



Myross Bush School

FROM STRONG FOUNDATIONS WE GROW AND STAND TALL TOGETHER



Myross Bush School
288 Mill Road North
RD 2
Invercargill 9872

Thursday 18 November 2018

Dear Applicant

Thank you for your interest in the fixed term, maternity leave, Year 3-4 team teaching position. It commences on 30 April 2018 (start of Term 2) and concludes on Friday 12 April 2019 (end of Term 1). Maternity provisions apply (please see relevant clauses in the Primary Teachers Collective Agreement).

Please find attached:

- Job Description
- Application Timeline
- Application Form
- Disclosure

A description of Myross Bush School, our Vision and Values, and our “Why” are all found on our website www.myrossbush.school.nz under the heading “About Us” and “Learning at MBS”. It is a requirement that this is read and will be discussed with those shortlisted, as part of this application process.

All indications of interest and subsequent completed applications must be received by **12pm Wednesday 7 February 2018**.

We look forward to partnering with you and opening the door to the next chapter in your professional learning journey.

Yours sincerely,

Jamin Lietze

Jamin Lietze
Principal



Myross Bush School

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Job Description: Fixed Term Scale A Team Teaching Position 2018

Job Description Overview:

Applicants must:

- Meet the criteria for the Practising Teacher Criteria and Code of Professional Responsibility <http://educationcouncil.org.nz/content/practising-teacher-criteria>
- Understand and fully support the Myross Bush School 'Why' (which underpins our teaching and learning philosophy)
- Have the ability to work flexibly within a dynamic team teaching environment as part of a highly collaborative school
- Have high emotional intelligence resulting in fine tuned interpersonal skills, relating comfortably with children, teachers and parents
- A growth mindset that is evident in the way they positively look at challenges and see difficulties as opportunities to learn

The Successful Applicant Will Demonstrate:

- A well developed and readily articulated educational philosophy
- The ability to work effectively and collaboratively as a team teacher
- A stimulating classroom atmosphere as a team teacher that promotes a caring, creative and critical thinking environment that fosters the development of the Myross Bush Vision and its underlying Principles
- Up to date planning and differentiated classroom programmes
- Knowledge and willingness to incorporate 21st century learning tools in authentic contexts
- Maintain meaningful, ongoing and reflective assessment practices in line with current school guidelines
- The ability to contribute openly and positively to school-wide initiatives and developments as a member of the whole school teaching team
- A commitment to ongoing personal professional development specifically related to learning and teaching
- Well developed emotional and social intelligence; with the ability to work effectively with a wide range of people
- The ability to relate to, and empathise with students, their families and colleagues
- An ability to manage own workload and be sensitive to the workload and capability of others
- A strong work ethic, a commitment to excellence and a readiness to engage fully and flexibly within the school and its community.

Specific Duties

- Specific roles and responsibilities associated with the position, over and above those listed above, will be finalised upon appointment to reflect the specific skills and attributes of the successful candidate

Application Timeline:

1. **Job initially advertised:** 18 January
2. **Closing date:** 12pm Wednesday 7 February
3. **Shortlisting and Interviewing:** 8-10 February
4. **Community informed of successful applicant:** Friday 16 February

Note: if not interviewing, process dates can be brought forward and the appointments decision can be recommended to the full BOT by email and ratified.

Please note - To complete this application you must:

- A. Complete your responses to the set questions/statements on the following pages:
 - Application Form
 - Disclosure
- B. Read, sign and attach the Application Confirmation
 - Note: *no cover letter or written references are required*
- C. Email your CV by 12pm Wednesday 7 February to: principal@myrossbush.school.nz

Application Form:

Name:	
Address:	
Email:	
Cell phone:	
Teacher Registration Number:	
Teacher Registration Expiry date:	
Practising Certificate: <i>(circle)</i>	Provisional - Subject to Confirmation - Full
Social Network ID: Blog address, Twitter handle <i>(if applicable)</i>	

Teaching service to date: *(If you run out of room, further service is to be outlined in your CV)*

Position	School	Level	Commenced	Ceased

Include specific Referee information below. (Note: the requirements for particular referee's)

Name of your current Principal :	
Email address:	
Phone - Cell	
Phone - home	

Name of a colleague :	
Email address:	
Phone - Cell	
Phone - home	

Name of a character referee :	
Email address:	
Phone - Cell	
Phone - home	

Disclosure

(Please read carefully and sign)

- A. I certify that the information given in my initial registration of interest, in this application and my curriculum vitae is, to the best of my knowledge, correct. I understand that this may be verified.
- B. In accordance with the Privacy Act, I authorise the Board of Trustees to obtain further information from the referees listed in this application and consent to the referees disclosing such information.
- C. I also authorise the Board of Trustees to make other inquiries as they see fit in relation to my application and consent to the disclosure of information to the Board of Trustees by such persons of whom inquiry is made on matters pertinent to the job description, position and teaching role.
- D. Have you ever been *charged* with an offence against the law (excluding minor traffic violations.)? YES/NO – If yes please supply details.
- E. Have you ever been the subject of a formal/written complaint about student or staff wellbeing/safety? YES/NO – If yes please supply details.
- F. I confirm that I have no pre-existing medical conditions which may be aggravated by undertaking work associated with this position.
- G. I confirm that I hold a current Teacher Registration in New Zealand and have at no time had my registration reviewed or revoked by the NZ Education Council due to disciplinary or competency matters. YES / NO
- H. I understand that falsification of any details associated with employment at Myross Bush School will lead to the termination of my employment.

I certify that the information provided is correct and no relevant material/information has been omitted. I understand that this information will be used for the purposes of processing this application and understand that any incorrect or misleading information or important information that has been omitted during the appointment process (including interviews) may disqualify me from consideration, or if appointed, make me liable for dismissal.

Applicant's Signature:

Date: