



Thank you for your interest in the fixed-term New Entrant (NE) roll growth teaching position at Ilam School commencing on or around 19 August, 2019.

Please find included in the pack:

- Application Form
- Person Specification
- Timeline
- EEO Form

The successful applicants will be expected to work within the framework of the *Code and Standards for the Teaching Profession*. A detailed job description will be negotiated when the appointment is made.

Your application should include both a Curriculum Vitae, containing the names of 3 referees, and a letter stating your suitability for the position. In your letter *please* ensure you make reference to the person specification as well as any other attributes that you could bring to the position you are applying for. Please also include a completed 'application for appointment' form and EEO form.

The closing date for applications is 4pm on Thursday 4 July. Please send your applications to: The Principal, 66 Ilam Road, Ilam, Christchurch, 8041. If you would like your curriculum vitae returned to you, please enclose a stamped self-addressed envelope. Please *DO NOT* email applications.

I look forward to receiving your application.

Yours sincerely

Paul Dolan
Principal



APPLICATION FOR APPOINTMENT

POSITION APPLYING FOR:

- Fixed-Term, NE – Term 3&4, 2019

PERSONAL DETAILS:

Name:

Address:

Contact telephone numbers:
(Home)

(Cell)

Email

Please make sure that you include:

- Your C.V. containing the names of 3 people we can contact to verify the information you provide, details of past experience and educational qualifications.
- Letter stating your suitability against the Person Specification
- Application for Appointment form.
- EEO form.

CONFIRMATION			
1	<p>I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked.</p> <p>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 dismissed.</p>	YES	NO
2	I am currently registered to teach in New Zealand.	YES	NO
3	<p>In accordance with the Privacy Act, I authorise the board of trustees to:</p> <ul style="list-style-type: none"> ● Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board ● Obtain information in relation to my application from persons not listed as referees, and I consent to these persons disclosing pertinent information to the board. ● Contact the Education Council. 	YES	NO
4	<p>STUDENT SAFETY <i>[Cross out the statement that doesn't apply to you]</i></p> <ul style="list-style-type: none"> ● I have never been the subject of a complaint about the safety of a student. ● I have been the subject of a complaint about the safety of a student. <p><i>Please give dates and details:</i></p>		
5	<p>OFFENCES AGAINST THE LAW <i>[Cross out the statements that don't apply to you]</i></p> <ul style="list-style-type: none"> ● I have never been convicted of an offence against the law (excluding minor traffic convictions). ● I have no pending charges of an offence against the law. ● I have been convicted of an offence against the law. <p><i>Please give dates and details:</i></p> <ul style="list-style-type: none"> ● I have pending charges of an offence against the law. <p><i>Please give dates and details:</i></p>		
6	I know of no reason why I would not be suitable to work with children or young people.	TRUE	FALSE
<p>----- <i>Applicant's signature</i></p>		<p>----- <i>Date</i></p>	



FIXED TERM SCALE A POSITION

PERSON SPECIFICATION:

The person we are seeking will:

- have proven experience and ability to implement high quality teaching programmes
- be empathetic to the needs of children who are ESOL, gifted and talented, and/or have special needs
- have a demonstrated commitment in keeping up-to-date with relevant professional development
- have a commitment to the partnership between home and school and the wider community
- have up-to-date knowledge of formative assessment and its practical use in the classroom
- have skills and experience in using e-learning to transform and share children's learning
- have excellent oral and written communication skills
- be organised and be able to manage their workload
- have an enthusiastic and encouraging manner with a positive 'can do' attitude
- have the ability to be calm under pressure, show perseverance and be willing to learn from mistakes
- have experience as a valued team member, have a sense of humour and perspective.

In your covering letter stating your suitability for a position at Ilam, please comment on how you meet the above criteria and attributes. Please also state what individual curriculum or extra-curricula strengths you would bring to Ilam School.



EQUAL EMPLOYMENT OPPORTUNITIES FORM

This sheet is for E.E.O. information only. It will be removed before the panel considers your application.

Gender: _____

Date of Birth: _____

Ethnic origin (please tick from the list below)

- New Zealand European
- New Zealand Maori
- Samoan
- Cook Island Maori
- Tongan
- Chinese
- Indian
- Niuean
- Tokelauan
- Fijian
- Other European (such as English, Australian, Scottish, Dutch)
(Please state) _____
- Other ethnic groups (such as Vietnamese)
(Please state) _____

Disability

Do you live with the effects of injury, long term illness or disability?

Yes / No

If yes, does your disability/injury/illness affect you:

- Movement Vision
- Respiration/breathing Hearing
- Speech Emotional/mental health
- Concentration
- Other: (please specify):

Do you need any technical aids or equipment, or adaptations to your workplace, to make your work easier or to increase your performance?

Yes / No

If yes, please provide information:



PROVISIONAL APPOINTMENT TIMELINE

Applications close	4 July
Short lists finalised	19 July
Interviews	22 - 26 July
Successful applicants notified by	30 July
Positions commence	19 August, 2019*

* Please note that while we expect this roll growth New Entrant class to start on or around the 19th August, it is possible that the class may start earlier, depending on enrolments.

N.B. The above timeline may be subject to change.