



10 BETHELLES RD
WAITAKERE
AUCKLAND

PHONE 810-9607

APPLICATION PACKAGE FOR SCALE A POSITIONS

Thank you for your interest in applying for the permanent Scale A position at our school. This position will start on the week of 27th January 2025 with Teacher Only Days and team meetings to be confirmed that week. Please state the areas you would be interested in teaching in and your curriculum strengths. I trust the enclosed information will be helpful.

APPOINTMENT TIMETABLE

15th November	Applications close 4.00pm C.V's read by Appointments Subcommittee and interviews arranged for 19th November. Referees will be contacted prior to interview.
20th November	Interviews completed and decisions made. Applicant notified of outcomes

Successful applicants will take up appointment Term 1 2025

INFORMATION TO BE SUPPLIED BY APPLICANT

Letter of application
A curriculum vitae (with self addressed, stamped return envelope)
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 contributor to the team
- Experienced or interested in working collaboratively in a Year 1 and 2 room
- 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 literacy and assessment practices and culturally responsive pedagogy.
- Experienced in teaching BSLA or willingness to train is an advantage
- Confident in using and teaching e learning and 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
- A life long learner
- An active listener
- Available to participate in a range of school wide activities
- Skilled in creating an attractive and interactive classroom environment.



APPLICATION FORM FOR TEACHING POSITION

PERSONAL DETAILS

NAME

ADDRESS

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CONTACT PHONE NO. WORK..... HOME.....

GENDER: Female/male

TEACHER REGISTRATION NUMBER

Attach evidence of current registration.

EXPIRY DATE

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 |
| Samoa | 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 work place, 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.