

NORTHERN
AUCKLAND
KINDERGARTEN
ASSOCIATION

APPLICATION PACK
NAME _____

Head Teacher | NAKA

KINDERGARTEN HEAD TEACHER APPLICATION FORM

1. APPLICANT:

Full Name _____

Former Name _____

Address _____

E-mail _____

Phone No. _____

Mobile ph no _____

2. POSITION:

Vacancy No. _____

Position _____

Kindergarten _____

Teacher Reg. No. _____

Category _____

Expiry Date _____

Current First Aid Cert: Yes [] No []

Date Issued _____

3. EARLY CHILDHOOD EDUCATION QUALIFICATION

_____ (Please attach copy)

Where training undertaken _____

Date ECE Qualification awarded _____

4. EMPLOYMENT:

Current Employment: Position _____ Kindergarten / Centre _____

Association / Employer _____ Period of Employment: From _____ To _____

Past Paid Teaching Positions in NZ (minimum of 10 weeks, 25 hrs per week). Please complete the teaching history on page 3.

5. Other employment:



6. GENERAL TEACHING STRENGTHS AND INTERESTS:

7. OTHER QUALIFICATIONS, e.g. Speech, Music, etc:

8. CURRENT STUDY:

9. PROFESSIONAL DEVELOPMENT UNDERTAKEN (within the past two years):

10. RELEVANT EXPERIENCES OTHER THAN TEACHING:



History of Teaching Practice

Please ensure that you include all requested information in this section. Please continue on A4 if necessary. Only include service in which you worked for a minimum of 10 weeks, 25 hrs per week.

TEACHING EXPERIENCE PRIOR TO GAINING YOUR TEACHING QUALIFICATION

Centre	Employer	Hours per week	Period of Employment Month /Year
.....			From/..... To...../.....
.....			From/..... To...../.....
.....			From/..... To...../.....
.....			From/..... To...../.....

TEACHING EXPERIENCE SINCE GAINING YOUR TEACHING QUALIFICATION

Centre	Employer	Hours per week	Period of Employment Month /Year
.....			From/..... To...../.....
.....			From/..... To...../.....
.....			From/..... To...../.....
.....			From/..... To...../.....
.....			From/..... To...../.....
.....			From/..... To...../.....

Please attach documentation, if available, to verify your service with each employer along with a copy of your qualification.
I hereby verify that the information given above is true and correct, to the best of my knowledge.

Signed Date



11. PROFESSIONAL KNOWLEDGE, PEDAGOGY, STRENGTHS AND INTERESTS

In your C.V. please explain your professional strengths and interests relating these to the key performance areas within the appropriate experience level of the Professional Standards. (See the Interpretation guide included in the application pack.)

Please Note: It is important for you to explain your practice within the experiences that you identify. Try to explain not only what you do but how you do it.

Please indicate (by ticking the box) which standards you have specifically referred to in your CV. It is not essential that you refer to them all.

ALL TEACHERS AND HEAD TEACHERS:

Learning and Teaching

- Understanding Te Whāriki
- Learning, teaching and assessment theory**
- Treaty of Waitangi
- Implementing Te Whāriki
- Teaching and Learning strategies
(including use of resources and technology)
- Planning, Assessment and evaluation

Learning Environment

- Positive guidance
- Engaging Children
- Learning Environment
- Expectations
- Respect and Understanding

Communication

- Children, colleagues, whānau
- Support for and co-operation with colleagues**
- Contribution to wider kindergarten operations**
- Kindergarten Administration**

HEAD TEACHERS ONLY:

- Professional Leadership**
- Relationship Management**
- Operations and Management**
- Strategic Management**



12. PREVIOUS CONVICTIONS:

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

Yes [] No [] If "yes" please provide brief details _____

13. REFEREES REPORTS:

Please arrange for the provision of one referee report from a person able to provide comment on your professional work. Report forms should be forwarded to the referee by the applicant (or we can email a form upon request).

Subject to the approval of the referee concerned, referees report forms will be held on file for a maximum of 12 months. At your request they may be used for subsequent applications however it is your responsibility to ensure that previous referees reports have been held on file at the office when lodging subsequent applications.

