

# WEST SPREYDON SCHOOL

*The journey starts here...*

## ATTITUDE ADVENTURE ACHIEVEMENT



147 Lyttelton Street, Spreydon, Christchurch 8024, New Zealand. Phone (03) 338 8184 Fax: (03) 338 8348  
Email: [admin@westspreydon.school.nz](mailto:admin@westspreydon.school.nz) [www.westspreydon.school.nz](http://www.westspreydon.school.nz)

### Four positions:

- (2) Scale A Permanent Teachers**
- (2) Scale A Fixed Term Teachers**

We require four extraordinarily superb teachers to join our team at West Spreydon School.

Please contact the office or check our website for an application package.  
Applications close Friday 19 October 3pm.

Marriene Langton  
Principal

West Spreydon School, 147 Lyttelton Street, Christchurch 8024.  
Tel: 03 338 8184  
Website: [www.westspreydon.school.nz](http://www.westspreydon.school.nz)  
Principal's PA: [tricia.munro@westspreydon.school.nz](mailto:tricia.munro@westspreydon.school.nz)

Applications close: Monday 23 July 2018 at 3pm



## **A Letter From The Principal September 2018**

Permanent and Fixed Term positions to start 28 January 2019.

Thank you for your interest in applying for one of the two permanent, and two fixed term teaching positions at our school. On behalf of the Board of Trustees we welcome your interest and look forward to receiving your application. At this stage the teaching positions are not attached to any specific level of the school. There is a possibility for leadership based on your experiences and skills. Please indicate in your covering letter your preferred level and /or your willingness to be flexible.

We want the best for our children and to be a school where teachers love teaching and children love learning.

We make no apologies for asking you to reflect on what you believe and practise. We want teachers to join our team who genuinely care about children and who are prepared to work hard with colleagues to make a difference.

It is very important that any applicants have very strong relationship management skills and that they are prepared to adopt our school values, pedagogy, cultural competencies, key competencies and developmental approach.

Our vision and strategic goals are what drive us and you will need to be a positive and dynamic influence in our school.

Our Board of Trustees has been commended for its high levels of competency and support for the staff. We work very closely as a team and the Board has a keen awareness of student achievement and school culture.

These positions are an exciting opportunity to lead the school into the future. Our teachers are expert practitioners and totally committed to collaboration and deeper learning. They are learners themselves and aware of current research based on Māori Achieving Success as Māori and Michael Fullan's New Pedagogies For Deeper

Learning. They set the bar high for student achievement and model what we want from our children.

Our School is part of the Kahukura Community of Practice. This is a collaboration between seven local primary schools. The principals and lead teachers work closely together for SENCO, Performing Arts, Deeper Thinking and the national Te Ara Hou MAC collaboration for Māori achieving success as Māori. This has to translate to practical applications in our school. We celebrate the comments that our children have made about being proud of their culture and language and our school.

The Kahukura COP continues to work with Michael Fullan as part of an international collaboration where we apply the pedagogy of deeper learning to our classes. You will need to be adaptable as we work out what collaboration looks like in our school. We want our children and our staff to flourish.

We are committed to raising student achievement and our core business is quality teaching and learning. Our team and staff meetings and performance appraisal are based around professional learning and keeping our focus on quality and consistency in our teaching. We have high expectations and a lot of fun. Teaching practice is the focus of our conversations and you will need to be able to accept feedback and to act on it. As part of a high performing team you will need to be able to receive feedback and have the difficult conversations to help others to learn. **Taking offense or giving offense is not an option.** We want to be the best that we can be for the children in our care.

We are a strongly community based school and that translates to out of the classroom involvement with our students and parents, by all teachers and support staff. We welcome your thoughts on how you will contribute to our enrichment programmes.

Our school website is updated regularly and you can get my perspective on the latest happenings at school by clicking on the blog button "Principal's Perspective."

If you are invited to an interview you will be asked to:

- Recite your mihi (cue cards and prompts are acceptable accessories)

- Present a pre-prepared 5min. (absolutely no longer) iMovie or PowerPoint that demonstrates how you have engaged students in deep learning through leveraging digital. Deep learning is about innovative, exciting and engaging teaching and learning that leads to other learning. This will need to be available on your own iPad or USB

Please take the time to learn about our fantastic little school and to think about how your appointment could make us richer.

**Email a PDF to:** [tricia.munro@westspreydon.school.nz](mailto:tricia.munro@westspreydon.school.nz)

Best regards

Marriene Langton

Principal

West Spreydon School



**Person Specifications for (2) Permanent Scale A Teacher Positions at West Spreydon School. No levels specified.**  
**Person Specifications for (2) Fixed-Term Scale A Teacher Positions. No levels specified.**

**The person appointed to this position must have:**

- a deep yearning to see every child reach his / her full potential as a human being
- an understanding of attachment theory and willingness to learn and apply the theory. We are not a behaviourist school
- passion and compassion for children and the professional knowledge to help them to achieve at high levels in learning and relationship
- a generous heart and the ability to make a difference for others
- proven high quality teaching and professional skills
- commitment to the strategic goals, vision and values of West Spreydon School
- ability and will to model the school values and motto "Attitude, Adventure and Achievement " to colleagues, students and the community
- a great sense of humour and the ability to keep a positive perspective
- a "no excuses" approach to his/her own mistakes and determination to improve
- self reflective skills that result in resilience, perseverance, accountability and personal growth
- high levels of organizational and time management skills
- personal integrity and honesty
- initiative and creativity and a "can do, **will do** attitude"
- high quality teaching and professional skills
- current knowledge of educational pedagogy and proven skills in the key learning areas especially in ANP/numeracy, literacy, inquiry learning and ICT
- ability to communicate effectively and to listen intelligently
- problem solving skills and higher order thinking

- loyalty and commitment to the staff, board, students, parents and community
- collaborative skills and the ability to work independently when required
- **commitment to undertake extra – curricular, school and team responsibilities as delegated by the Principal/ leadership team and the responsibility to complete the tasks on time. You will be expected to accept your share of the workload**
- determination to be a lifelong learner and to learn new skills and knowledge to contribute to our school tea
- the ability and will to resolve conflicts quickly and professionally so that our focus can remain on quality teaching and learning and the success of our students. We deal honestly and openly with each other – no grudges, dark mutterings or unresolved issues. We are a model to our school community
- the will to forgive others' mistakes and your own and to move on
- an appreciation and respect for the diversity of the needs and cultures of the students and their families in our school
- the ability to see problems as opportunities to grow and learn
- ability to cope with stress constructively and to manage a work life balance that means you are at your best when you are teaching

**Job Description for (2) Permanent Scale A Teacher Positions at West Spreydon School. Responsible to the Principal, Leadership Team and Team Leader**

**Our successful applicant must:**

- establish a highly successful collaboration under the guidance and direction of the Deputy Principal/Team Leader in consultation with the Principal
- teach the New Zealand Curriculum as it pertains to the charter, strategic plan, character, philosophy, values, pedagogy and needs of our school community with special emphasis on numeracy and literacy under the guidance of your Team Leader
- deliver high quality collaborative learning programmes under the guidance of the Leadership Team
- develop positive relationships with students to facilitate their learning and their development as children
- take responsibility for extra -curricular responsibilities as required to ensure a fair workload for all teaching staff and to encourage your professional growth as a leader. This is an expectation for all teachers in our school
- participate positively and constructively in any other initiatives as required
- meet deadlines: Complete referrals, action plans and IEPs as required and prepare the teaching material for the teacher aide under the guidance of the team leader and the SENCO
- work constructively with external agencies for the benefit of the children in our care
- **Teach collaboratively** to a high level of performance, the agreed inquiry learning process and ICT skills with guidance from the ICT Lead Teacher, Team Leaders and Principal

- contribute positively and generously to the professional learning community by sharing planning, resources, skills and ideas
- keep the team leader informed of any concerns or initiatives as they arise
- communicate regularly and contingently with parents and caregivers and keep them informed of their child's progress and any concerns that may indicate that the child is at risk or may require extension
- attend punctually and contribute positively to all staff and team meetings including learning workshops. Do the required homework before the meeting
- negotiate the purpose for, and dates of CRT with the team leader well in advance
- complete assessment and reporting tasks on time, as required by school procedure or as delegated by the Deputy Principal in consultation with the Leadership Team and/ or Principal
- participate positively in the performance appraisal process and respond constructively to feed -back and feed forward, with a view to enhancing your professional skills and knowledge and to raising student achievement. You need to be "teachable." Our children are our responsibility. Your class and collaborative team will be visited often by the leadership team. You will also receive team feedback and evaluation. You will be evaluated on your performance as a collaborative team member and the whole team will reflect the performance of each member. You will be expected to contribute to the high performance
- complete teacher inquiries that review your teaching practice honestly, in order to raise student achievement in every area, across the school
- abide by the professional criteria as outlined in the Registered Teachers Code and Standards, and the school's policies and procedures as a minimum requirement
- enjoy every challenge and opportunity at our school to be the best that you can be in order to make a difference for our students

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## TEACHING POSITION APPLICATION FORM

Email a PDF to: [tricia.munro@westspreydon.school.nz](mailto:tricia.munro@westspreydon.school.nz)

