us. Hopefully, our new team leader will continue the momentum of the work we currently do and share new evidence-based practices to support our learners. Our team successfully uses digital formats (specifically Office 365) to plan, communicate, and support one another and our learners, and would expect our fantastic team leader to be able to use digital tools well. We also share planning across our team to support each other's workload, using the expertise we already have and providing opportunities to learn from others. Alongside planning and teaching, we celebrate one another's' successes and understand the importance of having a good laugh during the good, bad, and everything in between. We are a great team who are waiting for an incredible team leader. Is that you?



APPLICATION PACKAGE FOR PERMANENT YEAR 7 AND 8 TEAM LEADER POSITION

Thank you for your interest in applying for the Team Leader position at our school. The position will start on the Week 1 of term 2. I trust the enclosed information will be helpful.

APPOINTMENT TIMETABLE

4th March 2022 Applications close 4.00pm

C.V's read by Appointments Subcommittee and interviews arranged for 11th March.

Referees will be contacted prior to interview.

There may be visits to your current school if possible. Visits to our school are encouraged if possible.

Interviews completed and decisions made. 14th March 2022

Applicant notified of outcomes.

Successful applicants will take up appointment Term 2 2022

INFORMATION TO BE SUPPLIED BY APPLICANT

Letter of application

A curriculum vitae (with self-addressed, stamped return envelope if you want it returned)

Completed application form (attached)

E.E.O. data form (attached)

Declaration allowing release of information

INFORMATION IN THIS PACKAGE

Person Specifications for appointment

Application form

E.E.O. form

Dress Code for Waitakere Primary School

CONFIDENTIALITY

All information will be treated in accordance with the Privacy Act

Applicants are invited to visit our school website or make an appointment to visit to learn more about our school. www.waitakereprimary.school.nz



POSITION TO BE FILLED

PERSON SPECIFICATIONS

The successful applicants will be:

- Able to make a positive impact on student achievement
- An effective and dynamic leader of a team
- Experienced or interested in working collaboratively in an ILE
- Willingness to share classroom practice through observations and discussions
- A positive warm person with excellent communication skills
- Passionate and enthusiastic about teaching and learning
- Knowledgeable about New Zealand curriculum including current numeracy, literacy and assessment practices.
- Confident in using and teaching e learning, inquiry-based maths, and digital technology
- Effective in managing behaviour and working with and supporting students with special needs
- Willing to share expertise in an area of strength
- Someone with a sense of humour
- Available to participate in a range of school wide activities
- Skilled in creating an attractive and interactive classroom environment
- Strength in relational and culturally responsive pedagogy.



APPLICATION FORM FOR TEACHING POSITION

PERSONAL DETAILS

NAME

ADDRESS

CONTACT PHONE NO. WORK

HOME

GENDER: Female/male/undisclosed

TEACHER REGISTRATION NUMBER

EXPIRY DATE

Attach evidence of current registration.

TEACHING EXPERIENCE

OTHER RELEVANT EXPERIENCE (Show dates)

QUALIFICATIONS (Educational and other relevant qualifications. Please show date attained)

SUITABILITY FOR POSITION

COMMUNITY INVOLVEMENT

CONVICTIONS AGAINST THE LAW

Have you ever been convicted of any offences against the law? **Yes/No**

If yes please enclose details

REFEREES (Please supply names and contact details for 3 people who may be contacted to give references for you. They should be professional educators.)

I give permission for the for the Board of Trustees of Waitakere Primary to gather information from any person or any organisation that the Board deems necessary in relation to the job description and person specification.

Signed _____ Date _____

I do not give my permission for the above for the following reasons.

CONFIRMATION

I certify that the information given in this application is to the best of my knowledge correct. I understand that this may be verified.

Applicant's signature. _____



E.E.O. DATA

1. The data will be used to establish a profile of the range of people currently working in the school and the range of applicants currently applying for positions.
2. The Data will provide a basis for the planning and development of the school's EEO programme.

Name

Gender

Date of Birth

Ethnic Origin

New Zealand European/Pakeha

New Zealand Maori

Samoan

Cook Island Maori

Tongan

Chinese

Indian

Niuean

Tokelauan

Fijian

Other European (such as British, Australian, Scottish, Dutch)

Other

(Please state)

DISABILITY/DISABILITIES

1. Do you live with effects of injury, long-term illness or disability/disabilities?

Yes / No

2. Does your disability/injury illness affect your:

(Tick all that apply)

Movement

Vision

Respiration/breathing

Hearing

Speech

Emotional/Mental health

Concentration

Other

(Please specify)

3. Do you require any technical aides, equipment or adaptations to your workplace, to make you work easier or to increase your work performance?

Yes **No** If yes, please provide more information.

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DRESS CODE FOR WAITAKERE PRIMARY SCHOOL STAFF

Staff at Waitakere Primary School acknowledge the importance of a high standard of dress for several reasons, three of which being:

- To be positive role models for our students
- To be seen as professionals by our community
- To be sun safe

An appropriate standard of dress is necessary at all times. We will dress to the conditions of our teaching whether it be on camps, school trips, formal occasions or classroom teaching.

We deem appropriate dress as:

- Clean, tidy and sun safe at all times

GUIDELINES:

- A modest neckline
- A modest hemline
- No Midriff showing or exposure of skin around the belly button
- No see through clothing (seeing skin)
- No offensive writing or symbols on any clothing.
- Sleeved shirts to be worn by male staff members
- Moderate length shorts (mid thigh or longer)
- No visible offensive tattoos
- No excessive piercings other than earrings or for religious beliefs
- No singlets or narrow strapped tops
- Shoulders, neck covered when outside

At all times the Principal reserves judgement on what's deemed appropriate clothing and will advise where necessary.

It is required that new staff and relievers read this document and become familiar with it prior to starting at Waitakere Primary School.