



Normanby School

3 Hunter St, Normanby 4614 ph/fax 06 272 8023 email admin@normanby.school.nz www.normanby.school.nz

Mission Statement

To provide high quality education.

Scale A Permanent and Fixed Term Appointments Teaching Positions

Thursday 25 October 2018

Dear Applicant

Thank you for your interest in and enthusiasm for the advertised position of Scale A Teacher (permanent and fixed term). A fixed term unit may be available for leadership or curriculum strengths. There is some flexibility in terms of the year group you are likely to teach, however, the successful applicants should be prepared to teach at any level. This will be discussed during interviews. This information pack is a point of reference for the advertised positions. Further details about our school available on our website www.normanby.school.nz. The reason for the fixed term position is due to roll variability.

Normanby School is a well-resourced decile 5 semi-rural school just 5 km from Hawera in South Taranaki. We currently have 170 students in Years 1 to 6 made up of 53% Maori and 47% NZ European. Our school site looks out onto our stunning maunga – Mount Taranaki.

We have a committed team of teachers, Board Members and PTA who all believe in the potential of our students. As a learning community we offer a rich and broad curriculum while also ensuring that there is a strong foundation of teaching in literacy and numeracy. We are very proud of the skills and talents of our children, especially in the realm of sport and culture. Our school is a wonderful place full of dedicated teachers, supportive parents and focused, happy and engaged learners.

We are seeking energetic teachers to join our progressive, professional and supportive team in 2019. We have a very positive, collaborative school culture – and a passionate team who strive to provide purposeful quality-learning and a broad range of engaging experiences for all our students. The positions require the experience, qualifications, skills, knowledge and qualities associated with the teaching and learning of children who are accessing the NZ Curriculum. You need to have the ability to provide a quality-learning environment, who inspires and celebrates individual achievement and promotes positive citizenship.

We believe in working collaboratively, learning through play, culturally responsive and relational pedagogy and students having agency in their learning. If you believe this too, you might be ready to join our amazing team. Applications should demonstrate an enthusiasm for student needs, effective communication skills, willingness to learn, and the ability to support students to take control of their education journey.

We want a team player who is willing to go the extra mile for their students. We operate collaborative structures where staff input into decision-making is encouraged and accepted. We pride ourselves as a school community on being welcoming, supportive – and all contributing to what is a fantastic school to work in!

If this sounds like you then we look forward to your application. We welcome experienced and beginning teachers to apply. School visits are welcomed and encouraged.

We look forward to receiving your application, which should contain the following:

- Covering letter - signed
- Completed Application and Declaration Form.
- C.V. and/or portfolio of work that can be verified and demonstrates your personal and professional passions, talents, qualifications, knowledge, skills and experiences in leading and teaching.

Please Note

If your application is submitted electronically then it is expected to be sent to:-

- principal@normanby.school.nz with:-
 - The whole application as one document in Microsoft Word or PDF format.
 - A footer on each page which includes applicant's name and page number.
- The applicant understands that by typing their name where signatures are required indicates their acceptance, and a hard copy will be provided on request.

The application should reach us before **3pm on Thursday 8 November 2018**.

The process for shortlisted candidates is set out in the timeline below. As part of the process we may ask to visit you in your current setting.

Should you have any questions or would like to visit Normanby School, please do not hesitate to contact me at school Phone 06 272 8023 or via email at principal@normanby.school.nz.

We wish you well with your application.
Yours sincerely

Janelle Jones
PRINCIPAL

Person Specification.

We seek applicants who can demonstrate the following:

Professional Attributes	<ul style="list-style-type: none">• NZ registered• Professional discretion, highly motivated and positive• Ability to use evidence to inform professional practice• Culturally responsive and inclusive teaching fostering active learning• Contributor and participator in the development of school- wide culture including strategic thinking and planning• Team work – active collaborative approach• Vibrant and passionate about learners and learning.• Reflective of classroom practice – always striving to make a difference for our learners• Understands and is responsive to the importance of students' language, identity and culture.• Strengths in teaching literacy and numeracy, and assessment for learning required.• Is student-centred in their decision making• Has a committed approach to developing and implementing programmes that accelerate learning and lift student achievement• Uses restorative practices and relational teaching approaches• Is passionate about learning themselves and is highly motivated to improve their own practice• Has strong personal classroom practice – planning, delivery and assessment• Has an in-depth knowledge of curriculum delivery and assessment• Support and high expectations for the learning and motivation of <u>all</u> students.
Personal Values	<ul style="list-style-type: none">• Is able to develop positive, respectful relationships with students, staff and whanau• Has effective interpersonal, communication and active listening skills• Has excellent organisational skills and the ability to work smart• Is energetic, has a sense of humour and can have fun• Acts with professionalism and integrity• Prepared to learn and grow – alongside other staff – committing to our school's professional development goals• Willing to be a “champion” and advocate for children and to place children first at all times• Is prepared to commit to extracurricular school activities such as sport and cultural activities – becoming a real presence in our school community• Willing to contribute and be involved in the corporate life of the school.

Timeline for **Normanby School** Scale A Permanent and Fixed Term Appointments 2019.

Events	Date	Notes
Position advertised	Thursday 25 October	Education Gazette electronically
Applications close	Thursday 8 November 3pm	Only applications posted or emailed that show a postal date of this date or earlier, or applications delivered personally to the school office by this date will be accepted.
Short-listing meeting	Friday 9 November	Successful shortlisted applications contacted by phone. Referees may be contacted.
Visit to successful shortlisted applicants in their school if possible. Interviews take place (times to be negotiated)	Monday 12 November to Friday 16 November.	If a visit to your current school is possible, please notify your principal of date and time. For the interview, please arrive 10 minutes before the agreed time. If you require a tour of the school please let us know prior to this day so we can arrange for someone to show you around. This will be done 20 minute prior to the interview commencing. Successful and unsuccessful applicants will be notified verbally.
Successful applicants notified in writing	Monday 19 November	Letters sent to successful applicants confirming offer of position. Unsuccessful applicants will have their CV returned if a self-addressed envelope for return has been provided, otherwise they will be destroyed.
Position commences	Terms 1 2019	Successful applicants are required to be prepared and ready to commence teaching positions prior to Monday 4 February 2019 (Term One start date) and attend any meetings necessary to make this happen. Please ensure holidays are planned accordingly to allow for this to happen. Please be available the week of Monday 28 January to Friday 1 February to allow for preparation, staff induction, professional development and meetings.