



Middleton Grange School

Middleton Grange School
30 Acacia Avenue
Christchurch 8041
New Zealand

Leadership Applicants APPLICATION PACK

+64 3 348 9826 office@middleton.school.nz www.middleton.school.nz

CHARACTER EXCELLENCE SERVICE FOR THE GLORY OF GOD

Job Title

CURRICULUM LEADER MĀORI

Position

This is a permanent position commencing **Term 1 2020 or earlier by negotiation**

Applications are invited from innovative and outstanding teachers to fill this important position. Applicants must demonstrate a willingness and ability to uphold the Special Christian Character of the school as a condition of appointment and are expected to be involved in our extensive co-curricular programme.

Middleton Grange School is a composite Area School.

All teachers are employed under the terms and conditions of the Area Schools' Collective Agreement.

Documents

1. Application form, including Statement of Belief
2. Job Description
3. School Information, including the School Charter, may be viewed on the school website:
<https://www.middleton.school.nz/key-publications/>

How to Apply

1. **Application Form**
Complete the Application Form and submit your resume including information requested below
2. **Referees**
Middleton Grange is a Christian Special Character School, therefore we request contact details of two types of confidential referees:
 - a. General – Personal and Professional Teaching / Leadership Qualities 2 required
 - b. Special Character – Christian life and service 1 required
3. **Forward To**
Completed application form and referee forms to be returned by the closing date to
The Principal, Middleton Grange School.

Timeline

1. **Applications Close 4pm, Monday, 15 July 2019**

Following the creation of a short list of applicants, interviews may be held.



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Leadership Applicants APPLICATION FORM

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CHARACTER EXCELLENCE SERVICE FOR THE GLORY OF GOD

Position Applied For	CURRICULUM LEADER MĀORI
Full Name	
Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Miss <input type="radio"/> Ms <input type="radio"/> Other preferred title – enter here:
Current Residential Address Add PO Box if applicable	
Email	
Preferred Contact Number	

Immigration information

Nationality		Country of Birth	
Are you a New Zealand or Australian Citizen		Yes	No
If not, do you have Resident status, or		Yes	No
A current Work Permit		Yes	No

New Zealand (NZ) Teacher Registration / Payroll

Teacher Registration Number (TRN) (If none, N/A)		Expiry Date	
Registration Status (Circle One)	<input type="radio"/> Full <input type="radio"/> Provisional	Subject to Confirmation	
Are you already registered on the NZ Ministry of Education Payroll?	<input type="radio"/> Yes <input type="radio"/> No	If Yes, Payroll Number (6 Digits)	
I authorise the Board of Trustees to undertake a Police Vetting. Privacy Protocols will be followed		Yes	No

Official Information (If you answer 'Yes' to any of the following please provide details on a separate sheet)

Have you ever been convicted for any criminal act / received a Police diversion / been discharged without conviction / are awaiting sentencing or have any charges pending?	Yes	No
Have you ever been the subject of any concerns involving child safety?	Yes	No
Have you ever taught or worked under a different name?	Yes	No
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome which the tasks of this position may aggravate or contribute to?	Yes	No
Are there any other personal or other family circumstances that may materially affect your ability to meet the requirements of the position if you were appointed?	Yes	No

Vulnerable Children's Act 2014

Prior to being interviewed you are required to provide 'Proof of Identity'.
Forms of Proof of Identity include Passport photo, change of name documentation (See 'Important Notes' on reverse of cover letter)

Completion of Application

Please tick (✓) each statement and sign below

- I testify that all the information shown on this page is accurate, complete and truthful.
Failure to disclose information or inaccurate information may result in your employment being withdrawn
- I have physically signed this declaration

SIGNATURE		Date	
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Referees

Please provide names, addresses and telephone numbers of **THREE** referees who would be able to attest to your character and your ability as a teacher and a leader. The applicant authorises the Principal of Middleton Grange School (or delegate) to contact the following referees.

1. General – Personal and Professional Teaching and Leadership Qualities

Name	
Position / Title	
School	
Email	
Preferred contact number	
Address	

2. General – Personal and Professional Teaching and Leadership Qualities

Name	
Occupation / Employer	
Your relationship with this person	
Email	
Preferred contact number	
Address	

3. Special Character – Christian life and service

Name	
Position in Church	
Your relationship with this person	
Church	
Email	
Preferred contact number	
Address	

4. Additional Referees

The applicant authorises the Principal of Middleton Grange School (or delegate) to contact the following referees (indicated with a 'Yes' response below) regarding the applicant's application for a position of employment at Middleton Grange School.

