

21 October 2024

Dear Applicant

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| <p style="text-align: center;">Teacher Assistant for ORS Funded Students Fixed Term Full Time Position – 25 hours per week</p> |
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Thank you for your interest in the fixed term full time teacher assistant position at Cromwell College. The position will commence at the beginning of 2025. The position is fixed term as it is tied to the support for high needs (ORS) funding students. The position remains in place while these students are enrolled in our kura.

The position is for 25 hours per week and the details of the task are outlined in the job description below.

We are an innovative, well-equipped and well-resourced, Year 7 – 13 school with a current roll of approximately 650 students. We are proud of our welcoming students, committed staff, our facilities and the supportive relationship we have with our local community.

Our curriculum contains a wide range of traditional academic and vocationally oriented subjects. The staff members are dedicated and supportive of each other and are committed to making Cromwell College one of New Zealand's best rural secondary schools. Our Board of Trustees is keen to see the school grow and develop and the appointment and development of quality staff continues to be a key element in the overall success of the school.

Enclosed with this letter are a job description and application form

Following is the probable time frame for the selection.

1 November 2024, 3.00pm Applications close

You will find further information about Cromwell College on our web site at www.cromwell.school.nz. and if you wish to visit the College or have any other questions then please contact Karen Inglis our Director of Learning Support kareninglis@cromwell.school.nz Thank you again for your interest in our school.

Yours sincerely

Mason Stretch

Mason Stretch
Principal

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| <p style="text-align: center;">Teacher Assistant Full Time Fixed Term Position</p> |
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Thank you for applying for a position with our school.

1. Please provide a covering letter and complete this application form personally.
2. Attach a curriculum vitae (CV) containing any additional information eg. family, work experience, interests, qualifications, any written references etc.
3. Copies only of qualification certificates should be attached.
4. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise us beforehand if this is your intention.
5. This application form and support documents will be held by the school. You may access them in accordance with the provision of Privacy Act 1993.

If you have any queries, please contact the person school administration.

Please email pa@cromwell.school.nz

Applications close on Friday 1 November 2024, 3.00pm

CRITERIA FOR APPOINTMENT

In considering applications for positions the Board of Trustees shall appoint the person who in their view is best suited to the position.

In deciding who is best suited, the Board of Trustees shall give consideration to the experience, qualifications and abilities relevant to the position and based on the following criteria –

1. Ability to meet the general requirements of the position as detailed in the Job Description relating to the position; and
2. Person who best meets the desirable qualities as outlined in the Person Specification relating to the position.

Any offer of employment made is conditional upon a satisfactory Police check being obtained.

JOB DESCRIPTION: TEACHER ASSISTANT FOR ORS FUNDED STUDENTS

Hours of work: 25 hours per week

Remuneration: Support Staff Administrative Class
Indicative pay rate Step B-C Range \$26.59-\$33.23 per hour depending on skills, experience, and qualifications

Responsible to: Principal
Director of Learning Support

Functional Relationships with:

Director of Learning Support, Teacher Aides, Classroom teachers

General Objective:

To support identified student/s in one one-on-one and small group learning in a classroom setting, to help build students' skills, confidence, and understanding

Key Tasks:

- Toileting incontinent children (nappy changes)
- Administering nourishment through a port for one of the children.
- Provide one-to-one support, or work with small groups, developing strategies in partnership with the Director of Learning and Support (DOLS) and /or classroom teacher to enable students to access learning opportunities and maximise student achievement.
- Follow support programs provided by teachers, RTLB, DOLS, or other professionals.
- Participate in the use of agreed appropriate behaviour management strategies.
- Use age-appropriate language and activities as provided by teachers.
- Provide appropriate, timely, and helpful feedback to the student's teacher.
- Participate in IEP (Individual Education Plan) planning where appropriate.
- Communicate regularly with the teacher/DOLS about the student's learning progress

Person Specification

- Strength to lift children from chairs, car seats, floor etc.
- Experience with pre-kindergarten cognitive abilities.
- Calm and patient, compassionate and kind
- Perceptive in reading the body language of a non-verbal child.
- Be able to create and adapt resources.
- Be able to manage a choking child.
- Be able to work responsively in a classroom alongside neurotypical children and their teacher.
- Able to work with the specialist teacher and collaborate with planning and executing plans.
- Excellent communication skills to support whānau and staff.
- Able to work effectively and collaboratively with class/subject teachers
- Demonstrate commitment to own learning and ongoing professional development
- An open, clear, and honest communicator
- Collegial, punctual, organised and professional
- Willing to contribute to extra-curricular activities where appropriate and able/willing
- Be willing and sensitive to develop an awareness of cultural values and practices
- Be able to manage student behaviours with compassion and understanding
- Be able to use a computing device and learn the student management system (Kamar)



**Teacher Assistant for ORS Funded Students
Commencing Term 1 2025
Fixed Term - Full Time**

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| Family Name | | |
| First Names | | |
| Present Position | | |
| Contact Address | | |
| Work Phone Number | | |
| Cell Phone Number | | |
| Home Phone Number | | |
| E-Mail Address | | |
| Date of Birth | | |
| Teacher Registration Number | | |
| First Aid Status | Current/Expired | Expiry Date: |
| Residency Status | | |
| Drivers Licence | Licence# | Expiry Date: |

If you wish, please state any special qualifications, experience or strengths you feel you possess which support your application. These may be included in your cover letter.

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Convictions Against the Law / Unsuitability for the Position

Have you ever been convicted of any criminal offence against the law or otherwise know of any reason why you should not be employed to work in the school environment?

Yes / No

If you have answered yes, please provide the date and details of the offence, or other reasons, together with any comments you may wish to make.

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Have you had any injury or medical condition caused by a gradual process, disease or infection such as occupational overuse syndrome, stress or repetitive strain injuries or other condition which the tasks of this job may aggravate or contribute to and do you have any health problems which would prevent you from carrying out the work as described in the job description or person specification.

Yes / No

If you have answered yes, please provide full details

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Please note that all Cromwell College buildings, grounds and vehicles are smoke-free.

REFEREES

Please provide the names and addresses of three referees who are able to comment on you in a professional capacity. Preferable referees are those who have been in a supervisory role in an employment situation (Principal, Manager, CEO etc).

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| Name | |
| Address | |
| Relationship to you | |
| Home phone | |
| Work phone | |
| Cell phone | |
| Email | |

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| Name | |
| Address | |
| Relationship to you | |
| Home phone | |
| Work phone | |
| Cell phone | |
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| Name | |
| Address | |
| Relationship to you | |
| Home phone | |
| Work phone | |
| Cell phone | |
| Email | |

Please note: The selection panel may consult people, other than the nominated referees, as part of the appointment process.

Signature:

Date: