

APPLICATION PACK

PRINCIPAL

St Anne's Catholic School

WOOLSTON



MISSION STATEMENT

*As a Roman Catholic School we will provide a loving, caring environment,
in which each child is valued and their spiritual, social and educational needs
will be nurtured according to the teachings of Jesus Christ
as expressed within the Catholic Church.*

St Anne's Catholic School, Position of Principal, C/- PO Box 19 611, Christchurch 8241
Email: rsullivan@outlook.co.nz



St Anne's Catholic School

WOOLSTON

July 2014

WELCOME

Thank you for your interest in the position of Principal at St Anne's Catholic School as advertised.

Please find attached our application pack which includes; job description, personal specification and information forms, S65 Form, authorisation form and declaration.

Applications close **Friday 25 July 2014 – 5pm**. We expect to interview in the week beginning 6 September 2014. Commencement date will be Term 1 2015.

If you believe that you are the right person to lead our very excellent teaching team we welcome your application.

Please send your C.V. and Application Form in confidence to:

Rhonda Sullivan
Chairperson Board of Trustees
St Anne's Catholic School
C/- P O Box 19 611
Woolston
Christchurch 8241

Or email to: rsullivan@outlook.co.nz

We look forward to hearing from you.

SCHOOL PROFILE

St Anne's Catholic School is a parish-based school with a strong sense of history having been founded in 1906. The charism of the Mission Sisters of being there for everyone, especially the needy, is still strong. We have a specific purpose of leading the children to a knowledge and love of Jesus, and of assisting parents and caregivers in the Religious Education of their children. We particularly stress that the Christian life is in itself life, and not just an appendage to it.

We believe thus that no programme is sufficient on its own, but if faith is to be nurtured in children, then it is the whole atmosphere and total life of the school, the Parish and home, the Christian attitudes and values and example that surround children, which will most profoundly influence their faith.

We recognise that each child is unique, and we strive to develop each to the fullest extent of their potential. We endeavour to do so in a family environment of trust, sharing and respect for others where the children feel secure in a supportive environment.

St Anne's Catholic School is a U3 Decile 3 state-integrated Catholic primary school with a current roll of 108 students ranging from New Entrants to Year 8. The school currently has 5 full time teachers, an ESOL teacher, a full time teacher aide and an office administrator.

Students' Vision

- At St Anne's we help each other to live like Jesus.
- We want to be able to play fairly.
- Try again when things get tough.
- Find ways to think about things.
- Be able to organise ourselves.
- Talk about our feelings and find ways of talking through our problems.
- We want to be pupils who join in and give it a go.
- We want to be proud to be part of St Anne's Catholic School.



PRINCIPAL'S JOB DESCRIPTION

PRIMARY OBJECTIVES:

- To provide an environment where teaching and learning opportunities are paramount to the needs of the children.
- To maintain and strengthen the Catholic Special Character of the School.
- To provide professional and administrative leadership, consistent with the aims of the School Charter and review, develop and implement policies and procedures in conjunction with the Board of Trusses.
- To provide professional leadership in all matters including the school's Catholic Special Character, curriculum programmes, staff performance, and pupil progress , in an environment which provides effective learning teaching and personal development.

RESPONSIBLE FOR:

- The Principal is accountable to the Board of Trustees for the effective operation of the school. This includes the overall leadership and professional leadership of the school, and the implementation of the aims and objectives of the school charter through school policies, procedures and programmes. Of particular importance is the provision of spiritual leadership and maintenance of the Catholic Special Character of the school through a liturgical and faith life and day to day interactions of the children and staff.

FUNCTIONAL RELATIONSHIPS WITH:

- Students; Staff; Parents; Caregivers and Whanau; Board of Trustee members; Community Groups; Parish Priest; Parish Community; Government and Education Agencies, and Education Colleagues.

