



GORDONTON SCHOOL

Permanent Teaching Position

2018

“Gordonton School is a caring school that provides children with skills and experiences to gain knowledge and achieve their personal best.”





Gordonton School
Woodlands Road
RD1
Hamilton

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Dear

Thank you for requesting the 'application package' for the Permanent Teaching Position as advertised in the Education Gazette.

Please write a letter addressing the appointment criteria, fill in the application form and forward your current Curriculum Vitae. State clearly any other strengths you consider important.

Please name at least two referees and give phone numbers.

Time-Line

1 st November	Position advertised
10 th November	Applications close
14 th November	Meeting of Appointments Committee - short list of applicants prepared. Referees contacted.
16 th 18 th November	Interviews
20 th November	Appointment made.

The starting date will be the on the Tuesday 30th January 2018.

We will return your curriculum vitae one week after the appointment is made. Please enclose a self-addressed, stamped envelope.

We require a dynamic, creatively successful classroom practitioner, with a love for teaching and students, who will complement and enhance the existing team at our school.

Yours faithfully

David McNair
Principal.

Graham Barlow
Board of Trustees Chairperson

DESCRIPTION OF SCHOOL

Gordonton School is a well-resourced decile 9 full primary rural school set in attractive grounds. The school is made up of 11 classrooms with 3 teaching syndicates, a school hall, administration building, library and refurbished swimming pool, plus the usual support buildings.

We have an ESOL programme that is highly regarded throughout the area and currently have 5 fee-paying children learning at our school.

Gordonton School prides itself on its strong literacy and numeracy teaching. We are also very proud of the standard of presentation of children's work and the Arts are strongly encouraged. ICT teaching is based around the use of Chrome Books, and iPads which are used to enhance student learning.

Gordonton School is a U4 School with a growing roll, currently at 260. There is a staff of 20+ including Principal, Deputy Principal, Teachers, Teacher Aides and support staff.

CHILDREN

Our School's present children represent an even spread in age and backgrounds, are predominantly European decent, but with a great mixture of Maori, Indian, Korean and Dutch children.

Meeting children's social and academic needs is paramount. Where specific needs are identified, professional or voluntary assistance is sought. We currently have Reading Recovery, English as a Second Language, and a Special Needs programme (for children with core curriculum needs) and a Rainbow Reading Programme operating. A withdrawal One Day School is currently operating along with an extension for Year 7/8-mathematicians.

Gordonton School has an active and supportive parental community that makes a vital contribution to the life of the school. Parental involvement is encouraged in all aspects of school life. This is currently reflected in active support for the teachers, being parent helper, reading tutors, Board of Trustee members, PTA members, Agricultural Club Supporters and sport and other curricula activities.

DESCRIPTION OF THE SCHOOL COMMUNITY

Gordonton is predominantly a rural community situated within 15 km of the centre of Hamilton. The predominant vocation for the Gordonton population is farming and related service activities. Other activities see residents commuting to the city for work, shopping, recreation and entertainment. There is a Missionary Training College in the village that also provides children to our school.

There is a district hall, school, churches, marae, golf course and tennis courts where cultural, social and sporting activities are regularly enjoyed.

CRITERIA FOR APPLICATION

Applicants need to be able to show that they have the following attributes

Personal Qualities

- ❑ A highly motivated team person
- ❑ A sincere, creative person
- ❑ To be able to work cooperatively across the school with staff from Year 0 - 8
- ❑ Effective collaborative communication skills
- ❑ A caring personality

Classroom Teaching

- ❑ To have recent successful classroom teaching in Junior School
- ❑ To promote a positive, cooperative learning environment
- ❑ To have run a successful literacy programme in your class.
- ❑ Recent successful experience and knowledge of the Numeracy in the 21st Century
- ❑ To develop child-centred programmes which are needs based and enhance pupil learning.
- ❑ To demonstrate recent successes with ICT in your class.
- ❑ To develop interested, self-motivated and successful learners.
- ❑ Please state any other strength that you may have – the arts, physical health etc

School Wide Responsibilities

- ❑ To lead a curriculum area and assist in another – Please state your preference.
- ❑ To take an active role in the corporate life in the school.

NOTE: The criteria set out above will be the key factors used to consider your application for the appointment.

PERMANENT TEACHING JOB DESCRIPTION SCALE A TEACHING POSITION

PRIMARY OBJECTIVES

1. To be responsible for the education and welfare of students in my care.
2. To contribute to and participate in the corporate life of the school.
3. To assist in the implementation of charter goals, objectives and policies.

KEY PERFORMANCE RESPONSIBILITIES

TEACHING

- To provide learning opportunities for every student, relative to needs, abilities and stage of development.
- To have an in-depth knowledge of the curriculum and show a linkage between the learning objectives and student assessment.
- To provide a balanced programme for students
- To encourage students to be self-evaluate and set their own learning goals.
- To regularly monitor and evaluate student achievement.

MANAGEMENT RESPONSIBILITIES

- To maintain a classroom management programme where standards of acceptable behaviour are clearly stated and implemented.
- To provide a safe and supportive learning environment.
- To provide a warm and supportive learning environment where all students are valued.
- To administer the classroom efficiently.
- To develop effective management systems that reflect school policy.

SCHOOL WIDE RESPONSIBILITIES

- To work co-operatively with and be supportive of other staff.
- To develop positive relationships with colleagues, parents, community and contribute fully to the wider educational and cultural life of the school.
- To contribute to and participate in the corporate life of the school.

SPECIFIC RESPONSIBILITIES

- To possibly lead a curriculum committee
- To assist a curriculum committee throughout our school

Application for Fixed Term Scale A Position

This form is to be completed and sent with an introductory letter and Curriculum Vitae

Full Name:

Current Residential Address:

Phone: Home _____ work _____ fax _____

Have you ever been convicted of an offence against the law apart from summary offences? Yes / No

I enclose a copy of my current Teacher Registration.

Gordonton School has a no smoking policy and is an EEO employer.

Referees: *Please name two Referees who may be contacted for a confidential reference.*

Name: _____

Address: _____

Phone: Home _____ Work _____

Relationship to Applicant _____

Length of time known by applicant _____

Name: _____

Address: _____

Phone: Home _____ Work _____

Relationship to Applicant _____

Length of time known by applicant _____

Declaration:

I hereby certify the above information, and any other information supplied by me in applying for the above position, to be true and correct. I authorise the Board of Trustees of Gordonton School, and it's Appointments Committee, to make any reasonable enquiries concerning my background to assist in assessing my suitability for the position I am applying for.

Signature: _____

Date: _____