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| Arataki School Application Pack | |
| Vacancies: Permanent Position: Montessori teacher | |
| Date: 25 September 2018 | |
| Application Pack Includes | |
| 1. Person Specifications 2. Application Form 3. EEO Database Form | |
| Timeline | |
| Closing Date:  Shortlisting:  Applicants contacted for Interviews:  Referee Check:  Interviews:  Decision made/positions offered:  Unsuccessful applicants emailed: | 9am: Friday 19th October 2018  Friday 19th October 2018  Friday 19th October  Completed by Tuesday 23rd October 2018  TBC  TBC  As soon as possible after positions have been filled |
| Application Requirements | |
| 1. Application Form completed   *- includes verified photocopies of drivers license and teacher registration*   1. Curriculum Vitae attached 2. Inform referees that they may be contacted by phone | |
| Additional information | |
| Digital applications are preferred  Send to [admin@arataki.school.nz](mailto:admin@arataki.school.nz) by the due date and time  No late applications will be accepted  Applicants will receive a confirmation email when application is received digitally  Pre-application visits are welcome. The Principal allocates set times, which applicants can book through the School Secretary, contact her on the email address above or on 575 3497  Further enquires in regards to the advertised vacancies are to be directed to the School Secretary on the contact details above | |

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| Arataki School  Person specifications |
| Arataki School is an amazing place to work. We are a busy school with high expectations that puts the students at the center of all we do.  Araraki School is made up of a team that   * Are learners * Develop learning relationships with students, whānau and other staff * Believe everyone can learn and it is the teachers job to make this happen * Are open to change and willing challenge their own beliefs and practices to improve outcomes our students * Are loyal to the vision, mission and ethos of Arataki School * Are willing to put in the hard work necessary to improve outcomes for our students * Keep up to date with deadlines and know the expectations of the school * Contributes at classroom, team and school wide level * Recent successful teaching experience * Has excellent New Zealand Curriculum knowledge * Runs an authentic and integrated programme * Has sound understanding of literacy and mathematics progressions * Has a sound understanding of the purposes of assessment and using a range of evidence to plan appropriate learning programmes to improve outcomes for students   For the position in the Montessori class   * Commitment to delivery a programme that reflects and embraces the Montessori Philosophy * Commitment to ongoing learning * Commitment to supporting the unit grow, this will include additional duties outside school hours, such as participating in parent information evenings   Job Description  The current job description reflects the Education Council Standards for the Teaching Profession.  Specific school responsibilities will be negotiated on appointment. |

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| Arataki School  Application for Appointment |
| Personal Details  Surname:  Given Names:  Date of Birth:  Postal Address:  Contact phone (best):  *Please include a verified photocopy of drivers license*  *(This is part of Arataki School Safety check to align with our Child Protection Policy and comply with The Vulnerable Children’s Act 2014)* |
| Relevant Education Qualifications and year attained  *Please include a verified photocopy of Education Council Practicing Certificate*  *(This is part of Arataki School Safety check to align with our Child Protection Policy and comply with The Vulnerable Children’s Act 2014)* |
| Employment History  *Start with current position*   |  |  |  |  | | --- | --- | --- | --- | | School | Position | Year Level | Years of Service | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

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| Arataki School  Applicants Referees |
| Please provide contact details for 3 referees.  At least 1 is to be your current/last employer |
| Name:  Relationship to you:  Contact phone (best): |
| Name:  Relationship to you:  Contact phone (best): |
| Name:  Relationship to you:  Contact phone (best): |
| Criminal Convictions |
| Any Criminal Convictions?  Yes / No  If Yes, please give details below |
| Confirmation |
| I agree to the Arataki School Board of Trustees or its agents contacting any past employers and/or professional colleagues on addition to named referees.  I agree to the Arataki School Board if Trustees or its agents obtaining any information held on me by the Education Council  All information supplied with this application is true and correct and can be verified  Applicant’s signature:  Date: |
| Arataki School  Equal Employment Opportunities Database Form |
| Arataki School acknowledges the responsibility to seek equity in terms of employment opportunities.  Please complete the following form.  *This information is confidential and is stored in a secure EEO folder. The information is used for data collection purposes to review our application process and ensure it aligns with our EEO policy and procedures.* |
| Name:  *The following is optional*  Gender:  Ethnic Origin:  Disability/Disabilities:  Do you live with the effects of injury or long-term illness?  Yes / No  If Yes, please state the type and any requirements that would improve your wellbeing in the workplace  Thank you for this information |