

Guide to Support Applicants for Teaching Positions

Thank you for your interest in applying for a position with Inspired Kindergartens (ik). In this guide you'll find information about our obligations to you as an applicant and how appointments are made.

We employ about 90 teachers on a permanent basis. Relieving staff and short term employees are also regularly employed. As an employer of State Sector workers, TRK 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.

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. Read on to learn more about the process 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 TRK's website; www.inspiredkindergartens.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 in the kindergarten service, closing dates for applications and the procedure for obtaining application packs. (*Tip: on page 2 you'll find our helpful appointments timeline.*)

Completing an online application

Please refer to our website; www.inspiredkindergartens.nz (see [Careers>How to apply> Kindergarten](#)) or [click here](#), for a full description of our application process. Here you'll find useful list of the information and documents you'll need to prepare to complete your online enrolment (Step 3), and you'll also find our [online enrolment form](#) (Step 4).

Did you know? Did you know that you can apply for multiple positions (when advertised concurrently) with just one application? Our form also allows you to apply for kindergarten teacher and head teacher positions within the same application!

How are appointments made?

Our Appointments Committee

An Appointments Committee makes appointments to TRK 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 TRK Senior Leadership Team, Staff Representatives and Head Teachers of the specific kindergarten where a position is vacant.

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.

Offers of employment

Once an appointment has been decided, 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 letter of offer, including details such as start date, appraisal information, salary step and other relevant details. This requires a response within 3 working days, confirming that the job has been accepted or declined. At this point the TRK will inform other shortlisted applicants for the position that their application has not been successful.

Support for applicants

Applicants may contact a TRK Senior Teacher for support in making an application (if that Senior Teacher is not on the panel for that particular appointment) and we highly recommend that you make use of this support.

Support may 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 TRK Principal or Senior Teacher.

Our appointments timeline

