



Dunedin Kindergarten Association Est.

1889

Mana Manāki Puawai o Otepoti



**Teacher
Application Pack**

Established leaders of early childhood learning in Dunedin



Dunedin Kindergarten Association Est. 1889
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Kia Ora Applicant

Thank you for expressing interest in a career with DKA.

This pack includes:

- Application form
- Teacher position description (including professional standards)
- Click on 'Position Information' link for Kindergarten details and description

Please complete the application and return it with the necessary attachments to the contact below no later than the published closing date. Late applications will not be considered.

Senior Teacher
Dunedin Kindergarten Association
Box 3076 (or deliver to 81 Forbury Road)
Caversham
DUNEDIN

Once your application has been received, an appointments panel will decide which applicants will be short-listed. If you are successful you will be contacted for an interview. Interviews are 30 minutes consisting of a 5-minute presentation by the applicant on a topic pertinent to teaching and learning, 20 minutes of panel questions and 5 minutes for questions from the applicant.

Completed documentation should include

- Completed application form
- Copy of qualification(s)
- Copy of current practicing certificate (teacher registration)
- Copy of current first aid certificate
- CV (ensure requested information is included)

Three hard copies of all documentation are required upon each application please, Applications close at 4.00pm on the date stated on the web

If you wish us to return the documentation please enclose a stamped self-addressed envelope.



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www.dka.school.nz



Application Form

Position Details

Position.....

Kindergarten:

Note: Short listing decisions will be made on the information received from this application form – CVs will reaffirm information but will not replace this form.

Applicant

Full Name: _____

Previous Name(s): _____

Address: _____

Phone/cell: _____

E-mail: _____

Academic Qualifications

New Zealand Qualifications achieved (enclose copies):

Other:

Other Details

Teacher Registration Number and Category (enclose copy):

First Aid Certificate: Yes No
(Enclose copy)

Are you a New Zealand Citizen/permanent resident? Yes No
If no, do you hold a valid work permit? Yes No

Employment History

(Please use additional pages as necessary)

Current Employment

Position _____

Kindergarten/Centre _____

Period of Employment _____

Permanent or relieving _____

Reason for leaving _____

Previous Employment

Position _____

Kindergarten/Centre _____

Period of Employment _____

Permanent or relieving _____

Reason for leaving _____

Position _____

Kindergarten/Centre _____

Period of Employment _____

Permanent or relieving _____

Reason for leaving _____

Position _____

Kindergarten/Centre _____

Period of Employment _____

Permanent or relieving _____

Reason for leaving _____

Position _____

Kindergarten/Centre _____

Period of Employment _____

Permanent or relieving _____

Reason for leaving _____

Professional and Personal Interests in Teaching and Learning

(Please use additional pages as necessary)

Consent to contact Referees – I hereby authorise Dunedin Kindergarten Association to contact the following individuals to act as my referees for the purposes of my application for the above position; as required under section 29 of the Privacy Act 1993.

| Name | Current Position | Relationship | Service | Contact number/s |
|------|------------------|--------------|---------|------------------|
| | | | | |
| | | | | |
| | | | | |

Notice Period Required from Current Employer: _____

Personal Information Disclosure Authority:

I, _____, hereby authorise the collection of personal information from named referees, any current or previous employer, training establishment, other agency or individual, for the purpose of determining my suitability for the kindergarten position for which I am applying, without further reference to me. I authorise the DKA to disclose such personal information as is necessary for the same purpose.

Please specify below any agency or individual to whom you do not wish an approach to be made in relation to this application:

N.B. Your authority is required in accordance with the provisions of the Privacy Act 1993.

I certify that to the best of my knowledge all information provided in this application is true and correct.

Signature: _____

Date: _____

| | |
|-------------------------------|---------------------|
| Position Title: | Teacher |
| Reports to: | Head Teacher |
| Indirectly Reports to: | Senior Teacher Team |

Overview

This position is:

- Responsible for supporting and providing assistance to the personnel employed at the kindergarten.
- To support the head teacher to ensure the strategic, operation and financial objectives are met.
- To ensure a high quality education programme is delivered.
- To support the overall strategic plan of the DKA.

Employment Conditions

In accordance with the Employment Relations Act 2000, Kindergartens are part of the State Sector. The Kindergarten Teacher, Head Teachers & Senior Teachers' Collective Agreement 2007-2009 is the employment agreement that was ratified by NZEI Te Riu Roa and the Ministry of Education.

Refer to www.nzei.org.nz. All new employees to the Dunedin Kindergarten Association are covered by this collective agreement for 30 days and there is the opportunity to seek independent advice during this time.

Health & Safety

All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organisation. Employees are required to commit to a high level of personal health and safety practices at all times.

Within this role there is a large physical component required eg:

- Lifting children (inclusive of special needs)
- Moving equipment
- Standing and moving for long periods of time.

Professional Standards

Professional Standards describe the important knowledge, skills and attitudes that all teachers are expected to demonstrate in carrying out their role. They formalise the Government's expectation of professional practice.

On appointment as a teacher within the Association there is an expectation that you will be able to meet your relevant set of professional standards. As part of the employment process the employer will negotiate with you what set of Professional Standards you will be required to be attested against.

Professional Standards

Learning and Teaching

- Demonstrate a high level of knowledge of Te Whāriki and of current learning teaching and assessment theories
- Demonstrate a commitment to their own professional learning and teaching
- Demonstrate knowledge of Te Tiriti o Waitangi, ter reo and tikanga Māori
- Demonstrate expertise and refined approaches in all aspects of curriculum assessment and evaluation practices
- Continually evaluate and reflect on their teaching and act on areas where it can be improved
- Utilise assessment as a conscious practice of noticing, recognising and supporting documentation

Learning Environment

- Demonstrate a high level of commitment to children's well-being and social competence
- Demonstrate a wide range of approaches that facilitate all children's engagement in learning
- Effectively facilitate challenging learning environments
- Maintains and promotes positive relationships with children that respect their individuality, culture and place in the community
- Maintain high expectations of all children that value and promote learning
- Is an advocate for high quality health and safety practice for adults and children and proactively seeks and works to eliminate health and safety issues/hazards*

Communication

- Demonstrate highly effective communication skills when interacting with children, colleagues or family and whānau
- Demonstrate effective skills in responding to the aspirations of family, whānau and caregivers
- Display ethical and responsible behaviour

Support for and Cooperation with colleagues

- Support and provide effective assistance to colleagues in improving teaching and learning
- Encourages others and participate in professional development/learning

Contribution to wider kindergarten operations

- Contribute towards the effective functioning of the total kindergarten's relationships with the Association and the wider community

Kindergarten Administration

- Sustain knowledge and skill in relation to Association administrative requirements

Refer to www.minedu.govt.nz for more information.

| | |
|-------------------------------|--------------------------|
| Position Title: | Part Time Teacher |
| Reports to: | Head Teacher |
| Indirectly Reports to: | Senior Teacher |

Overview

This position is:

- To deliver an education programme that reflects Te Whāriki and current approaches to learning.
- Responsible for supporting and working in collaboration with other Kindergarten personnel.
- To support the overall strategic plan of the DKA.

Attestation against the Kindergarten Professional Standards will be undertaken annually

Health & Safety

All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organisation. Employees are required to commit to a high level of personal health and safety practices at all times.

Within this role there is a large physical component required eg:

- Lifting children (inclusive of special needs)
- Moving equipment
- Standing and moving for long periods of time.

Key Tasks

- To contribute to the daily programme ensuring it is kept inviting, inspiring and stimulating so that children's thinking and learning is challenged and extended.
- To contribute to the assessment practices of the kindergarten, both individual and collective. These assessment practices will be aligned with the current paradigm.
- Open and effective communication to ensure shared understanding about children, families and the programme.
- To support and participate in the ongoing culture of the Kindergarten, community and beyond.
- To adhere to the policies, procedures and legislative requirements of the Kindergarten.

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On appointment as a teacher within the Association there is an expectation that you will be able to meet your relevant set of professional standards. As part of the employment process the employer will negotiate with you what set of Professional Standards you will be required to be attested against.

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