Position applied for:

### PERSONAL DETAILS

Surname				
Given names				
Preferred name				
Address				
Date of birth				
Contact details	HOME		WORK	
	MOBILE		EMAIL	

Certificated Teacher Status	<input checked="" type="checkbox"/>	Registration No.	Expiry date
Certificated teacher	<input type="checkbox"/>		
Provisionally certificated	<input type="checkbox"/>		
Not certificated	<input type="checkbox"/>		

Present Teaching Position	
School	
Date appointed	
Type of appointment	

Educational Qualifications	Type of qualification	Date received	Received from



# CONFIRMATION

## REFEREES

<b>1</b>	<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>	<b>YES</b>	<b>NO</b>
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<b>2</b>	I am currently registered to teach in New Zealand.	<b>YES</b>	<b>NO</b>
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<b>3</b>	<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 Education Council.</li></ul>	<b>YES</b>	<b>NO</b>
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<b>4</b>	<p><b>STUDENT SAFETY</b> <b>[Cross out the statement that doesn't apply to you]</b></p> <ul style="list-style-type: none"><li>• I have never been the subject of a complaint about the safety of a student.</li><li>• I have been the subject of a complaint about the safety of a student. <i>Please give dates and details:</i></li></ul>
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<b>5</b>	<p><b>OFFENCES AGAINST THE LAW</b> <b>[Cross out the statements that don't apply to you]</b></p> <ul style="list-style-type: none"><li>• I have never been convicted of an offence against the law (excluding minor traffic convictions).</li><li>• I have no pending charges of an offence against the law.</li><li>• I have been convicted of an offence against the law. <i>Please give dates and details:</i></li><li>• I have pending charges of an offence against the law. <i>Please give dates and details:</i></li></ul>
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<b>6</b>	I have no physical or mental health condition that may affect my ability to carry out a teaching role safely and satisfactorily. I know of no reason why I would not be suitable to work with children or young people.	<b>TRUE</b>	<b>FALSE</b>
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Applicant's signature

Date

Please provide the names and contact details of three referees below. Referees' reports are confidential to the board. Referees will only be contacted for candidates who are short-listed.

**REFeree'S DETAILS**

Full name				
Position				
Relationship to the applicant				
Contact details	PRIVATE		WORK	
	MOBILE		EMAIL	

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Full name				
Position				
Relationship to the applicant				
Contact details	PRIVATE		WORK	
	MOBILE		EMAIL	

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Full name				
Position				
Relationship to the applicant				
Contact details	PRIVATE		WORK	
	MOBILE		EMAIL	

**2x Permanent Scale A Teachers, 2x Fixed Term Scale A teachers**

<p><b><u>Position advertised</u></b> <b><u>Term 3 Week 9</u></b></p>	<p>Newspaper/online Gazette and website</p> <p>Thursday 20 September 2018</p>		<p>Marriene and Tricia</p>
<p><b><u>Applications close</u></b> <b><u>19.10.18</u></b></p>	<p><b><u>Friday 19 October 3.00.pm.</u></b></p> <p>Applications must be received at the office by then. No exceptions.</p>	<p>C.V.s distributed to appointments committee (TBC) as they arrive criteria sheet distributed</p>	<p>Tricia to sort and record applications Vikki to email all applicants to acknowledge receipt of cv</p>
<p><b><u>Shortlisting &amp; candidates notified</u></b> <b><u>Term 4 Week 3</u></b></p>	<p>Term 4 Week 3 29/10/18-02/11/18</p>	<p>Each person has own short list based on criteria negotiated</p>	<p>Panel TBC</p>
<p><b><u>Interviews</u></b> <b><u>Term 4 Week 4</u></b></p>	<p>Term 4 Week 4 05/11/18-09/11/18</p>	<p>Review list of referees questions shortlist candidates contacted</p>	<p>Panel TBC</p>

<b><u>Candidates notified of outcome</u></b>	Notified by Term 3 Friday Week 3 10/8/18	Telephone calls	Marriene or Maata
<b><u>Successful candidate confirms in writing</u></b>	Term 3 Week 4 17/8/18	appointment letter prepared outlining commencement dates unsuccessful applicants informed in writing and <b><u>CVs returned if postage and envelope provided</u></b>	Marriene
<b><u>Board ratifies appointment &amp; C.V.s returned</u></b>	As soon as candidate gives written acceptance By 20/8/18	Marriene to notify board and have appointment ratified by email.	Successful candidate commences at West Spreydon School: <ul style="list-style-type: none"> <li>• Position 1 immediately or by negotiation</li> <li>• Position 2 28 January 2019</li> </ul>