



Thank you for your interest in the classroom teaching position at Ilam School. Please note that the successful candidate is being employed on a temporary basis in the place of an employee who is on parental leave. The start date is on or around 7 April 2021 and runs through until the end of the 2021 academic year.

**Please note the following in relation to a fixed-term position covering parental leave.**

*Notice to Temporary Employee: Section 48, Parental Leave and Employment Protection Act 1987*

- *The successful applicant will be employed on a temporary basis in the place of an employee who is on parental leave.*
- *The successful applicant cannot expect to continue to be employed by the Ilam School Board of Trustees after that employee returns to work.*
- *That employee is required to return to work for the start of Term 1, 2022.*
- *That employee may end his or her parental leave by returning to work before that date in certain circumstances. These circumstances are –*
  - *If the child is miscarried; or*
  - *If the child is stillborn or dies; or*
  - *If the employee or the employee's spouse has consented to the adoption of the child and some other person has the care of the child with a view to its adoption; or*
  - *If the employee ceases to have care of the child; or*
  - *If consent is given by the Ilam School Board of Trustees.*

*If the employee ends his or her parental leave by returning to work early for the above reasons, the successful candidate will be given at least one month's notice of termination of employment.*

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 *Practising Teacher Criteria*. 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 3:00pm, 5 February, 2021. 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

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.

### PERSONAL DETAILS:

Name: .....

Address: .....

Contact telephone number: .....

Email: .....

Are you known by any other names?	YES	NO
If you have answered 'Yes' to the above question, please give details.		
Are you a New Zealand citizen?	YES	NO
If not, do you have resident status?	YES	NO
Or, a current work permit?	YES	NO

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"> <li>● Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board</li> <li>● 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.</li> <li>● Contact the Teaching Council of Aotearoa New Zealand.</li> </ul>	YES	NO
4	<p>STUDENT SAFETY</p> <ul style="list-style-type: none"> <li>● I have been the subject of a complaint about the safety of a student.</li> </ul> <p><i>If you have answered 'Yes' to the above question, please give dates and details:</i></p>	YES	NO
5	<p>OFFENCES AGAINST THE LAW</p> <ul style="list-style-type: none"> <li>● Have you ever had a criminal conviction?</li> <li>● Have you ever received a police diversion for an offence?</li> <li>● Have you ever been discharged without conviction for an offence?</li> <li>● Have you ever been convicted of a driving offence which resulted in a temporary or permanent loss of licence or imprisonment?</li> <li>● Are you awaiting sentencing or do you have charges pending?</li> </ul> <p><i>If you have answered 'Yes' to any of the above, please give details.</i></p>	YES YES YES YES YES	NO NO NO NO NO
6	I know of no reason why I would not be suitable to work with children or young people.	TRUE	FALSE
7	<p>Are you aware of any injury or medical condition that could impact on your ability to perform this job effectively?</p> <p><i>If you have answered 'Yes' to the above question, please provide details.</i></p>	Yes	No
<i>Applicant's signature:</i>		<i>Date:</i>	



Ilam School is a U6, decile 6, co-educational state school with a roll of around 500 children. Founded in 1950, the school is a contributing school catering for children from New Entrants to Year 6. The majority of children enrol at Kirkwood and Cobham Intermediates after leaving Ilam. The school is set in attractive, spacious grounds.

Ilam School provides high quality education for children by teachers who are committed to ongoing professional development. The staff take part in regular, in-depth professional development to ensure they are familiar with modern teaching techniques and pedagogy. The staff are skilled in, and value the importance of, meeting the individual needs of children across the school.

A feature of Ilam School is the very respectful relationships that exist across the school. These respectful relationships exist between children, between children and staff and between staff and the parent community. The concept of respect is an integral part of the school's curriculum being one of our four key values. It is woven through the everyday curriculum that is covered both inside and outside of the classroom.

The children who attend Ilam are considerate and supportive of each other and are fortunate to be offered a wealth of opportunities to spark their interests, feed their enthusiasm and extend their creativity. Whether it is programmes offered as part of the curriculum, or extra-curricula activities, the range offered goes towards creating well-rounded individuals with a richness of experiences.

We embrace biculturalism and multiculturalism. Ilam is New Zealand's most culturally diverse primary schools with children from around 70 different cultural and national backgrounds attending, providing a rich and diverse environment. This diverse make-up is a key factor in the school's overall culture. A significant number of these children (22% of the total school roll) receive support to enhance their speaking and writing of English from our highly skilled ESOL staff.

Ilam School has a close relationship with the University of Canterbury, which is located on our northern boundary. Staff and students from the university provide contributions to class and individual programmes, opening exciting new horizons to our children.

The Ilam Board of Trustees are well informed and have a high interest in ensuring the best possible education is offered to children.

## Our Vision and Values

At Ilam School we want to prepare our learners for their futures. Whatever the future brings, we know they must be able to collaborate with others to solve complex problems for a better world. Today's learners will need to be highly literate and numerate with innovative, computational, critical thinking, problem solving, teamwork, good communication and creativity capabilities and cultural competences. In order to achieve this, the Ilam School community has developed this vision, elements of which are reflected in the whakataukī or expressions quoted below. We believe these key areas will enable Ilam School children to thrive as they head into their futures.



While we think Ilam is a fantastic school, don't just take our word for it, here are some of the highlights from our last ERO report:

- The school is well led and the board of trustees is committed to continuous improvement.
- The school has maintained strong levels of student achievement in the National Standards in reading, writing and mathematics over time.
- The board, leaders and teachers effectively respond to Māori and other children whose learning and achievement need acceleration.

- This school is very responsive to the individual needs of children and is working well to reduce disparity to provide equitable outcomes for all.
- Children with additional learning needs are responded to very well. The school identifies the needs of these children early and provides high quality support programmes to accelerate their learning and promote equity and excellence for all.
- Leaders and teachers take collective responsibility for children's progress and achievement.
- At this school leaders and teachers are strongly committed to equity and excellence for all learners.
- The language, culture and identity of children, families and whānau are highly valued and respected.
- Student learning, wellbeing and progress are the core concerns and collective responsibility of the board, leaders and staff.
- There is a strong focus on knowing the child and what they bring to their learning.
- Students experience positive and supportive transitions to, within and from school.
- Trustees, leaders and staff promote a bicultural learning environment that positively benefits Māori and all children.
- Leadership actively develops and pursues the school's vision and goals with a clear focus on continuous improvement and building reflective practices.
- The board actively serves the school. They are committed to building knowledge and skills across the school to provide equity and excellence for all children.
- The school is highly effective in providing pastoral care, good quality education and ESOL tuition for its international students.



## **FIXED-TERM (PARENTAL LEAVE) 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 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	5 February 2021
Interviews	15-18 February 2021
Successful applicants notified by	26 February 2021
Positions commence	On or around 7 April 2021

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