Names and contact numbers of referees who may be contacted for a verbal reference

1. _____
2. _____
3. _____

14. PERSONAL INFORMATION DISCLOSURE AUTHORITY:

I, _____ hereby authorize the collection of personal 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:

15. Please indicate whether or not you want the attachments to this application form held on file for a maximum of 12 months in order that they can be used with future applications of a similar nature.

Yes [] No []

16. Are you a New Zealand citizen?

Yes [] No []

If No, are you legally entitled to work in New Zealand?
(please provide a copy of your work permit/visa)

Yes [] No []

You must provide a copy of photo identification, as per the following:

- *New Zealand born citizens:* including Australian born citizens, identification can be a photocopy of your passport. If you do not have a valid passport then your birth certificate and photo ID such as your driver's license is acceptable.
- *For other New Zealand citizens:* identification can be a photocopy of your New Zealand passport or a copy of your New Zealand citizenship documents plus photo ID such as your driver's licence.
- *New Zealand Residents:* need to provide a copy of the photo page of your passport, plus a copy of your residency Visa.
- If you are here on any other type of Visa please submit a copy of the photo page from your passport and a copy of your work permit or student visa.



17 Are you at present receiving medical treatment and/or medication which may be relevant to your application?

Yes [] No []

Do you have any other condition or injury that may affect your ability to effectively carry out the functions and responsibilities of the position applied for?

Yes [] No []

If yes to either, please provide details

Please note that incorrect or misleading information or the omission of important information may disqualify you from appointment or, if appointed to the position, 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: _____



<i>Please ensure that these supporting documents are submitted when applying for the above position.</i>	✓
<i>Certified copy of Qualification</i>	
<i>Copy of First Aid Certificate</i>	
<i>Copy of Practicing certificate</i>	
<i>Application form</i>	
<i>EEO Data Sheet</i>	
<i>Photo Identification (as per No 16)</i>	





EQUAL EMPLOYMENT OPPORTUNITIES DATA SHEET

Please complete the questionnaire below and return it with your application for employment. The information will remain confidential, will be used for statistical purposes only and will be destroyed following the completion of the annual E.E.O. report. This form is for our E.E.O. Co-ordinator and identification of name is not required.

Date: _____ Vacancy Number (s) applied for in the Gazette _____

1. ETHNIC ORIGIN – Tick one or two boxes from the list below

- New Zealand European/Pakeha
 New Zealand Maori – *If you wish to identify your iwi please do so*
 Pacific Islander – *please identify which group(s)*

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Samoan | <input type="checkbox"/> Cook Island Maori |
| <input type="checkbox"/> Tongan | <input type="checkbox"/> Niuean |
| <input type="checkbox"/> Tokelauan | <input type="checkbox"/> Fijian |

- Other European (such as British, Australian, Scottish, Dutch)
_____ (please specify)

- Other ethnic group (such as Chinese, Indian, Vietnamese)
_____ (please specify)

2. GENDER: Male Female

3. DISABILITY/DISABILITIES:

a. Do you live with the effects of injury, long-term illness or disability/disabilities?
 Yes No

b. Does your disability/injury/illness affect your – (*tick all that apply*)

- | | |
|--|--|
| <input type="checkbox"/> Movement | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Respiration/breathing | <input type="checkbox"/> Hearing |
| <input type="checkbox"/> Speech | <input type="checkbox"/> Emotional and mental health |
| <input type="checkbox"/> Concentration | <input type="checkbox"/> Other (please specify) |





REFEREES REPORT – HEAD TEACHER

DATE: _____

NAME OF REFEREE: _____	APPLICANT'S NAME: _____
ADDRESS: _____ _____ _____	POSITION: _____ _____
CONTACT PHONE NO: () _____	KINDERGARTEN: _____ _____

This report should be sent directly to the Association and should not handed to the applicant to submit on your behalf.

Please return the completed form in the enclosed envelope no later than

(the closing date for applications) to:

**The Teaching Services Manager
Northern Auckland Kindergarten Association
P.O. Box 35 223
Browns Bay
AUCKLAND**

OR fax to 09 479 7461

This section is to be completed by the referee. It is preferable, but not essential that your comment be confined to the space provided. Please continue on a separate A4 page if necessary. Please note that the information you supply will be confidential to



those persons directly involved in the appointments process. This report will not be disclosed to the applicant.

1. How long have you known the applicant? _____

2. In what capacity have you known the applicant _____

You will have received a copy of the Job Description along with this referee report form. Please refer to these and then complete the following, identifying areas of strength and areas for development.

3. Assessment of the applicant's professional standards

a. PROFESSIONAL LEADERSHIP: _____

b. RELATIONSHIP
MANAGEMENT: _____

c. OPERATIONS AND MANAGEMENT: _____

d. STRATEGIC MANAGEMENT: _____



The following standards also apply to Head Teachers. These are the experienced teacher standards and apply to pedagogy and teaching.

a. LEARNING AND TEACHING: _____

b: LEARNING ENVIRONMENT: _____

c. COMMUNICATION: _____

e. SUPPORT FOR AND CO-OPERATION WITH COLLEAGUES: _____

f. CONTRIBUTION TO WIDER KINDERGARTEN OPERATIONS: _____



g. KINDERGARTEN ADMINISTRATION: _____

5. Please comment on any personal attributes or concerns you may have regarding the applicant which you consider relevant: _____

6. Please indicate whether you agree to this reference being held on file for a maximum of 12 months in order that it can be used with future applications to the association for vacancies of a similar nature. YES NO

I certify that to the best of my knowledge the above information is a factual representation of the applicant and his/her abilities.

Signed: _____

Date: _____





JOB DESCRIPTION

Position:	Head Teacher
Directly Responsible To:	Teaching Services Manager
Working Relationships:	General Manager, Teaching Colleagues, Children, Families and Whānau, Local Committee, Education and Support Agencies, other NAKA staff
Primary Objective:	To provide professional leadership to the teaching team and kindergarten to ensure the provision of quality care and education of children.

Key Tasks incorporate the Professional Standards for Head teachers:

Professional Leadership

- Fulfil the role of professional leader as outlined in this job description
- Demonstrate a thorough understanding of current approaches to effective teaching and learning across the curriculum
- Understand and apply, where appropriate, current practices for effective leadership and management from both within and beyond education
- Provide professional leadership to the Kindergarten team by encouraging vision and innovation
- Facilitate the development and implementation of practices within the Kindergarten that reflect the dual heritage of Aotearoa / New Zealand
- Reflect on their own performance appraisal and demonstrate a commitment to their own ongoing learning
- Participate in procedures and practices to maintain, affirm and improve team effectiveness
- Motivate and support the teaching team to improve the quality of teaching and learning
- Display ethical and responsible behaviour
- Provide an environment in which health and safety are of vital importance.
- Display overall responsibility for a quality programme, including consultation with parents and community and the management of the teaching team.

Relationship Management

- Identify, establish and foster relationships within and between the Kindergarten and the wider community
- Communicate effectively with a range of individuals and groups
- Manage conflict effectively and work actively to achieve resolution

Operation and Management

- Comply with all relevant legislation and with monitoring and reporting requirements
- Effectively and efficiently use available financial resources and assets (within delegated areas of authority) to support Kindergarten operations



- Administer kindergarten operations and systems to a highly professional standard.

Strategic Management

- Understand the implication of Aotearoa / New Zealand's changing culture, social and economic context and reflect these changes in the Kindergarten
- Establish and engage in processes of review that facilitate continual improvement
- Initiate, plan and manage the Kindergarten programme and practices to reflect a commitment to focusing the Kindergarten on continual improvement

You are also required to meet the standards required of an experienced teacher:

Teaching and Learning

- Demonstrate a high level of knowledge of Te Whāriki and of current learning, teaching and assessment theories.
- Demonstrate a commitment to their own ongoing learning and teaching
- Demonstrate knowledge of the Treaty of Waitangi, te 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, recognizing 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
- Maintain high expectations of all children that value and promote learning
- Maintain and promote positive relationships with children that respect their individuality, culture and place in their community

Communication

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

Support for and Co-operation with colleagues

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

Contribute to wider kindergarten operations

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

Kindergarten Administration

- Sustain knowledge and skill in relation to Association administrative requirements

Reference: Professional Standards for Kindergarten Teachers: Ministry of Education 2004
<http://www.ecd.govt.nz/running/kindystandards.html>

