



CENTRAL NORMAL SCHOOL  
TE KURA TUATAHI O PAPAIOEA

— Whāia Kia Tutuki - strive to your potential —

# Central Normal School Application Pack: Classroom Teacher (Permanent Position)





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## COVERING LETTER

Tēnā Koe

Thank you very much for expressing an interest in one of the Permanent Teacher positions at our school.

We are incredibly proud of our unique and diverse school, where students and staff are incredibly well supported in a welcoming, positive and very collegial team. This is a fantastic opportunity for an experienced teacher to join a dynamic, culturally rich and progressive school.

We are seeking passionate and dedicated teachers, who build effective and positive relationships with tamariki.

We are more than just a typical primary school, as we have a couple of areas that make us unique and diverse.

We have 5 Māori Immersion classes, with two classes learning at Level 2 (Reo Rua) and four classes learning at Level 1 (Rumaki).

We are one of the only contributing primary schools in New Zealand to be a fund holder school for the provision of Special Education for ORS funded children.

We are also a Normal School, where we have a close relationship with Massey University to support graduate trainees on their journey to become a qualified teacher. We take great pride in being a Normal School, where our teachers are expected to demonstrate exemplary practice for our graduate trainees

Staff are very well supported in our school, where they have access to outstanding professional learning and development to support them with our teaching and learning approach.

Attached is the application pack for the positions at our school. Should you have any further questions about the position or would like to make a time to visit our school, you are welcome to contact me on (06) 359 3337 or [principal@centralnormal.school.nz](mailto:principal@centralnormal.school.nz)

I look forward to hearing from you.

Kind Regards

Regan Orr  
Principal



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## GAZETTE ADVERTISEMENT

**Classroom Teacher** No need to look any further - your ideal teaching position has become available! We are seeking extremely passionate and motivated teachers to join our highly collaborative and supportive team, where professional learning and development is prioritised to grow your teaching career. You will also be part of a kura whānau that collectively works to provide the best possible learning and pastoral programmes for our tamariki. The successful applicant will first and foremost build and develop highly effective and positive relationships with children. An awareness, understanding and commitment to being responsive to children's varied needs is highly desirable. The successful applicant will demonstrate a sound understanding of curriculum and effective pedagogy, with strengths and/or commitment to design rich, authentic learning and learning related to students' interests and passions. Positions will begin at the start of Term 1, 2024. The Principal, Regan Orr, welcomes your inquiries and/or visit.

Information and application forms can be found on our website [www.centralnormal.school.nz](http://www.centralnormal.school.nz) Please send your application and CV to the Principal, via email (marked confidential). Applications close 3.00pm Monday 9 October 2023

## TIMELINE FOR APPOINTMENT

Positions advertised online	15 September 2023
Applications for positions close	9 October 2023
Shortlisting of applicants	Wednesday 11 October 2023
Interviews	Saturday 14 October 2023
Offer of appointment made/ Successful applicants notified	Saturday 14 October 2023
Position Commences	Term 1 2024 (Call back days from Jan 25)



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## APPLICATION FOR APPOINTMENT

Thank you for applying for a position with our school. Please make sure you have a copy of the position description and person specification before completing this application.

- Please fully complete this form personally. First, read it through, then answer all the questions and make sure you sign and date where indicated on the last page.
- Attach a curriculum vitae (CV) outlining any additional information, if necessary.
- Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
- If you are selected for an interview, you may bring whānau/support people at your own expense. Please advise if this is your intention.
- Failure to complete this application and answer all the questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
- All applicants will be required to give consent to a Police vet.
- a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in Schedule 2 of the Children's Act 2014, unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.

b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:

- you have not committed any offence within 7 consecutive years of being sentenced for the offence
- You did not serve a custodial sentence at any time
- The offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children Act 2014
- You have paid any fines or costs

Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

- Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (eg: passport) and a secondary identity document (eg: New Zealand drivers licence). A list of acceptable primary and secondary documents is available in the last sections of the Vulnerable Children Regulations 2015.
- This application form and supporting documents will be held by the board. You may access these in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.



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**APPLICATION FOR EMPLOYMENT: CLASSROOM TEACHER (PERMANENT)**

**Circle one**

Mr

Mrs

Ms

Miss

**Surname/Family name**

**First names (in full)**

**Are you known by any other name(s)? If yes, please provide details below**

Yes  No

**Full postal address**

**Email address**

**Contact telephone numbers**

**Personal:**

**Mobile:**



<p><b>Have you ever been the subject of any concerns involving child safety?</b> If Yes, please detail:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Have you had an injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, which the tasks of this position may aggravate or contribute to?</b> If Yes, please detail:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Teacher Registration</b> Do you hold a current practising certificate from the Education Council?  If Yes, please enter your registration number: _____</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

## EDUCATIONAL QUALIFICATIONS

	Name	Location	Number of years completed	Highest Qualification gained
Secondary School				
University				
Other				

## EMPLOYMENT HISTORY

Please list your work experience for the last five years beginning with your most recent position. Please explain any gaps in employment. If you were self-employed, give details. Attach additional sheets if necessary.

Period worked (please state start and end date)		Employer's Name	Position held	Reason for leaving
Start date	End date	(or reason for employment gap)		
	to			
	to			
	to			
	to			
	to			

## **REFEREES**

Please provide the names of three people who could act as referees for you. One of these should be your current or most recent employer. Please indicate which referee is your current/recent employer in the table below. If you have included written references from people other than those listed below, please note that we may contact the writers of those references.

<b>Name</b>	<b>Organisation</b>	<b>Position/Relationship</b>	<b>Best number to contact</b>

### **Authority to approach other referees**

I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
I authorise the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa (EDUCANZ) or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

## **STRENGTHS, SKILLS AND SUITABILITY**

Please describe how you meet our criteria/philosophy and describe what strengths you would bring to our school to support our philosophy:



*Continue on a separate sheet of paper if necessary.*

## **DECLARATION**

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 1993 that I have authorised access to referees
- I know of no reason why I would not be suitable to work with children/young people.
- 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 liable to dismissal.

**Signature:**

**Date:**