



CENTRAL NORMAL SCHOOL  
TE KURA TUATAHI O PAPAIOEA

— Whāia Kia Tutuki - strive to your potential —

# Central Normal School Application Pack: ORS Teacher





## COVERING LETTER

Dear Applicant

Thank you very much for your interest in this very exciting and unique position at our school. This position is an incredibly rewarding opportunity for someone who has a genuine interest, experience and passion for Special Education.

Here at Central Normal School, we are a fund holder school for the provision of special education for ORS students. In this teaching role (0.6 permanent and 0.2 fixed) you would be part of the Tararua Team, who oversee the learning needs of our ORS students.

We currently have 20 ORS students at our school, with either High or Very High Needs who are all in their age-appropriate classes. The successful applicant will be someone who builds trusting and respectful relationships with tamariki and whānau, and is also able to work closely with the classroom teacher and teacher aides, to ensure the best outcomes for our ORS students.

We have an incredibly strong belief and practice of inclusion, which is unwaveringly supported by whānau and the Board of Trustees.

Central Normal School is a unique and diverse school in the heart of Palmerston North, comprised of three core elements, which make us unique:

- As mentioned above, we are a fund holder school for the provision of special education for our ORS learners, one of the few primary schools in New Zealand to have this.
- We operate 6 Māori Immersion classes.
- We are a Normal School, which means we have a close relationship with Massey University to support graduate trainee teachers.

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 position at our school. Should you have any further questions about the positions 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  
Elly Warnock  
Tumuaki/Principal



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## **GAZETTE ADVERTISEMENT**

**Teacher (0.6 Permanent and 0.2 Fixed Term (until the end of 2024)).** This position is an incredibly rewarding opportunity for someone who has a genuine interest, awareness and passion for Special Education. We are seeking a motivated teacher who is able to plan and implement successful individualised learning programmes for students with ORS funding. This is guided by the CNS IEP process. You will be working within the ORS teaching team and will work closely with classroom teachers, teacher aides, whānau and specialists to best meet the social, pastoral and academic needs for each student. Your day would involve teaching 1 on 1 with individual students as well as some small group work. The successful applicant will demonstrate a sound understanding of curriculum and effective pedagogy for teaching students with special needs. The position would ideally begin at the start of Week 3, Term 2, 2024 but is open for negotiation.

The Principal, Elly Warnock, welcomes your visit or enquiries. 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, either via email or mail (marked confidential). Applications close 3.00pm, Wednesday 24th April 2024.

## **TIMELINE FOR APPOINTMENT**

Positions advertised online	Thursday 4 April
Applications for positions close	Wednesday 24 April, 3pm
Shortlisting of applicants	Monday 29 April
Interviews	Wednesday 1 May
Offer of appointment made/ Successful applicants notified	Wednesday 1 May
Position Commences	Monday 13 May 2024 (start date negotiable)



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### Job Description: Assistant Principal

<b>Position</b>	Permanent 0.6 FTE ORS Teacher & Fixed Term 0.2 FTE ORS Teacher
<b>Reports to</b>	Principal, Assistant Principal
<b>Working Relationships</b>	Internal: <ul style="list-style-type: none"><li>• Children of Central Normal School</li><li>• Parents/Whānau of Central Normal School</li><li>• Staff of Central Normal School</li><li>• Principal/Assistant Principal: professional dialogue, reporting, planning</li></ul>
<b>Employer</b>	Central Normal School Board of Trustees
<b>Tenure</b>	0.6 FTE - Permanent 0.2 FTE - Fixed Term until the end of 2024

#### All teachers will demonstrate the following criteria:

- Dedication to providing high quality learning and teaching for our children
- Sound knowledge and understanding of effective pedagogy
- Commitment to effective literacy and numeracy programmes
- Commitment to providing a strong home/school partnership
- Commitment to and understanding of the Treaty of Waitangi and New Zealand's bicultural heritage
- Life long learner
- High level of personal motivation, innovation, creativity and dedication
- Commitment and dedication to incorporating school professional learning and development and adhering to our Central Normal School Pedagogy
- Professional, friendly personality with a sense of humour and fun

#### Job Description: ORS Teacher

As an ORS Teacher, you will be required to attest towards:

- The Code of Professional Responsibility
- Standards for the Teaching Profession

## School specific leadership and responsibilities

### Provide quality learning opportunities to meet the learning needs of students on ORS:

- Provide support and guidance for teachers and teacher aides to sustain effective inclusion for the children on their roll.
- Facilitate IEP meetings with the class teacher, parents/whānau, other professionals and paraprofessionals.
- Liaise with outside agencies as needed in support of children and their families.
- Ensure that parents/whānau are involved in a meaningful partnership with the school.
- Be a fully participating member of the Tararua Team, under the direction of Assistant Principal of Special Education.
- Follow the direction of the assigned Tararua Team teacher in the absence of the Assistant Principal of Special Education.
- Assist with the organisation of the special programmes and provide support as required.
- Support a classroom culture where students with special needs are encouraged, respected, and challenged intellectually, physically and socially.
- Participate in school wide events.
- Complete and be responsible for documentation pertaining to students with special needs as required.
- Take an active part in professional development and share ideas and practices with colleagues.
- Take an active part in performance appraisal.
- On site between 8am & 4pm.
- This Fixed Term component will cease on 12 December 2024 when the project is completed.
- Any other duties/requirements as negotiated by the Principal/Assistant Principal.



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## APPLICATION FOR APPOINTMENT

Thank you for applying for a teaching position with our school. Please ensure you have a copy of the position (job) description before completing this application and read the following notes:

1. You need to fill out this form yourself.
2. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
3. Attach a current curriculum vitae (CV) containing any additional information, if necessary.
4. 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.
5. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
6. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
7. All applicants are required to give consent to a Police vet:
  - a) You cannot be employed as a children's worker if you have been convicted of a specified offence listed in [Schedule 2 of the Children's Act 2014](#) (unless you have obtained 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 further offence within 7 consecutive years of being sentenced
    - you did not serve a custodial sentence<sup>[1]</sup> 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.

8. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g., passport) and a secondary identity document (e.g., New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the [Children's \(Requirements for Safety Checks of Children's Workers\) Regulations 2015](#).

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- **Custodial sentence** means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. **Non-custodial sentence** includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.



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**APPLICATION FOR EMPLOYMENT: ORS Teacher**

**PERSONAL DETAILS**

Surname/Family name	First names (in full)

Full postal address

Email address

Contact telephone numbers	
<b>Personal:</b>	<b>Mobile:</b>

<b><u>Immigration information</u></b>	
Are you a New Zealand citizen?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
If not, do you have a NZ Work Permit	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

<b><u>Criminal information</u></b>	
Do you have a criminal conviction?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
Discharge without Conviction?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
Any details?	

Are there any health related conditions which could impact on your ability to perform the position applied for?

Details of the health related conditions, including what, if any, reasonable steps can be taken to accommodate these conditions:

**EMPLOYMENT INFORMATION**

Teacher Registration Number	
Teacher Registration Expiry Date	

**Current and Previous Teaching Positions: Preferably for up to 5 years**

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			

Degree	University	Year



## Other Qualifications

Qualification	Institution	Year

## RELEVANT EXPERIENCE

**REFEREES** (no contact will be made without first obtaining the consent of the applicant)

<b>Name</b>			
<b>Phone</b>		<b>Email</b>	
<b>Capacity in which you know the person</b>			

<b>Name</b>			
<b>Phone</b>		<b>Email</b>	
<b>Capacity in which you know the person</b>			

<b>Name</b>			
<b>Phone</b>		<b>Email</b>	
<b>Capacity in which you know the person</b>			

**Any other additional information you consider relevant:**

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**DECLARATION**

I declare that to the best of my knowledge the information provided in this application form and the information provided in the Curriculum Vitae and any accompanying documentation is correct. I understand that if any false or misleading information is given, or any material information suppressed I will not be employed, or if I am employed, my employment will be terminated.

<b>Applicants Full Name</b>	
<b>Signature</b>	
<b>Date</b>	