



CHRISTCHURCH EAST SCHOOL

**Application for Teacher Aide
June 2022**

Application Information

This Application pack includes:

- Letter from the Principal
- Application Information (including timeline for appointment)
- Christchurch East School: School Values Broader Definitions
- Application Form
- Referee Forms and associated declarations

Please submit:

- The accompanying sheets
- Curriculum Vitae
- Covering letter stating your strengths and suitability for the position

By email to:

appointments@chcheast.school.nz

Timeframe:

21 June 2022

5 July 2022

5-7 July 2022

8 July 2022

25 July 2022

Online advertisement Seek

Applications close at 12pm

Referees contacted and interviews undertaken

Appointments made

Successful applicant commences position



June 2022

Dear Applicant

FIXED TERM TEACHER AIDE POSITION COMMENCING 25 JULY 2022

Thank you for your interest in joining our team at Christchurch East School. Our school has many unique characteristics, making it a great place to come to work each day. We have a committed staff and an enthusiastic parent community, all focused on further building on our school's good reputation.

We are seeking a Teacher Aide who demonstrates:

- Alignment and belief in our School Values and School-Based Curriculum, with a focus on forming positive relationships to support learning
- A person who contributes positively to our school community
- A quality team player

If you think you have what it takes to add to our already progressive school, we would love to hear from you.

Kind regards

Mike Agar
Principal

CHRISTCHURCH EAST SCHOOL
Broader Definitions of Our School Values

As a school, we are committed to being a Values-driven school

EQUITY TE RIRITE

- Our school will treat everyone fairly and with respect regardless of their background or personal situation, and will provide everyone with opportunities to grow and progress. This includes honouring the Treaty of Waitangi, and celebrating our school's rich diversity.

EXCELLENCE TE HIRANGA

- Our school will encourage and develop personal excellence in our pupils and staff, in all areas of the school. This includes aiming for very high student achievement, continuing to strive to be the best one can, pushing oneself and seeking challenge and surpassing one's previous performance.

INTEGRITY NGĀKAU PONO

- Our school aims to operate with a high level of personal and collective integrity at all times. Personal integrity means showing a high level of respect, trustworthiness and honesty as appropriate in all interactions. Collective integrity applies to groups; for example, the Board of Trustees ensuring its decisions are fair and transparent.

SENSE OF COMMUNITY NOHONGA TAHITANGA

- Our school is part of many different communities and it is important we keep hold of these connections, and work to strengthen them. We will teach our children the importance of community, so that they will value the various communities they are connected to, and will be active, willing participants in those groups. We want our school to be welcoming to parents and caregivers, and we value the 'family feel' of our school.

<i>Equity</i>	<i>Excellence</i>	<i>Integrity</i>	<i>Sense of Community</i>
<i>Te Ririte</i>	<i>Te Hiranga</i>	<i>Ngākau Pono</i>	<i>Nohonga Tahitanga</i>

THE WAY WE DO THINGS AROUND HERE



Referee's Details

Full Name

Position

Relationship to the applicant

Contact telephone number: work

Contact telephone number: private

Contact telephone number: mobile

Referee's Details

Full Name

Position

Relationship to the applicant

Contact telephone number: work

Contact telephone number: private

Contact telephone number: mobile

Referee's Details

Full Name

Position

Relationship to the applicant

Contact telephone number: work

Contact telephone number: private

Contact telephone number: mobile

Applicant signature

Date



APPLICATION FOR APPOINTMENT: DECLARATION FORM

Thank you for applying for a position with our school.

- Please ensure you complete this form personally. Include this form with your application.
- This declaration form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 2020. If you have any queries, please contact the person cited in the advertisement.

Full Name:

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

Yes / No

Maiden Name (if applicable):

Proof of identity and right to work check

Shortlisted applicants being interviewed will need to provide originals of two types of identification (one photo ID, e.g. passport or New Zealand driver licence, and the other a record ID, e.g. birth certificate, bank statement, a bill).

Immigration information	
Are you a New Zealand citizen?	Yes / No
If not, do you have resident status, or	Yes / No
A current work permit	Yes / No
If "Yes", please detail:	

Authority to approach other referees

I authorise the Board, or nominated representative, to approach persons in addition to the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.	Yes / No
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Police vetting

All applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.

- In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 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 and
 - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) and
 - The offence was not a specified offence (specified offences are in the main sexual in nature) and
 - You have paid any fines or costs

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

- Under the *Vulnerable Children Act 2014*, **core workers** in schools will not be covered by the Clean Slate. All serious sexual or violent offences against children will be included in their police vetting results. The Act will make it unlawful to employ people with convictions for these offences, unless they have an exemption.

Have you ever received a police diversion for an offence? If "Yes", please detail:	Yes / No
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? If "Yes", please detail:	Yes / No
Are you awaiting sentencing or have charges pending? If "Yes", please state the nature of the conviction/cases pending:	Yes / No
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 elaborate:	Yes / No
Have you ever been the subject of any concerns involving student safety? If "Yes", please detail:	Yes / No
Have you had any injury or medical condition caused by a gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this position may aggravate or contribute to? If "Yes", please detail:	Yes / No
I confirm I will follow all Public Health Order Mandates applicable to this position.	Yes / No



Confirmation

I certify that:

- 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 be dismissed.

Signature:

Date: