

**APPLICATION PACK FOR PERMANENT TEACHER/CURRICULUM LEAD TEACHER**

**RIVERDALE SCHOOL**

Tena koe

Thank you for showing an interest in our position.

This **Permanent** Position is due to a teacher moving for promotion.

The position will commence on Monday, 3 May 2021.

At Riverdale School we are about - Empowering successful inquiring learners

Our ideal fit is someone who enjoys being innovative, creative and working collaboratively.

You will be required to provide leadership and coaching across the school in your area of passion and expertise.

We are interested in **you** and the strengths you can bring to our school.

This pack contains the following –

1. A brief overview of the school
2. Lead teacher job description
3. Employment Application Form
4. Timeline for appointment

When emailing your application, please ensure you include a covering letter stating your strengths, completed application forms and a current Curriculum Vitae.

Applications are due by 12.00 noon on Wednesday, 24 February, 2021

Please email to:

office.riverdaleschool@gmail.com

**If you are keen to explore the potential of a curriculum lead teacher, please do not hesitate to make contact with me.**

Kind regards

Debra Peck

Tumuaki

**RIVERDALE SCHOOL**

**Empowering successful inquiring learners**

Riverdale School is a modern school set in attractively developed grounds.

* has experienced, professional, enthusiastic teachers and support staff.
* is well resourced with a variety of sports, ICT and playground equipment.
* is big enough to provide a range of resources and facilities, but small enough to care for individual needs.
* has 6 collaborative teaching teams, in flexible learning spaces, an indoor sports space/hall, multi-purpose track, turf and our own pool.

Riverdale School was opened in 1965.  We draw our pupils from the area east of Awapuni School and south of West End School’s area. We are very proud of our school, and the achievements of our learners.  Parents, whanau and our community are an integral part of our school. At Riverdale School we believe that informed parents have an important part to play in the education of their children. We are committed to school being an enjoyable experience, and value a broad range of learning experiences which focuses on the development of the whole child.

For further information regarding the school visit our website [http://www.riverdale.school.nz](http://www.riverdale.school.nz/home)

The school currently has a working staff of 38 (20 teaching staff). The school is organised into 6 collaborative teams. These are flexible learning spaces that have 2/3 teachers working collaboratively. Our school naturally integrates digital learning as part of our core business. We are very well resourced with a wide range of digital devices including BYO devices for Year 4-6.

The school was reviewed by the Education Review Office in 2018. This resulted in a third 5 year review cycle, of which we are very proud.

**In summary, it’s all about … Pike ake te tihi – “Strive for Excellence”.**

**LEAD TEACHERS**

The Lead Teachers at Riverdale School shall provide all required leadership and support to the school in all aspects of their area of responsibility, especially professional development, student programmes of learning and cluster/school liaison.

**Key Competencies:**

* Model excellent practice in own collaborative team
* Inspire, lead and support staff effectively
* Communicate effectively with ( and relate to) students, staff, parents, outside agencies, the community and visitors to the school
* Personalise systems, approaches and relationships.
* Multitask and prioritize
* Monitor /  Analyse achievement data
* Develop an action plan for the role annually
* Carry out self-review – Term 4
* End of year report to BOT – Term 4
* Accept increasing responsibility as delegated by the Principal

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| --- | --- | --- |
| ***Key Tasks*** | ***Indicators*** | ***Intended Outcomes*** |
| Drive the schools learning and professional development programmes in area of responsibility | Liaise with facilitators and co-lead the co-ordination and in-school delivery in area of responsibilityDevelop timetables for Professional LearningProvide or arrange “just in time” support for staff, make arrangements for any in-class supportCoach/Mentor teachers where requiredMaintain purpose, momentum and expectationsFocus on sound learning pedagogyModel effective teaching and learning in the area of responsibility Self-interviewing or learning circles, as required, as part of the Teacher Inquiry Cycle | All staff effectively implementing a cycle of Teacher Inquiry in the areas of responsibility |
| Develop an action plan  | Co-develop an action plan for the school (with the Principal) which gives rise to goals, underlying principles, actions required and support/resources necessary Evaluate and modify (if required) the planStakeholders consulted | Future-focused plan with clear-direction and goals known to all stakeholders. |
| Monitor and report progress | Develop, co-develop and/or action surveys or other such assessments that quantify current capability and lead to effective measurement of “added value”.  Provide written and/or oral reports to the Board of Trustees about the impact of PLD along with recommendationsProvide/present results and data to staff and BOT in area of responsibility  | Added value knownRelevant, reliable and valid data with which evaluations and future actions can be based upon |
| Develop own Professional Capability | Read widelyReflect weekly on professional learning Participate effectively in own PLDEffective management of changeRespond to evidence, be open to change | Ongoing new (personal) knowledge and capability gained and shared. |
| Foster a strong sense of within and across school collaboration | Identify and encourage sharing of practice at all levelsEncourage teachers to share within and across schools  | Strong professional learning community sharing expertise, knowledge, successes for the benefit of all. |

**RIVERDALE SCHOOL**

**Empowering successful inquiring learners**

**EMPLOYMENT APPLICATION FORM**

**For all positions closing**

**Wednesday, 24 February, 2021**

 **12.00 noon**

**Permanent Teacher/Curriculum Lead Teacher**

**Personal Information**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
|  |  |
| Date of Birth: |  |
| Preferred form of address (optional) |  Mr Mrs Ms Miss Dr |
| Home Phone: |  |
| Work Phone: |  |
| Cell Phone: |  |
| Email |  |
| Teacher Registration Number: |  |
| Expiry Date: |  |

Teaching Qualifications

|  |  |  |
| --- | --- | --- |
|  | Institution | Year Awarded |
| Trained Teacher’s Certificate |  |  |
| Diploma of Teaching |  |  |
| Other Academic Qualifications |  |  |

Current Employment

|  |  |
| --- | --- |
| Position Held: |  |
| Year Appointed: |  |
| School: |  |
| Grade: |  |
| Location: |  |
| For the purposes of compliance with the Privacy Act 1993, do you consent to The Board of Trustees, Riverdale School, to contact your present employer and/or nominated referees in order to obtain a more complete picture of your professional abilities? **YES NO** |

Experience and Employment

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| --- | --- | --- | --- | --- |
| Position Held | From | To | School | Location |
|  |  |  |  |  |
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Health

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| --- | --- |
| Do you have any known condition that may affect your ability to efficiently carry out the functions and responsibilities of the position applied for? | Yes No |
| If Yes, please specify: |

Convictions against the Law

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| --- | --- |
| Have you ever been convicted of any criminal offence (other than a minor traffic offence)? | Yes No |

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| If, Yes, please give details below and note that you may be asked to provide a copy of the relevant court records. |

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| Are you currently awaiting the hearing of any charges? Yes No |
| ***Please Note:***The Board reserves the right to contact authorities to verify any claim made.Convictions that fall under the Clean Slate Act do not have to be disclosed. |

Referees

Please provide names of three people who could act as professional referees for you. In order to get a good cross section of referees it is suggested you consider a referee in a position above you and a referee who you lead within your current school and a referee outside of school who you are involved with on a professional level.

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| --- | --- | --- |
|  | ***1*** | ***2*** |
| ***Name*** |  |  |
| ***Position*** |  |  |
| ***Address*** |  |  |
| ***Contact Details***Home PhoneWork PhoneMobileEmail | \*\*\*\* | \*\*\*\* |
| Professional orPersonal Referee? |  |  |

|  |
| --- |
| I consent to the school seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released to the school for the purposes of ascertaining my suitability for the position for which I am applying.I understand that the information received by the school is supplied in confidence as evaluative material and will not be disclosed to me.Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  |

Declaration

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| I ……………………………………………………........................……….(full name) declare that to the best of my knowledge the information provided in this application and in my curriculum vitae enclosed, is accurate and I understand that if any false or misleading information is given, or any material fact suppressed, I will not be employed, or if I am employed, my employment will be terminated. I also understand that any false information given in relation to my Medical history with regards to gradual process, disease or infection, can result in my loss of entitlement for any compensation from ACC.Applicant’s Signature: Date:  |