



## KARORI NORMAL SCHOOL

*We encourage our children to be the best they can be  
"Tino pai ake"*

**Wednesday 28 August 2019**

Dear Applicant

Thank you for your interest in the recently advertised teaching positions at Karori Normal School (KNS). It is expected that there will be around three positions available, some of these positions are for a fixed-term and the others are permanent, these are described below.

### **Permanent positions**

These positions will be permanent and the result of:

- Teachers resigning from positions at our school

The exact number of permanent positions available will be known with more certainty when teachers who are making decisions about next year have confirmed their intentions and our 2020 staffing provision has been confirmed by the Ministry of Education.

### **Fixed-Term Positions**

It is likely that there will be at least one fixed-term position because of teachers taking leave in 2020. The exact number of fixed-term positions available will be known with more certainty when teachers who are making decisions about next year have confirmed their intentions.

Emphasis for appointment to all positions, both fixed-term and permanent, will be placed on the following attributes:

- Enthusiasm and energy; we want teachers at our school who enjoy working with children and building strong, positive relationships with them.
- The ability and desire to work in a collaborative and cooperative teaching environment. Our team culture is very strong. We wish to appoint teachers who work well in this type of environment and are prepared share their practice and support colleagues, including those in leadership roles. The ability to work positively with a range of colleagues is crucial to working at our school. It is likely that collaborative practice will be a staff development focus in 2020.
- Up-to-date knowledge of current curriculum documents and inclusive practice. Universal Design for Learning has been a staff development focus at our school since 2016. Catering for and celebrating the diverse needs (including cultural needs) of all students is important at KNS.
- Openness to improving your own teacher practice. You must be open to feedback and willing to reflect upon and inquire into your own teaching practice.
- The ability to act as an effective role-model and mentor for student teachers. This role is a cornerstone of the school's 'Normal' status and is a crucial factor in appointment. Fully-registered teachers at KNS must be willing to act as associate teachers to student teachers.
- Willingness to develop a strong learning partnership between the school and home. Ensuring effective, learning-focussed communication between teachers, parents/caregivers and children, is at the centre of our school's culture.
- Knowledge of, and experience in, the use of eLearning to enhance children's learning.
- Experience in planning and teaching an inquiry based programme.

Further information regarding the school can be found here:

- The Karori Normal School website, [www.kns.school.nz](http://www.kns.school.nz)
- 2018 – 2020 Karori Normal School Charter, [KNS Charter](#)
- Our latest ERO Review Report which was confirmed in August 2015, [Karori Normal School ERO Report 2015](#)
- The Karori Normal School Curriculum, [KNS Curriculum](#)

If you are interested in applying, please send:

- A Curriculum Vitae
- A covering letter that addresses the skills, qualities and attributes you have, that make you a strong candidate for these positions,
- A completed application form,
- A copy of your Teaching Council of Aotearoa New Zealand Practising Certificate
- A completed EEO form

The timeframe for the appointment is as follows:

- Applications close Friday 13 September 2019 (Week 8 Term 3)
- Shortlisting completed & interviews held by Wednesday 25 September 2019 (Week 10 Term 3)
- Candidates notified of outcome by Friday 27 September 2019 (Week 10 Term 3)

- Successful applicants begin @ KNS

Tuesday 28 January 2020

Applications should be forwarded to Conrad Kelly, Principal, Karori Normal School, Donald Street, Karori, Wellington 6012 or [ckelly@kns.school.nz](mailto:ckelly@kns.school.nz) . Should you have any questions please do not hesitate to contact me.

I urge you to apply. The supportive board, professional staff and motivated pupils make Karori Normal School an enjoyable, exciting and rewarding place to teach. Applications close on Friday 13 September 2019 at 3.00pm.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Conrad Kelly', with a stylized flourish at the end.

**Conrad Kelly**  
**Principal**



## KARORI NORMAL SCHOOL

### APPLICATION FOR APPOINTMENT

To:

Conrad Kelly, Principal, Karori Normal School, Donald Street, Wellington 6012 or [ckelly@kns.school.nz](mailto:ckelly@kns.school.nz)

**Position/s applied for: Teaching Positions – commencing Term 1 2020 - Fixed-Term and Permanent**

#### PERSONAL DETAILS:

Name (in full): \_\_\_\_\_

Have you ever been known by any other name? If yes provide below.

\_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: (0 ) \_\_\_\_\_

\_\_\_\_\_

Work Phone: (0 ) \_\_\_\_\_

\_\_\_\_\_

Mobile Phone: (0 ) \_\_\_\_\_

Email: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Teacher Registration No: \_\_\_\_\_

Category of Certification (Please tick one):

Full Practising Certificate

Provisional Practising Certificate

Subject to Confirmation Practising Certificate

Practising Certificate Applied For

#### PRESENT EMPLOYER

Name of present employer:

\_\_\_\_\_

Work Phone: (0 ) \_\_\_\_\_

Address: \_\_\_\_\_

Other Phone: (0 ) \_\_\_\_\_

\_\_\_\_\_

Mobile Phone: ( ) \_\_\_\_\_

\_\_\_\_\_

Position held: \_\_\_\_\_

Date commenced: \_\_\_\_\_

## 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 most 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.

1.

Name: \_\_\_\_\_ Home Phone: (0 ) \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: (0 ) \_\_\_\_\_

\_\_\_\_\_ Mobile Phone: (0 ) \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Relationship or Position: \_\_\_\_\_

2.

Name: \_\_\_\_\_ Home Phone: (0 ) \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: (0 ) \_\_\_\_\_

\_\_\_\_\_ Mobile Phone: (0 ) \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Relationship or Position: \_\_\_\_\_

3.

Name: \_\_\_\_\_ Home Phone: (0 ) \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: (0 ) \_\_\_\_\_

\_\_\_\_\_ Mobile Phone: (0 ) \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Relationship or Position: \_\_\_\_\_

## EDUCATIONAL QUALIFICATIONS

Institution Attended	Year	Qualifications Attained	Date Awarded
Secondary School			
Private Training Establishment (PTE)			
Polytechnic			
University			
Other			





**Forwarding Applications:**

1. **When completed** please forward:

- Curriculum Vitae
- EEO Data Sheet
- Copy of Registration
- Copy of Practising Certificate
- Any other documentation

To: Conrad Kelly  
Principal  
Karori Normal School  
Donald Street  
Karori  
Wellington 6012

Or

[ckelly@kns.school.nz](mailto:ckelly@kns.school.nz)

Upon receipt, all applications will be acknowledged by email if provided.

2. **For Return of Curriculum Vitae:**

- ❖ Your Curriculum Vitae will be returned if a suitably stamped self-addressed envelope for this purpose is enclosed with the application. Otherwise, collect from the School Office.
- ❖ If your Curriculum Vitae is not collected, within two weeks of the date of notification of the appointment, it will be destroyed.



## KARORI NORMAL SCHOOL

### DATA INFORMATION EQUAL EMPLOYMENT OPPORTUNITY

Please complete the following questions. The answers you give are confidential and will be included in our EEO database.

**NAME:**

**GENDER: MALE**

**FEMALE**

**DATE OF BIRTH:** **Position Applied for:**

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**ETHNIC ORIGIN** Tick one or two boxes from the list below

New Zealand European/Pakeha

New Zealand Maori

Samoan

Chinese

Indian

Other European

Other Ethnic Group

Do you live with the effects of injury, long-term illness or disability/disabilities?

Yes  No

**THIS FORM IS CONFIDENTIAL TO THE KARORI NORMAL SCHOOL BOARD OF  
TRUSTEES AND APPOINTMENTS COMMITTEE**