



28 October 2022

Dear Applicant

Thank you for your inquiry regarding the vacancy advertised here at Elmgrove School starting January 2023. We currently have one permanent teaching position available. This position will be teaching Year 3/4 in our middle school. This position is full time teaching positions within a collaborative hub.

We are seeking a passionate and innovative teacher to join our teaching team.

You will need to be a strong, collaborative classroom practitioner with excellent organisation skills and up to date knowledge of the NZ curriculum. The ability to build strong learning focused relationships with our students and staff is essential.

The successful applicant should have high expectations, excellent communication skills and be dedicated to creating an environment where children can laugh, learn and thrive as they develop responsibility for their own learning.

Enclosed are details regarding these positions.

School Profile

Person Specification

Application Forms

IMPORTANT NOTICE TO ALL APPLICANTS

As part of your application, please ensure you:

- Present an up to date C V which outlines your previous work history and experience.
- Write a covering letter that states your curriculum interests and the strengths, skills and experience you could offer our school and your team.
- Include the name of at least two referees. Additional written references in C V's welcomed.
- Supply all information you would like the Appointments Committee to consider. Also specify your professional development and skills in all areas of the curriculum, especially the areas of Literacy and Numeracy and your specific areas of strength.
- Complete, sign and return the completed application form.
- Evidence of current NZ teacher registration status and Photocopies of two forms of photo ID will be required if you are shortlisted.

The date for the appointee to commence duty is from the start of Term 1, 2023.

Applications close at midday 12 pm, Friday 11th November 2022.

We will make an initial shortlist and contact referees. A smaller group of final shortlisted applicants will be contacted and offered interviews. Interviews will be held between Saturday 19th November – Tuesday 22nd November 2021.

Unsuccessful applicants will be advised by email.

Good luck with your application. We look forward to hearing from you.

Yours sincerely
Chris McKinlay

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Elmgrove School

APPLICATION INFORMATION

SCHOOL PROFILE

The school has a roll of approximately 330 children in 15 teaching spaces. These have been divided into 7 collaborative spaces called hubs with two teachers and a teacher aide in each hub. We also currently have a new entrant intake class. This approach ensures greater access to teachers and greater consistency of lessons and relationships. We have undertaken three years of professional development in how to use a collaborative hub environment to maximise the benefits for our students and are committed to continuing to develop and build on these successes.

As reflected in our Charter our focus for learning is that children will become socially co-operative, problem solvers, who are information literate and capable communicators. We aim to develop in our students the skills to manage themselves and their learning.

The School Values of Caring, Perseverance, Respect and Responsibility are taught in classrooms and reinforced in the playground where children earn Tumeke Cards. We believe this value focus along with other (PB4L), positive behaviour for learning strategies contribute to the positive culture and success of our students.

Elmgrove is an Enviro-school with focuses on health promotion and sustainable living. ICT is a strength of the school and a wide variety of Technological tools are available in classrooms to assist students with their learning.

Programmes are operating to cater for different learning needs and to extend and enrich pupils with special abilities. The staff currently consists of a Principal, 17 teaching staff, 8 Teacher Aides, a Financial Secretary, Office Manager and a Caretaker. We also have a Learning Support Coordinator working in the school four days a week. The school leadership team includes the Principal, the Deputy Principal and two syndicate leaders referred to as Deans.

Our philosophy is to ensure that each child works at a level where he/she can experience success and build confidence in their learning. We aim to build resilience, independence and a love of learning so that all children can reach their potential. We have a structured play based learning programme in our junior school and all of our Junior teachers are trained and using BSLA. As children move through the school we strive to develop student agency and responsibility for children in their learning. We have a philosophy that school should be relevant and fun in order to capture our students interest and facilitate the best opportunities for learning.

At Elmgrove we understand that positive relationships between our staff and students is the most important component in successful learning and a positive school culture.

PERSON SPECIFICATION

PEOPLE SKILLS

- Demonstrate a good rapport with children.
- Be able to develop good relationships with children, staff, whanau and the wider school community.
- Be a good listener.
- Communicate effectively and confidently.
- A compassionate person who cares about others.
- Have a sense of humour.
- Be a good team member.
- Be a hard worker who is open to new learning.
- Have the skills to support others.
- Be willing to share your own good practice with others on the team.
- Have high expectations of yourself and others.
- Have excellent organisational skills.

COMMITMENT

- Show a real commitment to our school and community.
- Demonstrate a commitment to the teaching profession and an interest in constantly developing own personal, professional skills and knowledge.
- Be prepared to take on any extra responsibilities and tasks for the benefit of the school.
- Make a commitment to implement the school's programmes and to work as a hard-working member of the staff team.
- Values Te Tiriti and culturally responsive practices.
- Show a deep understanding of current best practice in reference to teaching, learning and assessment.

TEACHING SKILLS

- Interest and confidence in teaching all of the essential learning areas.
- Excellent knowledge and ability in teaching numeracy and literacy at the appropriate level.
- Confidence in teaching multi-level classes.
- A willingness to be innovative and to implement programmes developing children's thinking skills and key competencies.
- Strength in planning exciting programmes, giving specific feedback to learners and assessing student achievement.
- Excellent knowledge and understanding of teaching and learning in the Year 3-4 area of the school.
- Personal skills in Music and Te Reo would be an advantage but not a requirement.