



A Guide to Support
Applicants for
Head Teacher Positions

October 2016

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Introduction

inspired kindergartens (ik) employs about 90 teachers on a permanent basis. Relieving staff and short term employees are also regularly employed.

As an employer of State Sector workers, ik has obligations under the State Sector Amendment Act 1989 ("the Act"), to be a 'good employer'. There is also a requirement under the Act for ik to ensure that the process for appointing staff is equitable; to ensure that appointments are made on merit and to ensure that the employer *"...shall give preference to the person who is best suited to the position."* (**State Sector Amendment Act 1989, Part 5, Section 60**).

The Act also requires an employer, to operate an EEO (Equal Employment Opportunities) programme for employees and this links to the Human Rights Act 1993.

This booklet outlines the process that ik has developed for appointing staff.

Vacancies

How and where jobs are advertised?

Upon the receipt of resignations, leave requests or when new positions are being created, all permanent and relieving teacher positions of 12 months or longer are advertised in the Education Gazette and on the ik's website www.inspiredkindergarten.nz and in other relevant places. The Education Gazette is sent to all state educational institutions such as kindergartens and schools. It is also available at public libraries and online at www.edgazette.govt.nz.

The advertisements provide applicants with a statement about the vacancy. Conditions of employment helpful to EEO (Equal Employment opportunities) target groups may also be identified. The advertisements also note the requirements for teaching qualifications, closing dates for applications and the procedure for obtaining application packs.

Appointments Committee

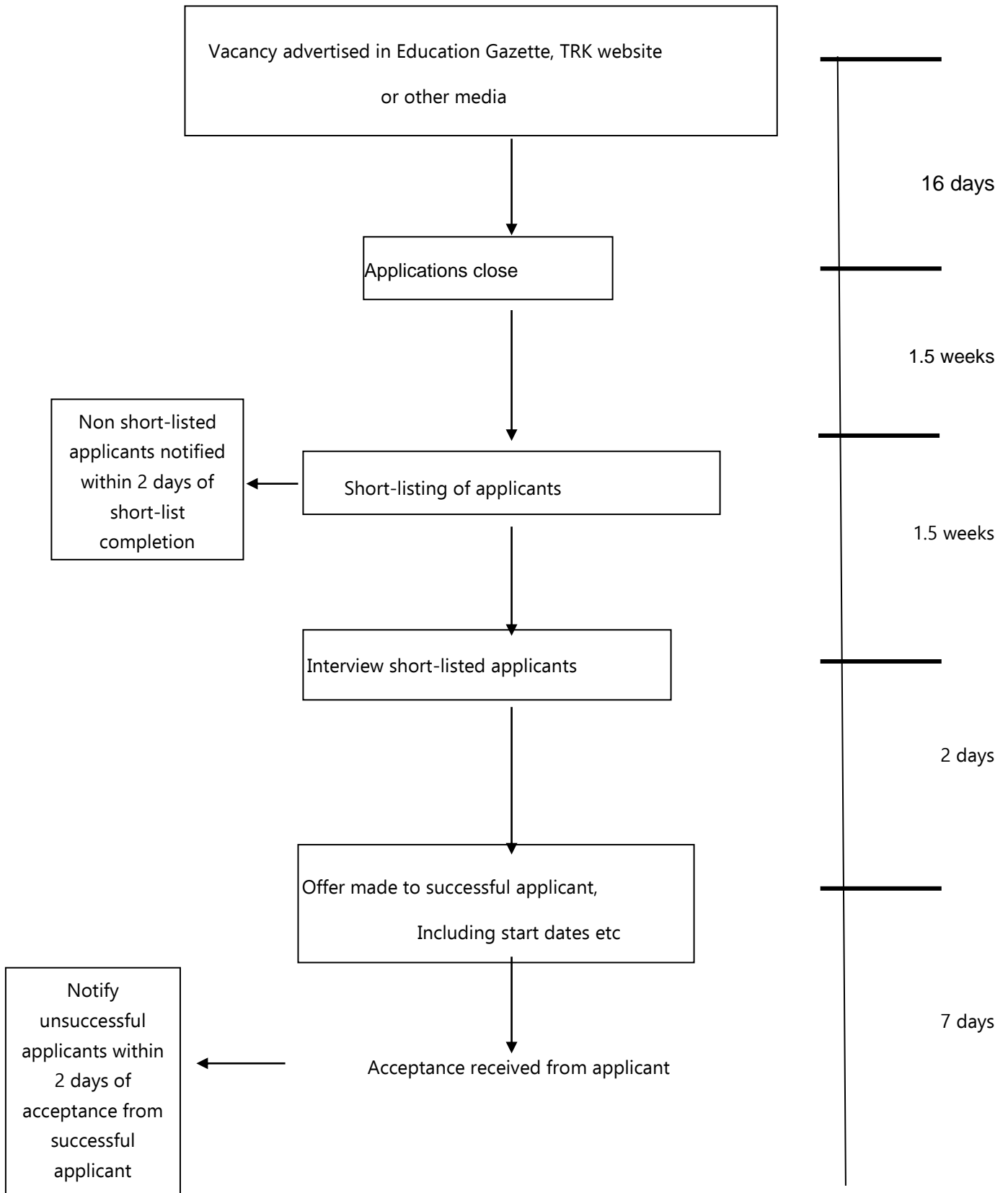
An Appointments Committee makes appointments to ik subject to ratification by the Principal. This committee has been carefully chosen to ensure that decisions are "equitable and impartial".

The composition of this committee is established under our Appointments Policy and varies according to the positions to be filled. It is made up of members of the ik Senior Leadership Team, Staff Representatives and Head Teachers of the specific kindergarten where a position is vacant.

Confidentiality

For staff and communities to have confidence that an equitable and impartial appointments process is used by ik, confidentiality is of the utmost importance. All applications will be treated with strict confidentiality by all ik staff.

Appointments Process Time line (Guide Only)



Practising Teacher Criteria

A position description relative to the vacancy will be provided to the applicant. Applications will only be accepted from Fully Registered Teachers.

How are Appointments made?

Appointment on Merit

In terms of the State Sector Act, the Appointments Committee must give preference to the person best suited to the position having regard to relevant experience, qualifications and abilities.

The committee considers information from the applicant's written application, her/his referees' reports, any other references she/he may have and perhaps a comment from her/his previous employer. ik reserves the right to conduct a broader referee check than those provided by the applicant.

The information provided and/or obtained is used by the Appointments Committee to short-list no more than 4 applicants who will be interviewed.

The Appointments Committee appoints on 'merit'. This means that a person's merit or skills, knowledge and attitudes are based on an assessment of their ability to do the work required. Merit does not focus only on the obvious skills such as the ability to present excellent written information or academic qualifications, but also considers other valuable skills an applicant may have e.g. the ability to speak a second language or experience in similar communities.

The criteria considered by the Appointments Committee are: consideration against the Head Teacher Expectations, personal qualities, knowledge, attitude and experience, essential and desirable attributes needed for the job, qualifications, skills and attributes specific to the advertised position. The needs of the kindergarten community, the children and the teaching team at the kindergarten are also considered.

Offers of Employment

A successful applicant will be informed that she/he has won the position. Discussion will take place about a start date and other pre-employment matters. Confirmation will be by way of a letter of offer, including a individual employment agreement, start date, appraisal information, salary step and other relevant details. This requires a response within 7 days confirming that the job has been accepted or declined.

At this point the ik will inform other shortlisted applicants for the position that their application has not been successful.

Support for applicants

Applicants may contact an ik Senior Teacher for support in making an application (if that Senior Teacher is not on the panel for that particular appointment).

Generally support will consist of:

- Talking through who you might choose to be your referees
- Discussing the process of interviews
- Discussing possible support people for interview (if desired)
- Discussing the need to support or back up statements used within your application with various forms of proof.

Support will not include:

- Proofing of application materials
- Comment on the content of application

Visits to the kindergarten for which the vacancy is being advertised may occur with prior approval of the ik Principal or Senior Teacher.

Completing an application

You should include in your application the following;

- The completed Application Form
- Your most recent appraisal if available
- Written statements to the Head Teacher Expectations (as attached)
- The names and contact details of 2 referees

Please ensure the following matters, in order to assist our administration;

- Any supporting material should be on single-sided A4 paper
- Do not send original supporting documents
- Do not enclose material in clear-lite folders or similar
- Make sure that your application is clipped together allowing for ease of photocopying. **(Please do not staple or bind).**
- Use a black or blue pen and/or ensure that material is dark enough to photocopy clearly
- Except when requesting the use of previously submitted attachments, all supporting material must be attached to the application form.



HEAD TEACHER APPLICATION FORM

Before completing this form please read it through carefully, taking notice also of information in the particular position description and Education Gazette. Late applications may not be accepted.

1. APPLICANT:

Full Name: _____ Kindergarten: _____

Former Name: _____ Position: _____

Address: _____ Teacher Registration No. _____

_____ Category: Provisional / STC / Full

_____ Practising Certificate Expiry Date: / /

Phone No. _____ Current First Aid Certificate Yes [] No []

Email: _____ Date expires: / / **(must have at least 12 months to run before expiring. Please attach copy)**

3. QUALIFICATIONS:

Qualifications: _____

Training provider/s _____

Date ECE qualification awarded _____

4. EMPLOYMENT:

a) Current Employment:

Position	Kindergarten/Centre	Employer	From/Since
----------	---------------------	----------	------------

_____	_____	_____	_____
-------	-------	-------	-------

b) Past Paid Teaching Positions held:

Position	Kindergarten/Centre	Employer	From-To
----------	---------------------	----------	---------

_____	_____	_____	_____
_____	_____	_____	_____

Mth/Yr - Mth/Yr

_____	_____	_____	_____
_____	_____	_____	_____

Mth/Yr - Mth/Yr

_____	_____	_____	_____
_____	_____	_____	_____

Mth/Yr - Mth/Yr

Continue on separate sheet if necessary.

c) Other relevant positions held:

Position	place of work	Employer	From -To
----------	---------------	----------	----------

_____	_____	_____	_____
_____	_____	_____	_____

Mth/Yr - Mth/Yr

Continue on separate sheet if necessary.

5. LENGTH OF TEACHING SERVICE

a) **New Graduate:** Yes [] No []

b) **Total number of years and months in permanent kindergarten positions:**

Senior Teacher	Head Teacher	Teacher
_____	_____	_____

c) Number of years and months in permanent *other* early childhood positions:

Supervisory Assistant Supervisor Teacher Untrained

d) Number of years and months in six weeks or longer continuous relieving:

Kindergarten: Head Teacher Teacher

Childcare Other

8. CURRENT STUDY:

9. RELEVANT COURSES ATTENDED AND/OR FACILITATED:

10. OTHER RELEVANT NON TEACHING EXPERIENCE

11. SUITABILITY FOR POSITION AND WHAT PARTICULAR STRENGTHS YOU WILL BRING TO KINDERGARTEN

12. HOW YOU WOULD WORK WITH THE STAFF AND KINDERGARTEN COMMITTEE

13 CONVICTIONS

Have you ever been convicted of any offence against the law [apart from minor traffic convictions]?

Yes [] No [] If yes please provide details:

14. HEALTH

Is there any reason why you may not be able to perform the essential tasks of the position?

Yes [] No [] If yes please provide brief details:

15. REFEREES' REPORTS

Please advise the names of two verbal professional referees who are able to provide comment on your professional work.

Please note that referees comments are confidential between the referee and ik.

Referees:

1. Name..... Position.....
Day contactA/H..... Cell-phone
Email.....

2. Name..... Position.....
Day contactA/H..... Cell-phone
Email.....

16. PERSONAL INFORMATION DISCLOSURE AUTHORITY:

I, _____ hereby authorise the collection of information from 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.

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

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

17. Please keep the attachment on file for twelve months - Yes [] No []

Please note that incorrect or misleading information, or the omission of important information, may disqualify you from appointment, or, if appointed, make you liable for dismissal.

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

Signature: Date: