



15 November 2018

Dear Applicant

Thank you for your interest in the recently advertised permanent teaching/team leader position (3 MU and Normal School allowance) at George Street Normal School.

Please find attached our:

- Teaching and Learning/Team leader expectations
- Criteria for appointment
- Application for appointment
- EEO survey.

George Street Normal School is proud of its reputation and achievements. Our teaching and learning teams work collaboratively to deliver high-quality programmes for children and strive to model best practice for student teachers. As a Normal school, we maintain a close association with the University of Otago College of Education, delivering approximately 8,000 hours of initial teacher education on our site each year.

We are Dunedin's largest primary school, enrolling children from a wide catchment. Up to one third of our roll, which fluctuates between 450 and 530 each year, arrives from other countries and provides the school with a rich cultural mix. Further information about our school is available from the school website www.georgestreet.school.nz

The Middle Team at George Street Normal School includes three Year 2/3 classes and three Year 3/4 classes. This team of teachers has a well-developed collaborative culture and are known in the school for their creativity, passion and fun. We are seeking to appoint a team leader who will model the high standards already in place, including being supportive, inclusive and caring for the children in this important age group. Half-a-day per week release is available in 2019 and reviewable each year following.

Over the next few years, our vision is to provide a constantly improving environment for children, their families and staff, that promotes student wellbeing, enriches learning and builds upon strengths. This environment is where children increasingly value who they are and know what it means to be the best they can be.

If you are interested in helping us make our vision reality, we look forward to receiving your CV and the enclosed application form before the closing time of 12 noon on Wednesday 28 November 2018. This position begins on 29 January 2019.

Yours sincerely

Rod Galloway
Principal

Teaching and Learning expectations:

- Create an engaging and positive learning environment for children, identify the academic, social, physical and emotional needs of pupils and, subsequently, plan and deliver a differentiated programme to meet those needs
- Monitor and assess pupil progress against objectives from the New Zealand curriculum and the school's curriculum plan
- Utilise current, student-centred pedagogies, including inquiry approaches and e-learning tools, within class programmes
- Enhance children's self-belief and achievement through the establishment of a positive and supportive classroom environment that focuses on strengths and student wellbeing
- Establish warm, positive relationships with parents, undertaking ongoing communication and reporting as required
- Be involved in the corporate life of the school, collaborating with colleagues, sharing administrative responsibilities, and participating fully in team and school-wide activities
- Accept commitments in guiding the professional development of students from the University of Otago College of Education and teaching colleagues
- Be responsible to the Principal.

Team Leader expectations:

- Participate in whole school administration and organisation
- Oversee the wellbeing of pupils and teachers in the Middle Team
- Oversee the planning, evaluation, report writing, programming and quality of teaching within the Middle Team.

Criteria for Appointment

- Evidence of recent successful classroom practice, utilising current pedagogies and learning tools within an emotionally positive environment
- Evidence of strength in the planning, delivery and assessment of differentiated literacy and numeracy programmes and report writing (shortlisted candidates will be asked supply examples)
- Evidence of openness to new ideas and innovative approaches to learning, including use of innovative teaching spaces
- Evidence of ability to successfully plan, implement and evaluate programmes across the curriculum
- Evidence of ability to establish and maintain positive, engaging and harmonious learning environments and relationships
- Evidence of commitment to own professional learning and the professional learning of others
- Evidence of ability to relate positively and professionally to all members of the school community - students, staff and parents
- Evidence of the ability to lead a team of teachers by example and with high levels of communication, support, humour and professionalism.



Application for Appointment

Position and level being applied for: _____

(Please note that ongoing placement within the school is at the discretion of the principal and will be based on school needs.)

Personal Details

Title Mr / Mrs / Miss / Ms

Surname _____ Given Names _____

Full Postal Address _____

Contact Telephone Number _____

Teacher Status

Registration No.

Expiry Date

Registered Teacher _____

Provisionally Registered Teacher

Not Registered

Present Teaching Position

School _____

Date Appointed _____

Nature of Appointment (Please Tick)

Permanent Part Time

Fixed term Relieving

Confirmation

1. I certify that the information given in this application is, to the best of my knowledge, correct. I understand that this may be verified.
2. In accordance with the Privacy Act, I authorise the George Street Normal School Board of Trustees to obtain further information from the referees listed in this application and I consent to the referees disclosing such information to the Board.
3. I authorise the George Street Normal School Board of Trustees to make other inquiries as they see fit in relation to my application and consent to the disclosure of information to the Board by such persons to whom enquiry is made, on matters pertinent to this appointment.
4. I confirm that I have no pre-existing medical conditions that may be aggravated by undertaking work associated with this position.
5. Have you ever been the subject of a formal complaint about student well-being or student safety? No Yes If yes, give a brief summary:

6. Have you ever been convicted of an offence against the law (excluding minor traffic convictions)? No Yes If yes, give a brief summary: _____

7. I confirm that I hold a current teacher registration in New Zealand and have not, at any time, had my registration reviewed or revoked by the New Zealand Teachers Council due to disciplinary matters.
8. I understand that falsification of any details associated with this application, including qualifications and claims of experience, may lead to the termination of my employment.

Applicant's Signature _____ **Date** _____

Thank you for your application

George Street Normal School

Equal Employment Opportunity (EEO) Survey

Dear Applicant

Each year we would like to collect information about you that will help us formulate our annual EEO programme. Providing this information is voluntary and I would make the following points:

1. This information is confidential.
2. The results will only be used to provide a summarised statistical report. No individual will be identified and all questionnaires will be destroyed.
3. Please fill in the information below and return it with your job application or, if you prefer, post it separately.

Thank you.

Anne Robertson
EEO Officer
George Street Normal School

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What position did you apply for? _____

What is your gender? Male / Female (circle)

What is your ethnic identity and/or disability (*please tick one or two boxes that most clearly describes you*)

- New Zealand European/Pakeha
- Maori
- Pacific Islander (i.e. Samoan, Niuean, Tongan, Fijian, Cook Islander, Tokelauan, Tuvaluan)
- Other Ethnic Group (please state which) _____
- Differently abled