CATHOLIC SPECIAL CHARACTER:

Key Tasks

- Document and implement religious education policies and guidelines.
- Effectively implement the religious education programme throughout the school.
- Promote partnership between parish, school and community.
- Model, nurture, encourage and support the values outlined in the school charter.

PROFESSIONAL LEADERSHIP:

Key Tasks

- Demonstrate and lead a thorough understanding of current approaches to effective teaching and learning across the curriculum.
- Encouraging vision and innovation in classroom practice and organisation.
- Analyse and make effective responses to school self-review, external audits and outcomes of student learning.
- Fulfil the role of chief executive of the BOT.
- Reflect and act on own performance.

PERSONAL SPECIFICATION

This is a 'tagged position' and therefore the successful applicant must meet the requirements determined by the Proprietor.

The person we are seeking must be a New Zealand registered Teacher and hold a current practicing certificate.

The appointee will be required to work closely with the school Board of Trustees, Staff, Parents, Parish Priest and the Parish Community.

The appointee will:

- Be prepared to undertake religious instruction study and personal faith formation as an on-going necessity.
- Be a highly motivated individual with proven teaching, curriculum development and implementation experience.
- Have excellent communication skills and the ability to relate to our school community.
- Be well organised and exhibit professional leadership.
- Have a sound ability for the development and implementation of policies and procedures.
- Have strong managerial skills and demonstrated skill of managing and understanding school finances.
- Have strong interpersonal skills.
- Be visionary in outlook.
- Have well developed public relation skills with the ability to positively market St Anne's Catholic School.
- Have the ability and willingness to teach within a culturally diverse environment.

**APPLICATION FOR A POSITION IN AN INTEGRATED SCHOOL
RELATED TO THE SPECIAL CHARACTER OF A CATHOLIC SCHOOL (S65)****What is a S65 (Tagged) Position?**

- 1.0 A S65 (tagged) position is one for which “**a willingness and ability to take part in religious instruction appropriate to [the] school shall be a condition of appointment.**” (Private Schools Conditional Integration Act, Section 65).
- 2.0 The Proprietor of the school has a responsibility to ensure that the school’s Special Catholic Character is maintained, and S65 positions are an integral element in this.
- 3.0 The Catholic Church describes these positions as a Ministry within the Church. A Ministry is an office in the Church to which a person is called by the Church community to serve that community – in this case the ministry of religious instruction. Therefore such a person needs to be baptised and part of the Catholic faith community.
- 4.0 “Religious instruction” is rather more than Religious Education teaching. It implies the ability to support the Catholic religious life of the school by many specific actions, and by providing a personal example of what it means to be a Catholic. It does not necessarily mean that you will teach Religious Education, although in a primary school you would normally do so.
- 5.0 By law, the Board of Trustees of a primary school is legally bound to appoint only from a list of applicants **acceptable** to the Proprietor of the school acting in its statutory role. For secondary school positions **acceptability** is established by the appointments committee of the school. Once acceptability has been established, the Board of Trustees considers the information on this form together with the application in order to assess an applicant's **suitability** for the position.

What is Acceptability for the Position Being Applied For?**Assessing Acceptability**

When assessing the acceptability of a teacher being considered for a S65 appointment with responsibility for religious instruction in a Catholic school, the following qualities are sought:

1.0 Response to a Call

Teachers with a responsibility for religious instruction respond to a call to share in the work of the Church. They should be willing to give their time and talent, not only to students, but to their own continued growth and understanding in their faith.

2.0 Witness to the Gospel

Such teachers need to be committed to Jesus Christ, and to have an aptitude and ability to communicate the gospel message. They are people of prayer and reflection, and individuals who witness to a life of faith.

3.0 Commitment to the Church

They represent the Church and so they need to be in communion with the Church and the Bishop of their diocese. They test and validate their faith understanding and insights in the light of the gospel message as presented by the teaching authority of the Church.

