



A Guide to Support Applicants for Teaching Positions

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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 the Association 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 and 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 our internal publication. 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 in the kindergarten service, closing dates for applications and the procedure for obtaining application packs.

Appointments Committee

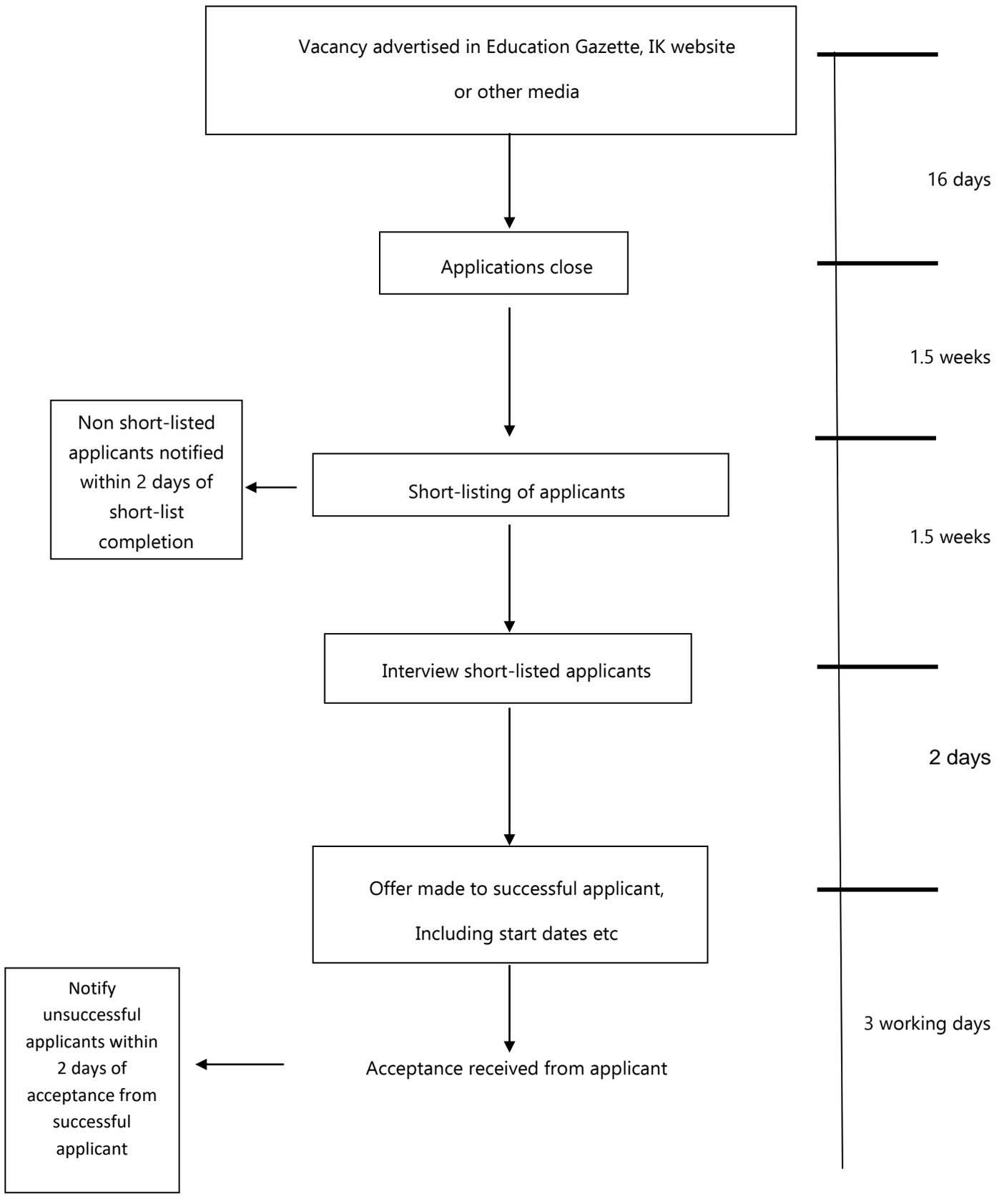
An Appointments Committee makes appointments to iK subject to ratification by the Principal. This committee has been carefully chosen to ensure that decisions are "equitable and impartial".

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)



Standards for the Teaching Profession

A position description relative to the vacancy will be provided to the applicant.

The Standards for the Teaching Profession are contained in the enclosed e-mail.

Applicants are required to write to the Standards for the teaching Profession in their application, identifying and demonstrating skills, knowledge, and dispositions which show that an applicant meets the relevant Standards for the Teaching Profession. You may submit your latest appraisal as part of your evidence.

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 any 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 Practising Teacher Criteria, 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.

iK reserves the right to collect information from any current or previous employer, training establishment, other agency or individual, for the purpose of determining your suitability for the kindergarten position without further reference to you. Please advise us of any agency or individual to whom you do not wish an approach to be made in relation to this application. Your authority is required in accordance with the provisions of the Privacy Act 1993.

Offers of Employment

Once an appointment has been decided referees will be checked, the successful applicant is 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 draft employment agreement, including details such as start date, salary step and other relevant details. This requires a response within 7 working days confirming that the job has been accepted or declined.

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

Support for applicants

Applicants may contact a IK Senior Teacher for support in making an application (if that Senior Teacher is not on the panel for that particular appointment) **and it is strongly recommended that you do so.**

Generally, that 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 (with CV attached)
- Your most recent appraisal (based on the Practising Teacher Criteria) if available or
- Written statements about how the Practising Teacher Criteria are reflected in your practice
- The names and contact details of 2 referees.

Please provide comments in your covering letter about your personal qualities and the extent to which you believe you would work well with the staff and the kindergarten/community concerned.

Copies of application forms should be downloaded from the website.

Applications should be made electronically to office@ikindegartens.nz.



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 or equivalency awarded

NB. If granted equivalency by the NZ Qualifications Authority, a copy of equivalency certificate must be enclosed.

4. EMPLOYMENT:

a) Current Employment:

Position	Kindergarten/Centre	Employer	From/Since
.....

b) Past Paid Teaching Positions held:

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

Continue here if necessary

c) Other relevant positions held:

Position	Place of work	Employer	From -To
.....

Continue here 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 relief teaching:

Kindergarten:

Head Teacher	Teacher	Childcare	Other (please specify)
.....

8. Standards for the Teaching Profession (STDs)

< Please insert here your statements about how the STDs are reflected in your teaching practice – take as much space as required >

9. CURRENT STUDY (if any):

9. RELEVANT COURSES ATTENDED AND/OR FACILITATED

10. OTHER RELEVANT EXPERIENCE NON TEACHING RELATED

11. CONVICTIONS

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

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

12. 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 details:

13. 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 contact A/H..... Cell-phone

Email.....

2. Name..... Position.....

Day contactA/H..... Cell-phone

Email.....

14. PERSONAL INFORMATION DISCLOSURE AUTHORITY:

I, _____ hereby authorise the collection of information by iK 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 here 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.

Please note that providing incorrect or misleading information, or the omitting 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: