

# Te Totara Primary School

## Year 3/4 or 5/6 Team Leadership



This is a full-time permanent position as a team leader at Te Totara Primary School. Position commences Term 1, 2022.

Information for applicants for Year 3/4 or 5/6 Team Leader:

### **What needs to be completed?**

Please provide the following:

- Covering Letter
- This Application Form completed, including the Person Specifications (see below)
- An up-to-date Curriculum Vitae
- A stamped self-addressed envelope (*if you wish for your C.V. to be returned*)

Applications can be dropped off at the Te Totara Primary School (31 Hector Drive, Rototuna), posted to the below address or emailed to: [receptionist@tetotara.school.nz](mailto:receptionist@tetotara.school.nz)

Te Totara Primary School  
PO Box 28134  
Rototuna  
Hamilton 3256

### **Timeline:**

Monday 16th August, 2021	Position advertised
Tuesday 31st August, 2021	12.30 pm Applications close
Thursday 2nd September, 2021	Shortlisting of Applicants completed
Tuesday 7th & Wednesday 8 September, 2021	Interviews held

### **Background Information**

We need a fantastic leader to lead either a Year 3/4 team or a 5/6 team with four other teachers. The final determination of the teaching level is informed by the needs of the school and the strengths of the successful candidate.

The role is crucial in providing advice, guidance and support to the team, so applicants need to be excellent practitioners. They will need to have a very good knowledge of Levels 2, 3 and 4 of the curriculum and up-to-date knowledge of assessment practices to support teaching and learning.

The ability to form positive and trusting relationships with colleagues, students and whanau as a key component of this role. Also, proven skills in helping to support accelerated achievement for learners is important. There is also a need to work in a supportive manner with students who have wellbeing, social or behavioural issues.

The Team Leader is part of the school leadership team which meets weekly to support Te Totara's strategic direction, so the successful applicant will be expected to have a good understanding of this aspect of the school.

The position attracts three permanent units as well as a regular one day a fortnight leadership release component. The position starts at the beginning of the 2022 school year.

## Application form Year 3/4 or 5/6 Team Leader Te Totara Primary School

<b>Title and Surname/Family Name</b>	<b>First Names (in full)</b>

<b>Full Postal Address</b>		<b>Email address</b>	
Mobile	Private:	Work	

**Teacher Registration Status, number and expiry date:**  
(Please note we can only employ NZ Registered Teachers)

### **Educational Qualifications:**

Please state your last secondary level qualification:

Please state your tertiary level qualification/s:

Please state any other qualifications that relate to the position:

<b>Please tick the appropriate boxes:</b>		
Are you a New Zealand citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, do you have NZ Resident status and/or a current Work Permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever had a criminal conviction? <i>(convictions that fall under the clean slate scheme do not have to be disclosed)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Have you ever received a police diversion for an offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Are you awaiting sentencing/currently have charges pending	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please state the nature of the conviction/cases pending:		
In addition to other information provided, are there any other factors that we should know to assess your suitability for appointment and ability to do the job?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", please elaborate:		
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", please detail:		
Do you have a current New Zealand Driver's Licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Employment History

Please outline the most recent employment history, beginning with current or latest employment.

Period Worked	Employer's Name and position held	Reason for Leaving

## Referees

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

Name	Address and phone contact	Relationship (e.g. employer/principal)

I certify that the information I have supplied in this application is true and correct. 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 be dismissed. I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.

**Authority to approach other referees:** I authorise the Board, or nominated representative, to approach persons or the Teachers Council, other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Person Specifications (please complete)**

The position you have applied for requires specific knowledge, skills, attributes, and personal characteristics. ***Please outline below how you meet each of these attributes and abilities below. Even though you are attaching a C.V and covering letter, please fill this out in full.***

#### **Person Specification**

- Build positive relationships and trust with students, colleagues and whanau
- Demonstrate a commitment to Te Tiriti o Waitangi, with evidence of how this may look within a classroom, teaching team and the wider school community
- Able to be a role model as an exemplary classroom teacher of Year 3/4 or 5/6 students
- Able to provide advice, guidance and leadership to teaching team members
- Able to support and implement the strategic direction of the school throughout the team

Please list your attributes in relation to the Person specification above here.....