4.0 Involvement in the Community

They are called to foster the concept of Christian community that people can experience in practice. A Christian community is nurtured especially through sharing in the Eucharist. Teachers holding tagged positions normally experience unity with the Catholic Church through frequent participation in the celebration of the Eucharist within the Catholic community. They also seek to co-operate with other parish leaders in making the parish itself a focal point of community in the Church.

5.0 Servant of the Community

They are committed to serving the Christian community, particularly in their parish and in the community at large. Such service means not only responding to people's needs when asked to do so, but also taking the initiative in seeking to identify the needs of individuals and groups in the community, and then encouraging students to do the same.

6.0 Knowledge, Skills and Abilities

They seek to acquire the knowledge, skills and abilities to communicate the gospel message effectively. They are required to have a solid grasp of Catholic doctrine and worship, familiarity with Scripture, to have good teaching skills and a general appreciation of the curriculum requirements appropriate to the position. They also demonstrate an appreciation of the most suitable ways of communicating the teaching of Jesus Christ to others at their level of understanding and according to their life situations and their social and religious backgrounds.

7.0 Suitability for the Particular Position

They show a level of commitment and knowledge appropriate to the particular position.

Important information about the form you will fill in

It is important to fill out this form as clearly and thoroughly as possible, even if that means repeating material included elsewhere in your application, because this form and the information it contains is used to determine **acceptability**. In the case of a primary school appointment this form is the only information the Proprietor has available in order to determine acceptability.

Section D: **Qualifications in Religious Education.** Please include your **Certification*** details (if relevant), and any degrees or diplomas in Religious Education, or related subjects; the institution that granted these, and the year of graduation. Include qualifications in Catechetical Studies, Theology, Christian Family Life Education, any relevant pre-service and in-service courses you are currently undertaking or have completed. Even if the position does not include teaching Religious Education you may have details to record.

Section F: **Other Qualifications and Experience.** You may include any in-service courses relating to Religious Education and/or courses for personal development, such as scripture studies, which were not covered in Section D. You may also include your involvement in parish or Church groups or other organisations. Please add any other qualifications, training or experience you consider relevant to Catholic Character.

S65 referees may be asked to attest to the qualities and/or qualifications recorded in this form. At least one such referee must be your parish priest (or parish pastoral leader) or a priest recently known to you who can judge whether you fit the criteria for a teacher in a tagged position. It is prudent to obtain agreement from your referees before nominating them.

.....

***Certification for Teachers in Catholic Schools:** Certification (formerly accreditation) is the means by which teachers are recognised for their professional preparation in taking faith-leadership roles in the Catholic school. Diocesan Catholic education offices can explain the course work and levels of certification available to teachers.

S65 FORM

[Private Schools Conditional Integration Act 1975, Section 65]

APPLICATION FOR A POSITION RELATED TO SPECIAL CHARACTER IN A CATHOLIC SCHOOL

A. POSITION BEING APPLIED FOR

Position:
School:
Address:

B. PERSONAL

First Names:	
Surname:	
Address:	
Religion:	
Telephone Number Day:	Evening:
Fax Number:	e-mail:

C. PARISH

1.0 Are you a member of a Catholic parish community? Yes No

If yes, name and address of parish:

2.0 Are you involved in parish ministry? (e.g. Youth Ministry, Ministry of Word, Eucharist, Hospitality, Service, Liturgy) Yes No

If yes, name of Ministry or Service

D QUALIFICATIONS OR COURSES IN RELIGIOUS EDUCATION AND/OR THEOLOGY

(See Notes)

Qualification/Course Attended, (Include your Certification for Teachers in Catholic Schools if applicable)	Institution and Year

Duplicate and attach relevant CV material or certificates etc as appropriate.

3.0 If you are a beginning teacher, were you associated with a Catholic school as part of your practice teaching professional training? Yes No

If yes, name and address of school(s):

E. PREVIOUS TEACHING EXPERIENCE RELATED TO THE SPECIAL CHARACTER OF A CATHOLIC SCHOOL

Position	School	Year Level	From	To

F. OTHER QUALIFICATIONS & EXPERIENCE RELEVANT TO THE SPECIAL CHARACTER OF A CATHOLIC SCHOOL (See Notes)

G. CATHOLIC CHARACTER REFEREES Please provide three referees. At least one referee must be a priest, ethnic chaplain or lay pastoral leader who is familiar with your religious practice. (See note on referees.)

1	Name		Phone: Day	
	Address		Night	
			Cell	
	Email			
2	Name		Phone: Day	
	Address		Night	
			Cell	
	Email			
3	Name		Phone: Day	
	Address		Night	
			Cell	
	Email			

I acknowledge and accept that the information I have supplied will be used by the Proprietor (Board of Trustees in secondary schools) in terms of the Private Schools Conditional Integration Act 1975 (Amendment 1989 section 68) to assess my **acceptability** for the position as defined in the Act, and also by the Board of Trustees to determine my **suitability** for the position as defined in the Act. I have read the information in this document that explains acceptability.

Signed: Date:

APPENDIX 15
THE CHARACTER OF A CATHOLIC SCHOOL
EXPECTATIONS FOR STAFF EMPLOYED IN A CATHOLIC SCHOOL

- 1.0 This statement is to be read in association with the School Charter, a copy of which is available from the school.
- 2.0 The Catholic Church has developed an international network of schools because it believes the Church has a pivotal single intention: "that God's kingdom may come, and that the salvation of the whole human race may come to pass."
(Gaudium et Spes, 45a: Second Vatican Council.)
- 3.0 The Special Character of a Catholic school is defined in the school's Integration Agreement as follows:
'The school is a Roman Catholic School in which the whole school community, through the general school programme and in its religious instructions and observances, exercises the right to live and teach the values of Jesus Christ. These values are as expressed in the Scriptures and in the practices, worship and doctrine of the Roman Catholic Church, as determined from time to time by the Roman Catholic Bishop of the Diocese.'
- 3.1 In schools owned by a Religious Institute the Integration Agreement also defines the particular charism to be upheld.
- 4.0 A person applying for a position in a Catholic school needs to understand the commitment this involves.
 - 4.1 All staff, whether Catholic or not, are part of the whole school community. Each staff member is therefore expected to use his or her specific strengths and skills to support the mission of the school.
 - 4.2 A Catholic school shares the mission of the Church by developing students with knowledge, faith and values, all of which are in harmony.
 - 4.3 The curriculum and specific subjects are taught for their own value and with their own objectives. Seeking truth, wherever it is found, is fundamental to a Catholic school.
 - 4.4 The Religious Education programme is an integral part of the curriculum. The principles, truths and ethics of this programme permeate the whole life of the school. The students are taught that:
 - God is creator
 - Jesus Christ is God-made-man
 - Humankind's ultimate goal is heaven
 - Authority to teach and interpret God's revelation was entrusted to the Church by Christ, and is exercised by the Pope and Bishops.
 - 4.5 The school as a whole subscribes to the Apostles' Creed which is the oldest of the formulas used by the Christians to express their faith. It accepts the two-fold commandment of Christ, love of God and neighbour and the other values expressed by Christ as norms for living. The focal point of the whole school is Christ.
- 5.0 No staff member will be required to act against their own conscience or personal philosophy of life. Such a requirement would not be in keeping with Catholicism and is contrary to the aims of the school.

6.0 However, in accepting a position in a Catholic school it is assumed that staff members realise that:

- Staff work as a team. Therefore all staff are expected to contribute, according to their individual strengths and within their personal convictions, to the total purpose of the school. No school can operate successfully if any staff member undermines the positive efforts of others.
- Staff are expected to support, uphold and be actively involved in the total life of the school and its special character irrespective of their personal beliefs.
- Staff are role models for students, colleagues, parents/caregivers in living the mission and values of the school.
- Staff who do not profess Catholicism are expected to promote the Catholic Character of the school, and to refrain from doing or saying anything that would be antithetical to the school's Catholic Character.
- Staff are expected to abide by the Code of Ethics for Staff and Boards of New Zealand Catholic Schools.
- In schools owned by a Religious Institute staff are also expected to uphold the defined charism.

7.0 New staff will find others who are willing to assist them in gaining a fuller understanding of the school and its Catholic Character, and in solving any difficulties that may arise in the course of their work. In addition the following resources will be helpful.

- *We Live and Teach Christ Jesus: NZ Catechetical Directory* (NZ Catholic Bishops Conference, 1974)
- *The Catholic School* (Congregation for Catholic Education, 1977)
- *Lay Catholics in Schools: Witnesses to Faith* (Congregation for Catholic Education, 1982)
- *The Church's Confession of Faith: A Catholic Catechism for Adults* (German Bishops' Conference, St Ignatius Press, 1987, San Francisco)
- *The Religious Dimension of Education in a Catholic School* (Congregation for Catholic Education, 1988).
- *Religious Education in the Catholic Secondary School, Syllabus Document* (NCRS, 1991)
- *Catechism of the Catholic Church* (June 1994)
- *Religious Education Programme Curriculum Statement for Catholic Primary Schools in Aotearoa New Zealand* (NCRS, 1996)
- *The Catholic School on the Threshold of the Third Millennium* (Congregation for Catholic Education, July 1998)
- *The Declaration* (New Zealand Council of Proprietors of Catholic Integrated Schools, 1997, revised 2007)

I agree to uphold the expectations outlined in this document.

_____ Staff Member

_____ Principal



St Anne's Catholic School

WOOLSTON

AUTHORISATION FORM

to accompany an Application for the

Position of Principal

of St Anne's Catholic School, Woolston

Applicant's Name:.....

- 1. I authorise the Board of Trustees of St Anne's Catholic School to contact any person named by me as a referee to seek further information about me as an applicant.**
- 2. I authorise the Board of Trustees of St Anne's Catholic School to contact other persons relevant to this application to seek further information about me as an applicant.**
- 3. I acknowledge that short-listed candidates will be asked to take part in an interview with the Board of Trustees and any professional consultant. I am willing to take part in such an interview if short-listed.**
- 4. I understand that my application details, other than those mentioned in Clauses 4 and 5, will remain confidential to those authorised by the Appointments Committee of the Board of Trustees of St Anne's Catholic School to be part of the appointment process.**
- 5. I authorise the Board of Trustees to contact my Parish Priest to make enquiries regarding my faith observance.**

Signature:..... Date...../...../2014

APPLICATION FORM

PERSONAL INFORMATION

Full Name: _____

Address: _____

Town/City: _____

Telephone: Home: _____

Mobile: _____

Fax: _____

E-mail: _____

Number of Years Teaching: _____

Teacher's Registration Number: _____

Registration Expiry Date: _____

Current Position: School: _____

Position: _____

Date of Appointment: _____

Location: _____

Criminal Conviction Declaration

Have you been convicted or have pending charges for any offence against the law (apart from minor traffic offences)?

Yes

No

If "yes" please provide full details:

.....
.....
.....

Have any complaints concerning student safety been directed at you?

Yes

No

If "yes" please provide full details:

.....
.....
.....

Health Declaration

Have you any mental or physical health issues that you feel may impede your ability to perform the duties of this role?

Yes

No

If "yes" please provide full details:

.....
.....
.....

Qualification Declaration

All qualifications, including Certificates, Degrees and Diplomas held are authentic.

I certify the information provided is correct and that no relevant material or information has been omitted.

Signature: **Date:**/...../2014

Please note that if you have provided incorrect or misleading information, or have omitted any relevant information during the appointment process, you may be disqualified from consideration or, if appointed, be liable for immediate dismissal.

St Anne's is committed to responsible handling of personal information collected as part of the Recruitment process and complies with the Privacy Act 1993.

Signed:..... **Dated:**/...../2014