I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position including but not limited to:	Yes	No
1. Current Employer (or senior staff person in that employment)	Yes	No
2. Previous Employer (or senior staff person in that employment)	Yes	No
3. Minister (or Leader of your church)	Yes	No
I authorise the Board, or nominated representative, permission to access any information held by the Teaching Council of Aotearoa New Zealand or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.	Yes	No

SIGNATURE		Date	
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Supporting Statement – Special Character

Please read the SCHOOL INFORMATION enclosed with this application and the STATEMENT OF BELIEF below. Both documents lay out very clearly the Special Character of the School which is foundational to the philosophy of the school and impacts significantly on the day-to-day life of the school. All staff are expected to uphold and enhance the SPECIAL CHARACTER of the school.

Are you an active member of a local church?	Yes	No
If so, which church do you attend?		
Name of Minister / Pastor		
Telephone number of Minister / Pastor		
How frequently do you attend church?		

Give details of any church activities you have been involved with

Comment on how you became a Christian and give your views on what it means to be a Christian

Comment on your view of the inspiration and authority of the Bible

Describe how your Christian Worldview would influence your critique of Curriculum content and approach to Curriculum delivery

Describe how your Christian worldview would influence your relationships with staff and pupils

Selection Criteria

Please limit your response to no more than ½ page per criterion

Curriculum Area Leadership

The successful applicant will be highly organised and IT literate to ensure the successful management of the Curriculum Area including budgeting / finances, strategic planning and growth, programme development and implementation.

Staff Leadership

The successful applicant will have exceptional inter-personal skills to provide inspirational and confident leadership that reflects the School's Christian character. He / she will manage staff workloads and develop / implement effective processes including conflict resolution, staff development / training and recruitment.

Programme Implementation and Christian Education Philosophy

The successful applicant will develop and manage a vibrant and effective curriculum and will have the vision and innovation to ensure the Curriculum Area programme is up-to-date and in line with current developments in education. He / she will have some understanding of the philosophy of Christian Education and possess the ability to translate it into practice in the classroom and Curriculum Area.

A Commitment to Academic Excellence and Christian Character

The successful applicant will demonstrate, through his / her own personal experience in teaching that he / she has a capacity to produce results of a high quality.

Middleton Grange School - Statement of Belief

The School's Charter (refer to website) and Statement of Belief clearly explain the Special Character of the School which is foundational to the philosophy of the school and impacts significantly on the day to day life of the school. All staff are expected to uphold and enhance the Special Character of the School.

To signify your personal belief, please tick (✓) each statement and sign below

- The unity of the Father, the Son and the Holy Spirit in the Godhead.
- The Sovereignty of God in creation, revelation, redemption and final judgement.
- The divine inspiration and trustworthiness of Holy Scripture, as originally given and its supreme authority in all matters of faith and conduct.
- The universal sinfulness and guilt of human nature since, the fall, rendering humankind subject to God's wrath and condemnation.
- Redemption from the guilt, penalty, pollution and power of sin only through the sacrificial death (as our representative and substitute) of Jesus Christ, the incarnate Son of God.
- The bodily resurrection of Jesus Christ from the dead, His ascension, His mediatorial work and His personal return in power and glory.
- The necessity of the work of the Holy Spirit to make the death of Christ effective to the individual sinner, granting repentance toward God and faith in Jesus Christ.
- The indwelling and sanctifying work of the Holy Spirit in the believer.
- The only holy, universal church, which is the Body of Christ, to which all true believers belong and in which they are united through the Spirit.
- The resurrection of the body and life everlasting.

Name	Signature	Date
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Certification

I certify that (Please tick (✓) each statement and sign below)

The information I have supplied in this application is true and correct

I have authorised the Board to contact 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.

Name	Signature	Date
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Resume

Please attach your resume and show the following information as appropriate.

1. **Qualifications.** Degrees, diplomas and certificates you have attained, in addition to the year they were attained and the institutions they were conferred, and what were your fields of study for these qualifications?
2. **Further Studies** Please provide details about any further studies you are currently pursuing
3. **Teaching Skills**
 PRIMARY Please list the Year Levels you are qualified to teach
 SECONDARY Please list the Subjects you are qualified to teach, and to what level
4. **Teaching Experience** Please list all schools in which you have taught, the time you were engaged at the school and your position / year level/s taught. (This information may require verification should you be required to attend an interview)
5. **Positions of Responsibility** Please list any positions of responsibility you have held, and for what length of time
6. **Co-Curricular Activities** Please provide details of Co-Curricular activities in which you have been involved and which you would be prepared to assist in
7. **Professional Associations** Please list any professional associations to which you belong
8. **Additional Information** Please provide details of any personal attributes you feel contribute to your success in this position

Please return this form to

- office@middleton.school.nz OR
- The Principal, Middleton Grange School, 30 Acacia Avenue, Riccarton, Christchurch 8041 NZ

Note: Scanned or hard copy must be signed.