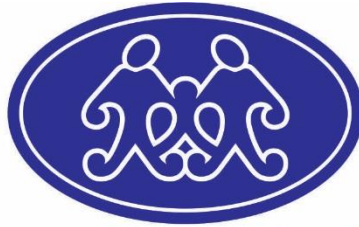


P: 07 886 9169
F: 07 886 9009
A: 29 Paraonui Road, Tokoroa



W: www.tokoroanorth.school.nz
E: information@tokoroanorth.school.nz

Tokoroa North School

Together we learn for life - Ako ngatahi ki te ora

8 September 2020

Dear Applicant

Thank you for your interest in the position available at our school.

Attached is the necessary application information:

1. Appointment Information
2. Application for Employment
3. Position Description

Tokoroa is centrally located in the North Island, approximately an hour from Hamilton, Tauranga and Taupo, 40 minutes from Rotorua and under 2 hours from the ski fields.

Tokoroa North School is situated in the north-western sector of Tokoroa,. A stable roll ranges from 420 to 500 pupils with varied ethnic origins giving the school a multi cultural dimension.

The school has an attached Learning Support Centre for children with intellectual impairment who are integrated throughout the mainstream classes where possible. The appointee must be prepared to support these inclusive practices.

Teaching staff enjoy a supportive environment. They are encouraged to develop personal strengths. The school has a strong commitment to quality learning based on shared teaching beliefs. The school follows non-coercive, collaborative management principles.

A supportive community has provided resources and equipment to assist the staff in attaining our mission statement. These include excellent learning and teaching resources, a swimming pool, hall, three adventure play areas, library and resource room, computers and a modern administration area. The school has a total staff of 55.

If you wish to discuss the position further, or look around our school, please contact me. You could also refer to our website for more information www.tokoroanorth.school.nz.

If you wish to discuss the position further, or look around the school, please contact me. You could also refer to our website for more information www.tokoroanorth.school.nz

Yours sincerely

Judith McLean
Principal





Tokoroa North School

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POSITION DESCRIPTION

Position: Scale A Teacher

Tenure: Fixed Term

Teaching Area: Middle Team (Years 3 & 4))

Terms and Conditions: As per the Primary Teachers' Collective Employment Contract 2019 to 2022.

Registration: Applicants **must** be one of the following:

1. Provisionally Registered
2. Registered Subject to Confirmation
3. Fully Registered and holding a current practising certificate from the Educational Council of Aotearoa New Zealand

Start Date: 27 January 2021

Position Description/General Information

This position is for a full time classroom teacher working in a team of 5 teachers delivering a quality curriculum. Applicants are asked to refer to our school website www.tokoroanorth.school.nz for general information about the school and a copy of the school charter and strategic plan.

Person Specifications

When making this appointment the appointments committee will take into account the following areas:

1. A thorough understanding of modern school classroom curriculum delivery and student management practices.
2. Recent successful teaching experience.
3. The ability to work within a team environment and **support the shared beliefs of the school**. Applicants are asked to carefully note these beliefs, particularly those reflecting our goal of non-coercive student management. The beliefs and our current charter are available on our school website.
4. Ability to contribute to team and school curriculum development.
5. Other curriculum strengths. Please state.

Applicants are asked to address the above specifications in their application.

Applications to:

principal@tokoroanorth.school.nz

or

The Principal
Tokoroa North School
29 Paraonui Road,
TOKOROA 3420

Applications close: 4pm Thursday 15th October

Appointment Time Frame:

15 October	Applications close 4pm
16 October	Short listing and referees statement requested
19 October	Interviews commence
29 October	Reference checks completed and applicants notified
30 October	Appointment confirmed



Tokoroa North School

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EMPLOYMENT APPLICATION FORM: SCALE A

Please complete all parts of this form

NOTE: The completion of this form does not indicate any obligation on the school to employ the applicant

Position applied for:

Years 1 & 2

Years 3 & 4

Personal Details:

Mr Miss Mrs Ms

Surname: _____

Given Names: _____

Address: _____

Email Address: _____

Contact telephone numbers:

_____ (home) _____ (work) _____ (mobile)

Registration: Attach evidence of current New Zealand Teacher Registration

Languages: Can you speak any language other than English: If yes, enter details –

Identity Verification, Criminal Record and Right to Work

Please tick the appropriate boxes:

	YES	NO
Immigration Information		
Are you a New Zealand Citizen?		
If not, do you have resident status, or A current work permit		
Have you ever had a criminal conviction? If "Yes", please detail: <i>(A Board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the Vulnerable Children Act 2014. The Clean Slate Act does not apply to Schedule 2 offences)</i>		
Have you ever received a police diversion for an offence? If "Yes", please detail:		
Have you ever been discharged without conviction for an offence? If "Yes", please detail		
Do you have a current New Zealand driver's licence?		
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? If "Yes", please detail:		
Are you awaiting sentencing or do you have charges pending? If "Yes", please state the nature of the conviction/cases pending:		
In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and your ability to do the job? If "Yes", please detail:		
Have you ever been the subject of any concerns involving child safety? If "Yes", please detail:		
Have you had an injury or medical condition caused by gradual, process, disease or infection, such as occupational overuse syndrome which the tasks of this position may aggravate or contribute to? If "Yes", please detail:		

Employment History

Please list your work experiences for the last five years beginning with your most recent position. Please explain any gaps in employment. If you were self-employed give details.

Period Worked (Please specify the start and end dates)		Employer's Name (or reason for gap in employment)	Position Held	Reason for leaving
Start Date	End Date			
to				
to				
to				
to				
to				
to				

Qualifications relevant to the position:

Qualification	Year Attained	School or University



Tokoroa North School

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Important Notes for Applicants

Thank you for applying for a position with our school. Please ensure you have a copy of the position description and person specification before completing this application.

1. Please fully complete this form personally. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) containing any additional information, if necessary.
3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
4. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all the questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
6. All applicants will be required to give consent to a Police vet.
7. (a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in Schedule 2 of the Vulnerable Children's Act 2014, unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
(b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:
 - You have not committed any offence within 7 consecutive years of being sentenced for the offence
 - You did not serve a custodial sentenceⁱ at any one time
 - The offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children Act 2014
 - You have paid any fines or costsPlease note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.
8. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the Vulnerable Children Regulations 2015.
9. This application form and supporting documents will be held by the board. You may access these in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.

ⁱ **Custodial sentence** means a sentence of imprisonment and includes corrective training, preventative detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires a full-time detention of an individual. **Non-custodial sentence** includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation of imprisonment, and a specified order.