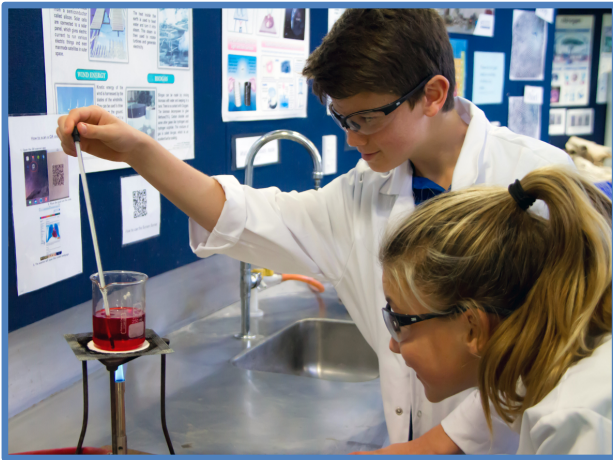




**Cobham**  
Intermediate School  
*ACHIEVING FOR LIFE*

# ESOL Teaching Position for 2019





Dear Applicant

Thank you for expressing interest in a position at Cobham Intermediate School. We have one part-time ESOL teaching position.

The following documents are included in this application pack:

- Information about our School
- Information for Applicants
- Recruitment process Timeline and Checklist
- Declaration Form

Information about our school can be obtained from the school website [www.cobham.school.nz](http://www.cobham.school.nz). The 2019 Charter is also available from the school's website and you may find reading the school prospectus useful too.

Please ensure that your CV clearly outlines previous experience and skills.

The application for appointment is to be returned with your CV and covering letter by **4pm Friday 21 June 2019 to:**

Eddie Norgate  
Cobham Intermediate School  
294 Ilam Road  
Christchurch 8053

w 351 6381  
m 021 305 808  
email c/o christine.lambie@cobham.school.nz

The appointments commence at the beginning of the Term 3, 2019 school year.

If you have any further questions please feel free to contact me.

We are a successful school with a great reputation. Come and join us in making a difference.

Yours sincerely

Eddie Norgate  
Principal

# Information about our School

## *Our Motto: Achieving for life*

Cobham Intermediate is a decile 8 school situated in the north west of Christchurch. The roll currently stands at 695 students from 23 different ethnicities.

Leading the school is the Leadership Team, which includes the principal, two deputy principals and six team leaders. We shifted to this team structure five years ago to build leadership capacity, improve consistency and utilize strengths from across the school.

Our school is currently divided into six teams. Five of these are classroom teaching teams generally made up of four classes, and the sixth is our technology team. This team is made up of food, fabric and hard materials specialists, a dance and drama teacher, and a secondary school trained science specialist working in a fantastic purpose-built lab. A sports co-ordinator is employed along with a number of part time teachers and support staff. These include an ESOL teacher, international student director, learning support teacher, teacher aides and office/ancillary staff. We have over 50 staff members.

We enjoy a proud reputation for excellence and success across academic, sporting, cultural and performance areas in local, national and international events/competitions. Our students experience a wide variety of opportunities and strive to achieve their personal best, which in turn creates a culture of challenge, expectation and great results. We are a leading intermediate and attract a large number of out of zone applications for enrolment from all parts of Canterbury.

We are in a fantastic position to enhance our position as the best intermediate, not only in Canterbury, but in New Zealand.

We are about to embark on a once in a career journey. Through the Christchurch Education Renewal Programme, the Ministry of Education has confirmed that our whole school is to be completely demolished and rebuilt. We are working with Burnside Primary School, who are also due to be rebuilt. As a staff, we have begun the process of developing some key design principles based on the types of learning and teaching experiences we wish to engage our students in, what research tells us and what we are seeing in other schools. This is an amazing opportunity to re-think the shape of education for intermediate age students and create a 21<sup>st</sup> century, specialist school targeted for emerging adolescents. We are determined to build upon our great history and reputation, move to a whole new level and lead the way forward for the engagement, progress and achievement of 11-13 year old students.

Please have a read of our prospectus, website and Facebook page to gain a deeper understanding of our school. We are on the cusp of something very special and need a high quality team to lead us through this and beyond.

Eddie Norgate  
**Principal**



# Recruitment Process, Timeline and Checklist

The Cobham Intermediate School Appointment's Committee has set the following timeline for the appointments for 2019. Every effort will be made to keep to the following schedule in determining the successful candidates.



## TIMELINE FOR THE APPOINTMENTS FOR 2019

<b>GAZETTE ADVERTISEMENT</b>	<b>Wednesday 12 June 2019</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	4pm Friday 21 June 2019
<b>SHORTLISTING COMPLETED</b>	Friday 21 June 2019
<b>SHORTLISTED CANDIDATES NOTIFIED BY</b>	Monday 24 June 2019
<b>INTERVIEWS</b>	From Monday 24 June 2019
<b>APPOINTMENT BEGIN</b>	Term Three 2019

### Checklist - we need to receive completed:

- Declaration form
- Curriculum Vitae – with copies of qualification certificates attached

### Completed applications to be received by 4pm Friday 21 June and should be mailed to:

Eddie Norgate  
Cobham Intermediate School  
294 Ilam Road  
Christchurch 8053

Emailed to: [christine.lambie@cobham.school.nz](mailto:christine.lambie@cobham.school.nz)

Or delivered to: Cobham Intermediate School, 294 Ilam Road, Christchurch.





## APPLICATION FOR APPOINTMENT IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with our school. Please ensure you have a copy of the position description and person specification before completing this application.

1. Attach a curriculum vitae (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.
2. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
3. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
4. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
5. All applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.
6. a) In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
  - You have not committed any offence within 7 (consecutive) years of being sentenced for the offence and
  - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) and
  - The offence was not a specified offence (specified offences are in the main sexual in nature) and
  - You have paid any fines or costs

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

- b) Under the *Vulnerable Children Act 2014*, **core workers** in schools will not be covered by the Clean Slate. All serious sexual or violent offences against children will be included in their police vetting results. The Act will make it unlawful to employ people with convictions for these offenses, unless they have an exemption.

This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.

## APPLICATION FOR EMPLOYMENT

Position applied for Location Vacancy/Reference No.

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Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Or other preferred title: \_\_\_\_\_

Surname/Family name	First names (in full)

Are you known by any other name(s)? Yes ☐ No ☐ (if yes please provide below)

--

Maiden Name if Applicable)

--

Full Postal Address

--

Email address

--

Contact telephone Numbers

Private	Business
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Please tick the appropriate boxes:

Proof of identity and right to work check	
<i>Shortlisted applicants being interviewed will need to provide originals of two types identification (one photo ID e.g. passport, New Zealand driver licence and the other a record ID e.g. birth certificate, bank statement, a bill).</i>	
Immigration information Are you a New Zealand citizen?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If not, do you have resident status, or	Yes <input type="checkbox"/> No <input type="checkbox"/>
A current work permit	Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>Have you ever received a police diversion for an offence? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes" please detail:</p>
<p>Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes" please detail:</p>
<p>Are you awaiting sentencing or have charges pending? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes" please state the nature of the conviction/cases pending:</p>
<p>In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and your ability to do the job? If "Yes", please elaborate: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Have you ever been the subject of any concerns involving student safety? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes" please detail:</p>
<p>Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this position may Aggravate or contribute to? If "Yes", please detail: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Do you have a current New Zealand driver's licence? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

***Educational Qualifications:***

	Name	Location	Number of Years Completed	Highest Qualification Gained
Secondary School				
Private Training Establishment				
Polytechnic				
University				
Other				

**Employment History:**

Please list your work experience in your last five positions beginning with your most recent position held. If you were self-employed, give details. If you have had more than five positions in the last five years, please list them all. Attach additional sheets if necessary.

Period worked (please specify the length of service)	Employer's name	Position held	Reason for leaving

**Authority to approach other referees**

I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I authorise the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.
- I know of no reason why I would not be suitable to work with children/young people.
- I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note If completing this electronically a hard copy (signed) must be provided**