



# Kaitiaki Kindergartens

## Guidance for applying for a teaching position at Kaitiaki Kindergartens

### Please include the following in your covering letter:

1. Why you are wanting this particular teaching position?
  - If it is a part-time position, why do you want to teach part-time?
  - If it is a maternity cover position, why is this a good choice for you?
  - Is there something specific about the kindergarten/ELC that attracts you to want to teach there?
  - Your experience with kindergarten aged children.
2. It is a good idea to try to visit the kindergarten/ELC and meet the head teacher/centre manager and teachers. This will give you an idea of whether this will be a place that you will thrive in.
3. Be sure the travel distance will be manageable for you. If you live a long distance away it is a good idea to tell us how you will manage the travel.
4. Tell us a bit about you personally – your CV will tell us about you professionally. You can identify languages other than English, musical instruments you play, sports, hobbies etc. We are looking for what strengths and interests you will add to the team.

### In your CV these tips will help your CV be easier to read:

Use sections such as:

#### Education history

Date most recent qualification first and include the institution, e.g:

- 1999 Bachelor of Teaching (ECE), University of Auckland.
- 1996 Certificate of Early Childhood Education (level 3), Workforce Training Institute.
- 1995 Speech and Drama tutor level 8.

#### Employment history

Date most recent employment first. Make sure the months don't overlap and make sure any gaps are accounted for.

2019 (January) – now Relief teaching with Jitbug, Ranstead.

2015 (January) – 2018 (Dec) UK supply teaching and travel

2005 (June) – 2015 (December) Monterey Montessori, Auckland

2000(February) – 2005 (May) Gendys Early Learning Centre, Auckland

**Don't forget to include the fact that you are a registered teacher and what practising certificate you hold. So many teachers leave this out of their CV.**