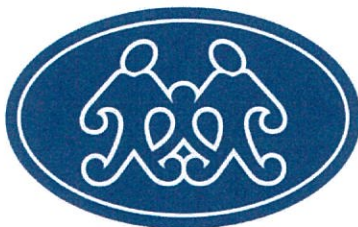


P: 07 886 9169  
F: 07 886 9009  
A: 29 Paraoeni Road, Tokoroa



W: [www.tokoroanorth.school.nz](http://www.tokoroanorth.school.nz)  
E: [information@tokoroanorth.school.nz](mailto:information@tokoroanorth.school.nz)

# Tokoroa North School

*Together we learn for life - Ako ngatahi ki te ora*

21 October 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](http://www.tokoroanorth.school.nz).

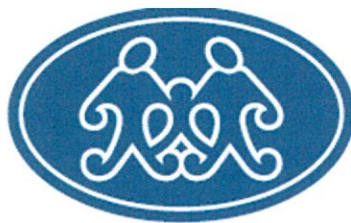
If you wish to discuss the position further, or look around the school, please contact me. You could also refer to our website for more information [www.tokoroanorth.school.nz](http://www.tokoroanorth.school.nz)

Yours sincerely

Judith McLean  
Principal







# Tokoroa North School

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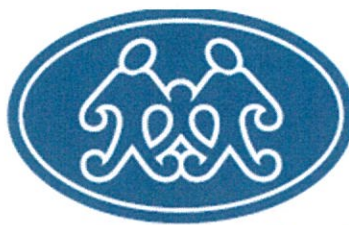
## APPLICATION FOR EMPLOYMENT

### 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 sentence<sup>i</sup> 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.

<sup>i</sup> **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.



# Tokoroa North School

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## POSITION DESCRIPTION

**Position:** Scale A Teacher  
**Tenure:** Permanent

**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:** 28 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](http://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](mailto:principal@tokoroanorth.school.nz)

or

The Principal

Tokoroa North School

29 Paraonui Road,

TOKOROA 3420

**Applications close: 4pm Thursday 5<sup>th</sup> November**

**Appointment Time Frame:**

<b>5 November</b>	Applications close 4pm
<b>6 November</b>	Short listing and referees statement requested
<b>9 November</b>	Interviews commence
<b>19 November</b>	Reference checks completed and applicants notified
<b>20 November</b>	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 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
<b>Immigration Information</b>		
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



## Referees

Please provide the names of three people who could act as referees for you. One of these should be your current or most recent employer. Please indicate which referee is your current/previous employer in the table below. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

Name	Organisation	Position/Relationship	Phone Number (Landline and/or mobile)

### Authority to approach other referees

	YES	NO
I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.		
I authorise the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) for any other education organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.		

### Starting Date

If your application is successful when could you commence employment?                      /                      /

### I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.
- I know of no reason why I would not be suitable to work with children/young people.
- I understand that if I have supplied incorrect or misleading information, or have omitted any important information I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_