



**KARORI NORMAL SCHOOL**

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

**Friday 31 July 2020**

Dear Applicant

Thank you for your interest in the recently advertised new-entrant roll-growth teaching position at Karori Normal School (KNS). This is a fixed-term position from Monday 14 September through to the end of the school year, Wednesday 16 December 2020. The reason that this position is for a fixed-term is that it is a roll-growth position and the position will not be available at the start of the 2021 school year.

Emphasis for appointment 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 to 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.
- 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 teaching a play based programme, catering to the transition of students from early childhood to primary levels.

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, [KNS ERO Report 2019](#)

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

The timeframe for the appointment is as follows:

- |                                               |                                |
|-----------------------------------------------|--------------------------------|
| • Applications close                          | Friday 21 August 2020 @ 3.00pm |
| • Shortlisting completed & interviews held by | Friday 28 August 2020          |
| • Candidates notified of outcome by           | Wednesday 02 September 2020    |
| • Successful applicants begin @ KNS           | Monday 14 September 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 21 August 2020 at 3.00pm.

Yours sincerely

**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: Fixed-Term New Entrant Roll Growth – commencing 14/09/2020**

#### 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			



**PRIVACY ACT 1993 (to be signed by the Applicant)**

This application is submitted with the understanding that any further information given is for the use of the employer and their authorised representatives who may at any time have access to this information.

Furthermore consent is given for members of the Karori Normal School Appointments Committee to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position of teacher at this school.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DECLARATION:**

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from minor traffic offences), received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment?

Yes                                      No      (Please circle as appropriate)

If YES, please provide date and details of offence(s) in a separate sheet. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.

I certify that I am registered (or provisionally registered) as a New Zealand teacher. I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my C.V. is correct.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

I certify that:

- The information I have supplied in this application is true and correct
- I confirm that 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
- 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:** \_\_\_\_\_

**Forwarding Applications:**

1. **When completed** please forward:

- Curriculum Vitae
- 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.