



**GREEN ISLAND SCHOOL**  
**1853 - 2018**

***Respecting Our Past, Building Our Future.***

October 2018

Dear Applicant

Thank you for your expression of interest in the Scale A, Fixed Term, Maternity Leave teaching position at Green Island School.

Please find enclosed:

- An Application form
- Person Specification
- Appointment Criteria

Green Island School is proud of its reputation and achievements. Staff members work together effectively in a supportive, professional and happy environment. The school is very well resourced and has buildings and classrooms that are furnished to a high standard. All staff are valued and receive comprehensive, ongoing opportunities for professional development.

The teaching team works collaboratively when planning and delivering programmes and are dedicated to achieving the highest professional standards.

The Board is extremely supportive of the staff and places a priority on their well being. Further general information is available from the school website [www.greenisland.school.nz](http://www.greenisland.school.nz).

**Time Line**

29 <sup>th</sup> October 2018	5pm applications close
30 <sup>th</sup> October –	Short listed applicants advised
2 <sup>nd</sup> November 2018	
5 <sup>th</sup> – 10 <sup>th</sup> November 2018	Interviews at Green Island School
28th January 2019	Successful applicant takes up appointment (Teacher Only Day)

All information contained in the application will remain confidential to those involved in the decision making process. We reserve the right to re-advertise the position if required.

Referees will only be contacted for short-listed applicants. Please ensure that their details are accurate and up to date.

If you wish your curriculum vitae to be returned to you please include a self-addressed stamped envelope.

All applications should be marked confidential and sent to:

The Principal  
Green Island School  
3 Howden St  
Green Island  
Dunedin 9018

Yours faithfully

Steve Hayward  
Principal



# *Green Island School*

3 Howden Street

Green Island

Dunedin

Telephone: 03 488 2314

Fax: 03 488 4470

Email: [secretary@greenisland.school.nz](mailto:secretary@greenisland.school.nz)

Website: [greenisland.school.nz](http://greenisland.school.nz)



# APPLICATION FOR APPOINTMENT – Fixed Term, Maternity Leave Scale A

**Teacher – Scale A ~ Year 4-5 area**

Name:

Address:

Phone No:

Email address:

Teacher Registration Number:

Expiry date:

**Education Qualifications:**

Certificates, degrees, diplomas or other qualifications.

**Current Status:**    Beginning    Permanent    Relieving    (Please circle one)

**Teaching Service to date:**

<i>Position</i>	<i>School</i>	<i>Scale</i>	<i>Level</i>	<i>Commenced</i>	<i>Ceased</i>

*Continue on separate sheet if necessary*

**Referee Details (please supply at least 2):**

1. Name:

Address:

Phone No.

(hm)

(wk)

Email.

2. Name:

Address:

Phone No.

(hm)

(wk)

Email.

## Confirmation

- A. I certify that the information given in this application and my curriculum vitae is to the best of my knowledge correct. I understand that this may be verified.
- B. In accordance with the Privacy Act, I authorize the Board of Trustees to obtain further information from the referees listed in this application and consent to the referees disclosing such information to the Board.
- C. I authorize the Board of Trustees to make enquiries as they see fit in relation to my application and consent to the disclosure of information to the Board of Trustees by such persons of whom enquiry is made on matters pertinent to the job description and teaching role.
- D. Have you ever been convicted of an offence against the law (excluding minor traffic violations.)?  
  
YES/NO – If 'yes' please supply details.
- E. I confirm that I have no pre-existing medical condition that may be aggravated by undertaking work associated with this position.
- F. I confirm that I hold a current teacher registration in New Zealand
- G. I understand that falsification of any details associated with this application may lead to the termination of my contract.

Applicant's Signature:

Date:

Applications, covering letter and CV should be forwarded to the school office as soon as possible.

# Green Island School

## *Person Specification – Scale A Teacher*

*This person specification describes the skills and attributes of the person most suited to carry out the role of Scale A Teacher at Green Island School.*

### *Personal Attributes*

- *An enthusiastic and skilled teacher with passion and vision*
- *A child-orientated person, able to foster a positive school climate and a warm caring safe environment for our children*
- *An energetic self-motivated person with high standards, values and personal integrity, who is honest and reliable*
- *Possesses excellent people skills and is approachable and friendly as well as being a good listener with a sense of humour*
- *Possesses flexibility, sound judgment and a strong sense of fair play*

### *Professional Qualities*

- *Has a commitment to working collaboratively within a team environment*
- *Strong interest and ability in Numeracy and Literacy is essential*
- *It would be an advantage to have an interest and ability in I.T and PE.*
- *A person willing to foster and support our full primary school (Yrs 0 – 8)*
- *Commitment to teaching through Inquiry and developing children's social and emotional skills*

### *Management Skills*

- *Excellent classroom management and organisational skills*
- *Establishes good communication with children, parents and staff*
- *Promotes the school effectively in the wider community*

## **APPOINTMENT CRITERIA**

- Evidence of recent successful classroom experience
- Evidence of ability to successfully plan, implement and evaluate programmes across the curriculum
- Evidence of ability to establish and maintain positive, stimulating and harmonious relationships and learning environments.
- Evidence of strength in areas of I.T, P.E. and Inquiry.
- Evidence of commitment to own professional development and the professional development of others.
- Evidence of ability to relate positively to all members of a school community - students, staff and parents
- Evidence of current New Zealand teacher registration
- Evidence of willingness to undertake extra-curricular activities in support of the school's mission and vision.