



# **West Melton School**

## **Te Kura o Papatahora**

*Innovative, Connected and Empowered learners  
driving their passion for learning*

Job Share  
Fixed Term  
Teaching Position 0.4

*Commencing July 22 2019*



## Appointment of Fixed Term teaching position for 2019

Kia ora

Thank you for your interest in the teaching position at West Melton School.

Enclosed you will find:

- A description of the school and community
- The personal qualities being sought (students and staff)
- An outline of the appointment process
- An application form

Please note the closing date for applications is Friday 21 June 10 am. Commencement date will be 22 July 2019.

Please include your curriculum vitae and the names and addresses of two referees to support your application.

Please address applications to Tracey Ogle (Principal's PA) and email to the following address:  
[office@westmelton.school.nz](mailto:office@westmelton.school.nz)

Only applications completed on the West Melton School application form will be accepted.

All applications and information obtained from referees will be treated in the strictest confidence.

We encourage interested applicants to visit the school!

Yours sincerely

*Susan Jackson*

Principal  
West Melton School



## TIMELINE

- Tuesday 11 June Position advertised on Seek
  - Friday 21 June 10 am Closing date for applications
  - Friday 21 June Shortlist Applicants
  - Wednesday 26 June Interviews at West Melton School
  - Friday 28 June Verbal offer of position
  - Monday 1 July Written acceptance of received offer
  - Monday 22 July Commencement date
- Induction process begins (TBN)





## Community

West Melton Primary School is a U6, full primary school located in the Selwyn District situated 20 km west of Christchurch.

Increased demand on housing on the west side of Christchurch, as families relocate from the red zoned areas in the city, has seen a large portion of land made available to housing development, (over 500 new houses and families into the community) resulting in a huge increase in population and changing demographics for the area. The resulting growth in the community is a key focus for the Board and the school. Over the next three years, it is predicted the roll will continue to grow steadily. In 2020 we predict a roll of up to 480 students

2017 saw the completion of our two storey flexible learning spaces. This block comprises a new administration and staffroom area and innovative learning spaces for our Year one to three learners. This is an exciting time as the future of West Melton School is designed to educate our future learners in an exciting, effective and engaging environment.

Since 2017 the whole school operates in innovative learning environments, embracing collaborative teaching practices. There is also a dedicated science and technology laboratory. We have a strong relationship with Te Taumutu Rūnanga who support the school with our powerful Kapahaka group and Te Reo Maori programmes.

West Melton School enjoys a supportive and collaborative partnership with its community. In addition to providing high quality education for students, the school and community enjoy access to pool facilities, cricket and playing fields, a BMX track and numerous learning opportunities utilising expertise, skills and knowledge of our school and wider community.

An area of future focus is to promote and enhance learners knowledge and understanding of the environment and ecosystems. Our actions to achieve this include achieving a green/gold status within the EnviroSchools Environmental programme and to actively encourage student connections and decision making, leading to improving the environment of West Melton and our world. We are developing sustainable practices and authentic relationships with the environment. Our school Enviro map supports school wide relationships and responsibilities. Our active and creative Eco Warriors drive this vision and actions.

We have successfully implemented BYOD, where learners in years 4 - 8 are using digital technologies in a rich and meaningful way to enhance their learning. Our actions to achieve this are, to ensure sufficient provision of digital technologies, supporting teachers, learners and our community, and to develop the necessary skills to participate fully in a knowledge society. This implementation continues to be a work in progress.

The school provides quality professional development supporting the following school priorities:

- New Pedagogies for Deep Learning 2018 - 2020 facilitated by Core Education
- Restorative Practices (Margaret Thorsborne)
- Writing



## **Expectations/ School Priorities (Charter 2019)**

Delivery and achievement of the Strategic Plan relies on support and partnerships with parents and caregivers, teachers, board and our learners.

Therefore this section outlines the expectations we have.

### ***Parents / caregivers will:***

- Take an active part in supporting the school to achieve the vision
- Be open minded about new ideas and initiatives
- Become familiar with the operations of the school
- Support their child's learning
- Communicate with teachers when they have concerns
- Feel welcomed at the school
- Communicate respectfully with staff, at all times
- Be role models promoting the Vision and Values

### ***Teachers and staff will:***

- Provide the very best learning opportunities and experiences
- Provide opportunities and allow learners to take risks and challenges in their own abilities
- Provide for individual needs
- Be positive, fair and consistent
- Communicate professionally with parents
- Welcome visitors, parents and learners
- Listen openly to concerns of parents and learners
- Be role models promoting the Vision and Values
- Be enthusiastic and positive
- Apply resources to meet the school's priorities so that achievement is supported and learners are engaged

### ***Board members will:***

- Delegate operational management of the school to the Principal
- Develop and review the Charter and Budget
- Operate transparently and communicate professionally with the school community
- Apply resources to meet the school's priorities so that achievement is supported and learners are engaged
- Be role models promoting the Vision and Values



**Learners will:**

- Be prepared to learn
- Always do their best
- Be inclusive
- Will respect themselves, others and property
- Take risks
- Believe in themselves

Further information available...

[www.westmelton.school.nz](http://www.westmelton.school.nz)

[ERO report](#)





## Application for teaching position: Fixed Term

Name:		
Address:		
Phone:	Home ( )	Mobile
Email:		
Present position:		
Position held:		
Time held:		
<b>Names, addresses and phone numbers of current Principal and two referees:</b>		
<b>Current Principal:</b>		
Phone:	Home	Work
Email:		
<b>Referees</b>		
Name:		
Phone:	Home	Work
Email:		
Capacity you know this person:		
Name:		
Phone:	Home	Work
Email:		
Capacity you know this person:		



## Proof of Identity and right to work check

Shortlisted applicants being interviewed 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).

<b>Immigration Information</b>  Are you a New Zealand citizen?  If not, do you have resident status, or  A current work permit  If "Yes" please detail:	Yes / No  Yes / No  Yes / No
<b>Teacher Registration</b>  Teacher registration number: _____ Expiry: _____	
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 waiting sentencing or have charges pending?  If "Yes" please state the nature of the conviction / cases pending:	Yes / No
Have you ever been the subject of any concerns involving student safety?  If "Yes" please detail:	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 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
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### Authority to approach other referees

I authorise the West Melton School Board of Trustees, or nominated representatives, 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
I authorise the West Melton School Board of Trustees, or nominated representatives, permission to access any information held by the Education Council of Aotearoa New Zealand, past or present employers, colleagues or equivalent overseas professional bodies or any other person who may be able to assist the Board in determining my suitability for the position and consent to those people to provide such information.	Yes / No

I certify that:

- The information I have supplied in this application is true and correct and can be verified
- 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 \_\_\_\_\_



**West Melton  
SCHOOL**

Te Kura o Papatahora

*works well  
under pressure  
and can meet  
deadlines*

*engages with  
our community*



*challenges our  
learning!*



*is open to  
change and new  
ideas*

*practises  
restorative  
justice*



# **We're LOOKING FOR A PRACTITIONER WHO...**

*understands and  
embraces all  
learning needs*



*is a team  
player who  
supports and  
encourages  
others*

And we'd love to hear from you!



*likes to have  
fun!!!!*



*is an effective  
communicator*



*enhances student  
engagement  
using digital  
technologies*

powered by