

Opoho School  
96 Signal Hill Road  
Dunedin 9010



October 2018

Dear Applicant

Thank you for your interest in the permanent term Scale A teaching position at our school commencing 25<sup>th</sup> January 2019. Opoho School has a roll of 150 students, and is located on an interesting terraced site surrounded by bush and residential housing. The school has just completed a major classroom upgrade to develop an innovative learning environment for our senior classes and one is proposed for the junior block in the near future. A supportive Board of Trustees and Parent Teacher Association work to ensure strong governance, fund raising for extra resources and social activities for our school community. Opoho School has an excellent reputation for being an inclusive, community focused school where the staff work exceptionally well as a team.

If you require information not contained in the package you are very welcome to contact me at [principal@opoho.school.nz](mailto:principal@opoho.school.nz) or phone the school on 03 4738 019 and arrange a suitable time to talk with me.

If you wish to apply for the position please forward your CV and a letter outlining the strengths and skills you could bring to our school, together with the completed form naming your referees and signed declaration. We look forward to receiving your application. To assist us in returning any hard-copy documentation (CV) to you at the end of the appointments process please include a stamped self-addressed envelope.

On receiving any hard copy or e-application you will be notified by e-mail that it has arrived safely so please provide your email address.

Again, thank you for your interest.

Yours sincerely

Jenny Clarke

Jenny Clarke    Principal



## **Application for Permanent Scale A teaching position commencing Term 1 - 2019**

The successful applicant will take responsibility for a junior class with negotiated duties and be a loyal and active teaching team/school member.

### **Criteria for Appointment:**

The successful applicant will:

- ✓ Be a registered teacher
- ✓ Be innovative and energetic as a team member
- ✓ Have a high level of curriculum knowledge
- ✓ Build a stimulating learning environment through literacy, mathematics and a range of other curriculum strengths and interests
- ✓ Work to continue and build on the risk-taking, problem solving, inquiring culture of Opoho School;
- ✓ Work with the school team to progress environmental education
- ✓ Have a commitment and ability to relate comfortably and effectively with parents and caregivers
- ✓ Have a sense of fun and humour
- ✓ Be committed to contribute to the wider activities of school life.

### **Additional information:**

Opoho teachers have flexibility to develop stimulating programmes within the structures of the Opoho Curriculum Plan and work in a team structure. School-wide and team responsibilities are identified in the curriculum plan. Information technology is an integrated component of classroom programmes and our school is well equipped to support e-learning.

Teachers are expected to lead a class in a positive, constructive manner with respect to the school's principles and a restorative approach to behaviour education. They are expected to inquire into their own practice to improve outcomes for students and as a way of enhancing one's professional practice and identity.

### **Proposed Application Timeline:**

Applications to [principal@opoho.school.nz](mailto:principal@opoho.school.nz) close 4 p.m. Friday 2 November 2018

Short-listing: by 8th November 2018

Interviews: by 12<sup>th</sup> or 13<sup>th</sup> November 2018

Successful applicants will be offered the position no later than 16<sup>th</sup> November 2018

All applicants notified in writing of appointment outcome by 20 November 2018.

## Opoho School Teaching Tasks

KEY TASKS	KEY RESPONSIBILITIES
Leading Learning	<ul style="list-style-type: none"> <li>● Establish effective relationships to enhance a positive and engaging learning culture</li> <li>● Demonstrate thorough knowledge of the NZ Curriculum and school expectations</li> <li>● Plan meaningful and interesting learning opportunities</li> <li>● Implement and analyse assessments to enhance learning</li> <li>● Participate in professional learning conversations around using data to inform further learning</li> <li>● Provide a learning environment that values student agency</li> <li>● Be a reflective practitioner and engage in teaching inquiry to enhance professional practice</li> </ul>
Role Modeling	<ul style="list-style-type: none"> <li>● Project a positive and professional image to other staff, students and parents and the wider community.</li> <li>● Lead by example to create positive relationships, room environment, effective record keeping, planning and assessment.</li> <li>● Be a good role model in all aspects of school life</li> <li>● Maintain an open line of communication with the principal, colleagues, students and their whanau</li> </ul>
Professional Learning	<ul style="list-style-type: none"> <li>● Maintain current pedagogical knowledge and be able to apply this to own classroom practice</li> <li>● Actively and positively participate in the school's review and development programme (appraisal)</li> </ul>
Team member	<ul style="list-style-type: none"> <li>● Take an active part in school matters in and beyond the classroom</li> <li>● Participate in relevant meetings - e.g. staff, teaching team, review, IEP</li> <li>● Participating in reflection about own and school goals.</li> </ul>
Organisation	<ul style="list-style-type: none"> <li>● Maintain an engaging and inviting learning environment</li> <li>● Support your team leader and the principal with some school-wide organization.</li> <li>● Ensure team spaces and resources are stored well and maintained.</li> </ul>
Pastoral Care	<ul style="list-style-type: none"> <li>● Consistently model school-wide behaviour expectations within Opoho School's behaviour education programme and restorative practice model and assist the school team to do likewise</li> <li>● Be able to acknowledge your own strengths, pressure points and knowing when to seek support for yourself and those you are responsible for</li> </ul>
Responsibilities	As negotiated



## Scale A Teaching Position – Opoho School

Full Name:

Postal Address:

Telephone No:

(Hm)

(Wk)

(Cellphone)

Email

Registration Number:

Current status / position

**Referees:** Please identify two professionals who are willing to be a referee for you.

Application Scale A Teacher – Opoho School 96 Signal Hill Road Dunedin 9010



**Note:** You do not need to supply their statements with your application.  
Provide your referee with the following link to access a referee's form to complete.

[Referee Form](#)

**Name:**

**Address:**

**Contact telephone numbers ( Hm):**  
**( Wk):**  
**(Cellphone)**

**Position held by referee:**

**Name:**

**Address:**

**Contact telephone numbers ( Hm):**  
**( Wk):**  
**(Cellphone)**

**Position held by referee:**

**Applicant's signature:**

**Date:**

**CONFIDENTIAL**

**Opoho School EEO Data Base**

Opoho School is an Equal Opportunity Employer. As part of our obligations to EEO, we are required by the Ministry of Education to maintain a data base of the school's employees and applicants for vacancies at our school. Please complete this form and return with your application. The information you provide is confidential to the members of the appointment panel ( principal, staff representative and two board members). Any data provided to the Ministry of Education is in a statistical form only and contain no identifying details. You are welcome to discuss the requirements of the form with any of the people listed above.

**A. Full name**

**B. Position**

**C. Gender** ( highlight the statement that applies ) **female**                      **male**

**D. Ethnic origin** Please highlight or circle the category that describes your ethnic identity

a) New Zealand Maori ( if you wish to identify your iwi please do so  
\_\_\_\_\_ )

b ) Pakeha / NZ European

c ) Pacific Island ( of you wish to identify you ethnic origin e.g: Samoan, Cook  
Island, Niuean, Tongan, please do so \_\_\_\_\_ )

d ) Other ( if you wish to identify your ethnic origin please do so  
\_\_\_\_\_ )

**E. Age Band (Highlight or circle the age band that is representative of your age)**

a) 20 – 29

b) 30 – 39

c) 40 – 49

d) 50 – 59

e) 60 – 65