

# Broadfield School

Te Kura Papahorapa

Established in 1868



## Application Pack

1.0 FTTE Fixed Term Teacher

Scale A

2021



September 2021

Dear Candidate

Thank you for your expression of interest for the position of **1.0 FTTE Fixed term (maternity leave) Scale A Teacher** at Broadfield School. This exciting teaching opportunity starts Monday 18th October 2021.

This position will begin in a Year 3-5 collaborative team, working with a Year 3-4 class alongside the Year 4-5 team leader and a part time teacher. You will be responsible for the Year 3-4 classroom. In 2022 there may be options to move year levels dependent on staffing.

Please find the following included:

- Proposed Appointment Timeline
- School Profile
- Person Specification
- Job Description
- Application Form

All information enclosed in the application will remain confidential to the Appointments Committee. We reserve the right to re-advertise the position if required.

Applications close at **3pm Friday 24<sup>th</sup> September 2021**. If you require further information or would like to visit the school, please contact us by phone: 03 325 2440.

Please email or send your application including; Curriculum Vitae, application form and a covering letter in a sealed envelope marked 'Application Confidential'.

**[office@broadfield.school.nz](mailto:office@broadfield.school.nz)**

**The Principal  
Broadfield School  
562 Robinsons Road, RD6  
Christchurch 7676**

Yours faithfully

Jarrad Welsh  
Principal  
Broadfield School

## Proposed Appointment Timeline

Friday 24 <sup>th</sup> September 2021.	Applications close at 3pm
Monday 27th September 2021	Referees contacted, shortlist complete
Mon -Tues 28th-29th September 2021	Interviews
Wed 30th September 2021	Position offered

*These timeframes are a guide only and may vary.*

## About us...

Broadfield School is a small rural full primary school on the outskirts of Christchurch. It was established in 1868. The community comprises a mix of urban and rural families from both the immediate area on lifestyle blocks or townships like Prebbleton, Lincoln, Rolleston, and Hornby. Parents and caregivers choose our school for the rural aspect, the family atmosphere and values, the excellent teacher – pupil ratios and our emphasis on not only developing Literacy, Numeracy and the Key Competencies, but also our passion for the other curriculum areas.

The school at present has six full time teachers, two fixed term teachers, principal and secretary. Our roll is around 145-160 pupils. We employ part-time staff: Systems Administrator, Contract Cleaner, and two Teacher Aides (according to needs). Staff and students work together to establish learning goals, success criteria, next steps and learning plans. The staff works collaboratively in teams to develop and review an integrated curriculum approach.



## Our Vision Statement

**Inspiring** every child to **'dig deep'** and be their **best**.

## Motto

*"Dig Deep"*

This motto stems from our Vision and relates to our school logo of the plough – we 'dig deep' to be our best in all we do. This is in the classroom, using the key competencies, living the school values and on the sports field.

# Our Learning

*At Broadfield we focus on developing children who are:*

- Happy in themselves, in what they do and with how they act
- Environmentally literate
- Working and learning – literate and numerate
- Resourceful and resilient
- Enthusiastic contributors
- Thinkers and dreamers
- Informed decision-makers
- Able to relate well to other people
- Effective communicators
- Effective community members (family, whanau, school, country, world)
- Active seekers, users and creators of knowledge
- Who are passionate for continuing learning (for life)

## Multi-Cultural Diversity

Children are actively encouraged to recognise both the dual and multi-cultural diversity of our community. Tikanga Maori and learning about other cultures is an important part of our curriculum. We celebrate cultural diversity with special experiences (for example: visitors, a Marae visit and theme days). A close relationship exists with Te Runanga O Ngati Moki at Taumutu, our local marae. On-going Hui takes place throughout the year.

# Person Specification

## 1.0 Fixed Term Scale A Position 2021

### **Requirements:**

- New Zealand registered teacher.
- 21C pedagogy
- Proven effective classroom practice
- Strengths in building positive relationships with all ages
- The ability to motivate others
- A reflective thinker and problem solver
- Has high expectations of self and promotes high expectations in others
- Experience in implementing numeracy and literacy programmes
- A willingness to work in a team teaching situation and must be flexible in the use of classroom spaces
- Open to new ideas and is able to contribute and implement new ideas to the team
- ICT savvy and is able to integrate this naturally within the classroom and model to other teachers
- Experienced in implementing inquiry based learning
- Uphold and promote our school values
- Displays integrity
- A willingness to 'muck in' where needed
- Ability to plan sequences of lessons with clear objectives and student learning outcomes
- Ability to successfully deploy a range of teaching and learning styles to suit the children's ability and level.
- Ability to manage the learning environment and student behaviour in a manner which is conducive to productive learning for all students
- Ability to assess student achievements against curriculum objectives and provide outstanding feedback to students which enables them to maximise their talents and abilities
- Ability to keep excellent administrative and student achievement records
- Ability to relate well to all students in a professional manner in a variety of contexts
- Adaptability and resilience, with the ability to cope with periods of work pressure with good humour and a sense of perspective
- Pro-active about their own personal/professional development.

### **Other**

- Otherwise please state curriculum strengths and passions in your cover letter.

# Job Description

## DUTIES AND RESPONSIBILITIES

The following duties shall be deemed to be included in the professional duties that a teacher may be required to perform:

### Teaching

1. (a) Planning and preparing lessons;
- (b) Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in school and elsewhere;
- (c) Teaching in a collaborative classroom environment (Y6-8);
- (d) Assessing, recording and reporting on the development, progress and attainment of pupils.

### Other Activities

2. (a) Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;
- (b) Providing guidance and advice to pupils on educational and social matters;
- (c) Making records of and reports on the personal and social needs of pupils
- (d) Communicating and consulting with the parents of pupils;
- (e) Communicating and co-operating with such persons or bodies outside the school as may be approved by the Board of Trustees;
- (f) Participating in meetings arranged for any of the purposes described above.

### Assessments and Reports

3. Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

### Staff Development/Training/Reviews/Meetings

4. Participating in any scheme of staff development and performance review.
5. (a) Reviewing from time to time his/her methods of teaching and programmes of work;
- (b) Participating in arrangements for his/her further training and professional development as a teacher.
6. Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

### **Discipline, Health and Safety**

7. Maintaining good order and discipline among pupils in accordance with the policies of the employing authority and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

8. Participating in meetings at the school that relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

### **Duty**

9. Supervision duties as per the roster (during and after school road patrol).

### **Administration**

10. (a) Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials;

(b) Registering the attendance of pupils.

### **Working Time**

11 (a) Teachers are expected to be onsite no later than 8.15am and leave no earlier than 3.30pm unless otherwise approved by the Principal.

(b) Attend all scheduled Administration and Professional Development meetings.

# TEACHING POSITION APPLICATION FORM



The Principal  
 Broadfield School  
 562 Robinsons Road, RD6  
 Christchurch 7676  
[office@broadfield.school.nz](mailto:office@broadfield.school.nz)

Position applied for: **1.0 FTTE Fixed Term Scale A Teaching Position – 2021**

## PERSONAL DETAILS

Surname			
Given names			
Preferred name			
Address			
Date of birth			
Contact details	HOME		WORK
	MOBILE		EMAIL

Certificated Teacher Status	<input checked="" type="checkbox"/>	Registration No.	Expiry date
Certificated teacher	<input type="checkbox"/>		
Provisionally certificated	<input type="checkbox"/>		
Not yet certificated	<input type="checkbox"/>		

Present Teaching Position	
School	
Date appointed	
Type of appointment	

Can we contact your principal about this position?	YES	NO
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Educational Qualifications	Type of qualification	Date received	Received from



**Details of Training and Service**

Please include details of your work history for the last 5 years.

SCHOOL	POSITION AND TENURE (FULL TIME OR FIXED TERM)	DATES	CLASS LEVEL

Please indicate any breaks in service and give reasons, e.g. overseas travel:

DATES	REASON FOR BREAK

**Total certificated service**

- A In permanent positions ..... years ..... months
- B In relieving positions ..... years ..... months

**Professional Development** *Please provide a summary of recent professional learning and development.*

*Please do not complete this if it is included in CV.*

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## CONFIRMATION

<b>1</b>	I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked.	YES	NO
	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 dismissed.		

<b>2</b>	I am currently registered to teach in New Zealand.	YES	NO
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<b>3</b>	In accordance with the Privacy Act, I authorise the board of trustees to:	YES	NO
	<ul style="list-style-type: none"> <li>• Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board</li> <li>• Obtain information in relation to my application from persons not listed as referees, and I consent to these persons disclosing pertinent information to the board.</li> <li>• Contact the Education Council.</li> </ul>		

<b>4</b>	<p><b>STUDENT SAFETY</b>  <i>[Cross out the statement that doesn't apply to you]</i></p> <ul style="list-style-type: none"> <li>• I have never been the subject of a complaint about the safety of a student.</li> <li>• I have been the subject of a complaint about the safety of a student.  <i>Please give dates and details:</i></li> </ul>
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<b>5</b>	<p><b>OFFENCES AGAINST THE LAW</b>  <i>[Cross out the statements that don't apply to you]</i></p> <ul style="list-style-type: none"> <li>• I have never been convicted of an offence against the law (excluding minor traffic convictions).</li> <li>• I have no pending charges of an offence against the law.</li> <li>• I have been convicted of an offence against the law.  <i>Please give dates and details:</i></li> <li>• I have pending charges of an offence against the law.  <i>Please give dates and details:</i></li> </ul>
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<b>6</b>	I know of no reason why I would not be suitable to work with children or young people.	TRUE	FALSE
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.....  
*Applicant's signature*

.....  
*Date*

## REFEREES

Please provide the names and contact details of three referees below. Referees' reports are confidential. Referees will usually only be contacted for candidates who are short-listed.

*Please do not complete this if it is included in CV.*

REFEREE'S DETAILS				
Full name				
Position				
Relationship to the applicant				
Contact details	PRIVATE		WORK	
	MOBILE		EMAIL	

REFEREE'S DETAILS				
Full name				
Position				
Relationship to the applicant				
Contact details	PRIVATE		WORK	
	MOBILE		EMAIL	

REFEREE'S DETAILS				
Full name				
Position				
Relationship to the applicant				
Contact details	PRIVATE		WORK	
	MOBILE		EMAIL	