



CENTRAL NORMAL SCHOOL
TE KURA TUATAHI O PAPAIOEA

Whāia Kia Tutuki - strive to your potential

Te Kura Tuatahi O Papaioea Application Pack:

Kaiako: Te Arawaru

Permanent





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COVERING LETTER

Tēnā Koe

Ngā Mihi for expressing an interest in the permanent Kaiako teaching position at our kura for one of our Māori Immersion classes in the Te Arawaru team.

We see this as a very exciting opportunity to join our team and our school.

We are seeking a passionate and motivated kaiako to join our highly collaborative and supportive team. This is a fantastic opportunity for a teacher to join a dynamic, culturally rich and progressive school.

Our school is a very special and unique school as we have 6 Māori Immersion classes and we are a Special Needs fundholder school, with a large number of ORS funded students. Also as a Normal School, we have a number of teacher trainees from Massey University who contribute to our school. We take great pride in being a Normal School, where our teachers are expected to demonstrate exemplary practice for our graduate trainees

Kaikao 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 position 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

I look forward to hearing from you.

Kind Regards

Regan Orr
Tumuaki



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GAZETTE ADVERTISEMENT

Māori Immersion Kaiako: We are seeking a passionate and dedicated kaiako, who has an absolute passion for embracing and teaching through Te Ao Māori. Ideally, the applicant would have a sufficient level of Te Reo to capably teach mostly in Te Reo.

Our kura has a strong sense of wairua and kaitiakitanga and the successful applicant would be incredibly well supported.

You would also be well supported to develop your own Te Reo and/or Te Ao Māori journey.

Position will commence Term 1 2024 (with call back days from January 25, 2024)

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

TIMELINE FOR APPOINTMENT

Position advertised online	15 October 2023
Applications for positions close	Monday 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 begins	Term 1 2024



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APPLICATION FOR APPOINTMENT

Thank you for applying for a position with our school.

- 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 Children's 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 Children Regulations 2015.
- This information will be held by the employer. For the successful candidate, this document will be held on their personal file, otherwise the information provided will be securely destroyed after 30 days. You may access it in accordance with the provisions of the Privacy Act 2020.



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APPLICATION FOR EMPLOYMENT: PERMANENT KAIAKO

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:

IDENTITY VERIFICATION, CRIMINAL RECORD AND RIGHT TO WORK

Please tick the appropriate boxes

Immigration information Are you a New Zealand citizen? If not, do you have resident status, or A current work permit	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever had a criminal conviction? If Yes, please provide detail: <i>A board may not employ or engage a children's worker who has been convicted of an offence specified in Section 2 of the Vulnerable Children Act 2014. The Clean Slate Act does not apply to schedule 2 offences.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever received a police diversion for an offence? If Yes, please provide detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been discharged without a conviction for an offence? If Yes, please provide detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a current New Zealand Driver's Licence	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a driving offence which resulted in a temporary or permanent loss of licence, or imprisonment? If Yes, please provide detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you awaiting sentencing or do you have charges pending? If Yes, please state the nature of the conviction/cases pending:	Yes <input type="checkbox"/> No <input type="checkbox"/>
In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and your ability to do the job? If Yes, please detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>Have you ever been the subject of any concerns involving child safety? If Yes, please detail:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>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? If Yes, please detail:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Teacher Registration 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.

Name	Organisation	Position/Relationship	Best number to contact

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.	Yes <input type="checkbox"/> No <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.	Yes <input type="checkbox"/> No <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 2020 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: