Application for Appointment

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| **IMPORTANT NOTES FOR APPLICANTS** |

**Thank you for applying for RTLB position. Please ensure you have read a copy of the job description (attached) before completing this application. It is helpful to visit** [**http://rtlb.tki.org.nz/**](http://rtlb.tki.org.nz/) **for further information on the role of RTLB and visit the cluster webpage** [**www.tewhirikoko.ac.nz**](http://www.tewhirikoko.ac.nz) **for information about the cluster** [**http://www.tewhirikoko.ac.nz/about-te-whiri-koko.html**](http://www.tewhirikoko.ac.nz/about-te-whiri-koko.html)

1. Please fully complete this form yourself. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a *curriculum vitae* (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.
3. Only certified copies of your qualification certificates should be attached. If successful with your application, you may be required to provide originals as proof of qualifications.
4. If you are selected for an interview, you may bring whanau/support people at your own expense. Please advise us if this is your intention.
5. Please ensure that this application is completed and that all questions are answered truthful. Failure to do so will result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
6. Shortlisted applicants /successful applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.
7. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
* You have not committed any offence within 7 (consecutive) years of being sentenced for the offence **and**
* You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
* The offence was not a specified offence (specified offences are in the main sexual in nature) **and**
* You have paid any fine or costs

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

1. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.
2. **Appointment Timeline:**

 Position advertisement published online only in The New Zealand Education Gazette

**Applications close 17th Feb 2020, 12 noon. Please send in by email. Applications received after this time will not be considered.**

 **Referees may be contacted on receipt of application.**

Shortlist established.

Interviews are **likely to be held 19th February.**

Successful candidates will be notified verbally, followed by letter.

 All other applicants will be advised in writing thereafter.

If you have any queries, please contact the person cited in the advertisement.

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| **OFFICE USE ONLY: This page must be retained on file as part of the application; it must not be removed or destroyed.** |

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| **APPLICATION FOR APPOINTMENT** |

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| Employing School | Freyberg High School | Starting: Term two 2020 or asap |
| Permanent – Full Time Southern Team (Horowhenua, Ōtaki, Kāpiti). Office Location: Likely to be Kāpiti – to be negotiated |
| Indicate One (right mouse click - select from properties) |
| Mr [ ]  | Mrs [ ]  | Ms [ ]  | Miss [ ]  | Other [ ]  |
| Or other preferred title:       |
| Surname/Family Name | First Names (in full) |
|       |       |
| Previous name/s /Also known as: |       |
| Full Postal Address |
|       |
| Contact Details |
| Home phone:      Email:       | Business phone:      Cell phone:       |
| Please tick the appropriate boxes below |
| Are you a New Zealand citizen?If no, how long have you been in the country?       | Yes [ ]  | No [ ]  |
| If not, do you have resident status, or | Yes [ ]  | No [ ]  |
| A current work permit? | Yes [ ]  | No [ ]  |
| Have you ever had a criminal conviction?*(convictions that fall under the clean slate scheme do not have to be disclosed)* | Yes [ ]  | No [ ]  |
| If “Yes” please detail:       |

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| Have you ever received a police diversion for an offence? | Yes [ ]  | No [ ]  |
| If “Yes”’ please detail:       |
| Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? | Yes [ ]  | No [ ]  |
| If “Yes”’ please detail:       |
| Are you awaiting sentencing/currently have charges pending? | Yes [ ]  | No [ ]  |
| If “Yes”’ please state the nature of the conviction/cases pending:       |
| Have you ever been convicted of a criminal offence, which is not eligible to be concealed under the Criminal Records (Clean Slate) Act 2004? If “Yes”’ please provide an explanation:       | Yes [ ]  | No [ ]  |
| I give consent to undertake a Criminal Conviction History check or Police Vet, using the required forms if shortlisted for the position.  | Yes [ ]  | No [ ]  |
| In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and ability to do the job including details of your teacher registration status and any previous employment or professional disciplinary history that could be relevant to child safety? | Yes [ ]  | No [ ]  |
| If “Yes”, please detail:       |
| Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to? | Yes [ ]  | No [ ]  |
| If “Yes”, please detail:       |
| Do you have a current New Zealand driver’s licence? **RTLB are required to have a full driver’s licence and use their own vehicle for work. Work related travel is reimbursed as per the Secondary Teachers Collective Agreement rate. Your current practising Certificate will be checked.** | Yes [ ]  | No [ ]  |
| Teacher Registration Number:       | Expiry Date:      | Type (Full/provisional/subject to confirmation) Note: RTLB must be fully registered at the time of appointment.      |  |
| Are there any other factors that we should know to assess your suitability for appointment and ability to do the job in regard to your teacher registration status? If “Yes”, please detail:       | Yes [ ]  | No [ ]  |

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| **Educational Qualifications**: |
| **Note: Please supply a verified copy of your highest tertiary level qualification with your application.** **All permanent RTLB must be eligible to enter Post Graduate Studies, therefore if you do not hold Degree status you do not qualify.** If in doubt, please contact us. |
| Last secondary level qualification      | Date received      | Awarding Body or Institution      |
| Tertiary level qualification/s     **Please include verified copies of your tertiary qualifications**. | Date received      | Awarding Body or Institution      |
| Please state any other qualifications that relate to the position      | Date received      | Awarding Body or Institution      |

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| **Employment History** |
| Please outline most recent employment history, beginning with current or latest employment. Please ensure you give details of at least the last five positions you have held and explain any periods of unemployment for example, study or parental leave. |
| **Period Worked (Dates)** | **Employer’s Name** | **Position Held** | **Reason for Leaving** |
|       |       |       |       |
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| **Referees** |
| Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your recent work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references. |
| **Name** | **Address** | **Email** | **Telephone****Please ensure you provide cell phone and/or after hours numbers** | **Relationship (e.g. employer/principal)** |
|       |       |       |       |       |
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| **Authority to approach other referees**: I authorise the Board, or nominated representative, to approach persons or the Teachers Council, other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position. | Yes [ ]  | No [ ]  |
| **Consent to approach current employer**You may stipulate in the comment box below if you would like contact with your current employer to be only if shortlisted for the positionComment:       | Yes [ ]  | No [ ]  |
| **If shortlisted and interviewed, you will be required to supply Evidence of Identity as per the Department of Internal Affairs “Evidence of Identity Standard v2.0”.** **Please be prepared to provide the following forms of identification:**Category A- Primary Identification Document e.g. passport, citizenship certificate.Category B – Second Form of Official Identification e.g. drivers licences, IRD numbers.Plus one of the above must be a photographic identification and be verified in person against the candidate.Records may be checked such as payroll search. |

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| **The position you have applied for requires specific knowledge, skills, attributes and personal characteristics.** **These are stated in the job description (attached below). Please outline below how you meet each of these attributes and abilities.** Even though you are attaching a C.V. you **must fill this out in full**. The contact person cited in the advertisement can assist with any questions you might have.  |

| **Knowledge, skills, attributes and personal characteristics that link to the RTLB job description** | **Roles in which you have demonstrated these** | **Provide evidence** |
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| RTLB practice |       |       |
| Collaboration |       |       |
| Reporting |       |       |
| Professional Development |       |       |
| Relationships |       |       |
| Innovation |       |       |
| Leadership |       |       |
| Other  |       |       |

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| I certify that the information I have supplied in this application is true and correct. 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. I confirm in terms of the Privacy Act 1993 that I have authorised access to referees. |

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_

**RESOURCE TEACHER: LEARNING AND BEHAVIOUR JOB DESCRIPTION**

RTLB are experienced kaiako/teachers trained to support the needs of students whose achievement in learning and behaviour is not fully being realised and to support their kura/schools and kaiako/teachers. The RTLB position is a full-time itinerating role.

Responsibilities

**Compliance with RTLB practice**

• Focus on positive outcomes for students.

• Provide a consistent professional standard of evidence-based practice.

• Follow the intervention sequence described in the professional practice section of the RTLB toolkit.

**Collaboration**

• Engage in a collaborative, consultative process in partnership with the student(s), kaiako/teachers, parents/whānau/family, and other relevant agencies.

• Work with Special Education to provide a seamless continuum of flexible service for students.

**Reporting**

• Case records include evidence of the outcomes of RTLB interventions.

• Ensure reporting clearly identifies Māori and Pasifika.

• Have a robust data gathering, planning and reporting cycle.

**Professional development**

• Attain the RTLB qualification, the Post Graduate Diploma of Specialist Teaching endorsed in Learning and Behaviour, within three years of appointment to first RTLB position.

• Participate in on-going professional learning aligned to the cluster strategic plan.

• Ensure the RTLB team is able to provide services effectively within Māori-medium settings.

• Ensure, in mainstream settings, that the needs of Māori students and the needs of Pasifika students are effectively provided for.

**Relationships**

• Value collegial support.

• Understand that iwi/whānau have a strong interest in the achievement of all Māori students and develop effective relationships with iwi whānau / so that effective advice and information is shared.

• Provide mentoring and coaching when needed.

• Maintain professional, trusting, respectful relationships at all levels.

• Collaborate with kaiako/teachers, parents, families/whānau and relevant community organisations.

• Communicate with clarity and openness.

**RTLB roles do not include undertaking individual kura/school-based work such as:**

• teaching a particular subject or course

• being a remedial tutor

• working as a teacher’s aide or reliever

• taking responsibility for a special class or unit

• carrying out routine kura/ school duties

• providing a counselling, social work or truancy service

• managing crisis/traumatic incidents

• being a tutor kaiako/teacher to beginning kaiako/teachers.

**Also visit** [**http://rtlb.tki.org.nz/**](http://rtlb.tki.org.nz/) **for further information on the role of RTLB.**