



Application for Appointment to a Teaching Position  
at  
**STRATFORD HIGH SCHOOL**

**A. Position Applied For**

**B. Personal Details:**

Surname:	First Names:
Full Postal Address:	Title: Mr   Mrs   Ms   Miss   Dr
	Contact Ph No: (    )    -    -    -    -
	Details: Mobile No: (    )    -    -    -    -
Previous Surname (if used in teaching):	E-Mail:

**C. Category of Teacher Registration** (with the New Zealand Teacher Registration Board)

<input type="checkbox"/> Full Registration	Registration No: <input style="width: 150px;" type="text"/>	Practising Certificate Expiry Date <input style="width: 150px;" type="text"/>
<input type="checkbox"/> Provisionally Registered	<input type="checkbox"/> Registered Subject to Confirmation	
<input type="checkbox"/> Not Registered	<input type="checkbox"/> Other (Please Specify): _____	

**D. Qualifications (Use separate sheet if desired)**

Certificates, degrees, diplomas, or other relevant qualifications:	Subjects or papers passed and levels:	Date and Year Completed

**E. Present Employment** (Tick appropriate box/es)

Teaching Position Held (Specify):	Permanent <input type="checkbox"/>	Date Appointed:
	Part-time <input type="checkbox"/>	
	Relieving <input type="checkbox"/>	
	Other (Specify)	

If not teaching state present occupation: \_\_\_\_\_

**F. Teaching Service** (Details in date order - Use separate sheet if desired)

Position	School	Principal Subjects & Levels Taught	Duties Commenced	Duties Ceased

**G. Other Relevant Experience** (Use a separate sheet)

**H. Particular Strengths/Interests** (Use a separate sheet)

If you wish, please state in support of your application any special qualifications, experience or strengths you feel you possess and any extra-curricular activities with which you may be prepared to assist.

**I. Referees**

Approval is hereby given for the Stratford High School Board of Trustees to contact the referees below and enquire about the professional performance of the applicant. Please list the names, designations and contact details of three referees.

	Name	Designation	Address	Telephone
1.				( __ ) ___ - ___ (bus)
				( __ ) ___ - ___ (home)
2.				( __ ) ___ - ___ (bus)
				( __ ) ___ - ___ (home)
3.				( __ ) ___ - ___ (bus)
				( __ ) ___ - ___ (home)

**J. Declarations** (Note: If you answer YES to any question, please provide details on a separate sheet. Failure to provide correct and true details of any convictions or reason for possible unsuitability will make the applicant liable for dismissal from the position if appointed.)

	YES	NO
1. Have you ever been convicted of a criminal offence (apart from minor traffic convictions)?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever been dismissed from a teaching position?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever been refused registration or classification?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you ever had registration or classification as a teacher cancelled in any country?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have any injury or illness that may affect your ability to effectively carry out the duties and responsibilities of the position?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are there any reasons why you should not be employed to work in a school environment?	<input type="checkbox"/>	<input type="checkbox"/>

**K. Confirmation**

**Please read the following statement and if you agree to it sign below:**  
*In accordance with the Privacy Act 1993, I give consent for the Board of Trustees or their representatives to make enquiries from the referees listed in this application and give consent to the referees making such information available. Furthermore I also give consent for the Board of Trustees or their representatives to make enquiries of past or present; employers, colleagues, other education professionals or any other person who may be in a position to assist the Board in determining my suitability in terms of filling the vacancy and give consent to those people to provide such information.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Privacy Statement from the Board of Trustees to Applicants**  
*The information that has been provided or will be provided to the Board of Trustees in regard to this application will only be used for the purpose of determining the applicant's suitability to fill the vacancy. Only the Board of Trustees and their representatives will have access to the information. On completion of the appointment process the curriculum vitae will be returned to all unsuccessful applicants. The curriculum vitae of the successful applicant will be kept on file along with their application. All referee reports along with other information gathered on applicants during the process will be destroyed.*

**Confirmation:** Please read and sign the following statement.  
*I certify that the information provided in this application including my covering letter and curriculum vitae is to the best of my knowledge correct.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Post your application to: Mr P Keenan Principal Stratford High School PO Box 204 <b>Stratford 4352</b>	Inquiries: Tel: (06) 765-6039 Fax: (06) 765-5356 E-mail: mail@stratfordhigh.school.nz
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# STRATFORD HIGH SCHOOL

## Job Description of a Classroom Teacher

### Responsibilities

Classroom teachers have three areas of responsibility:

1. Their classroom teaching.
2. Their participation in Department(s) Activities.
3. Their participation in whole school and school-community related activities.

#### 1. Classroom Teaching

- a. Maintain their subject(s) and teaching practice expertise.  
Be competent in the content of their subject and keep themselves informed of developments in it.
- b. Display sound classroom management practices.
  - i) Make each lesson contribute effectively towards a planned programme of work within their department(s) approved scheme of work.
  - ii) Impart subject content effectively.
  - iii) Make the teaching approach suitable to the level and cultural needs of the students in the class.
  - iv) Provide and maintain a purposeful working atmosphere.
  - v) Stimulate student interest, their active participation, and encourage learning.
  - vi) Keep full and accurate classroom records of student achievement and progress.
  - vii) Select, manage and maintain resources appropriate to their classroom area of responsibility.
- c. Build and maintain a positive and professional relationship with students.
  - i) Promote the personal and educational welfare of their students.
  - ii) Be willing to establish good relationships with students, to recognise their individual needs and respect their cultural backgrounds.

#### 2. Participation in Department(s) Activities.

- a. Participate fully in Department(s) activities.
  - i) Assist with the development, implementation and evaluation of curricula and associated programmes of work.
  - ii) Implement and follow Department(s) policies and procedures.
- b. Establish and maintain effective and professional working relationships with fellow members of the Department(s).
- c. Participate, in cooperation with their HOD and their chosen appraiser, in a programme of professional development and appraisal.

#### 3. Participate in whole school and school-community related activities.

- a. Implement and follow school policies and procedures.
- b. Establish and maintain effective working relationships with the staff of the School.
- c. Contribute towards the effective functioning of the total School operation.
- d. Contribute to the School's relationship with the parents/caregivers of students.
- e. Recognise the role of the school in the community.
- f. Be able to identify, and be willing to work with, relevant groups in the community.