



# NAYLAND COLLEGE

TE KĀRETI O NEIRANA

## INFORMATION FOR APPLICANTS

*Nayland College is held in high regard as an educational leader whose hard-working staff provide balanced educational opportunities that meet our students' needs.*

### VACANCY

#### POSITION:

**Teacher of ESOL**

**Permanent, part time (approximately 12 hours per week)**

We are seeking an ESOL teacher to fill a permanent part time position.

The successful applicant will be an inspiring, enthusiastic, collaborative student-focused teacher with an awareness of current educational practice, who enjoys mentoring and developing young people.

As a Microsoft showcase school Nayland College is a progressive co-educational school located in the beautiful city of Nelson giving you the opportunity to teach whilst having access to all the natural beauty and lifestyle options the Nelson/Tasman area is famous for.

The college's values of success, opportunity, ako and respect underpin our teaching and learning and your commitment to those values through our PB4L and restorative practices is an expectation.

Applicants must be NZ registered and fully conversant with the NZ Curriculum.

#### APPLICATION:

Applications close with the Principal, Nayland College, 166 Nayland Road, Stoke, Nelson, email: [vacancies@nayland.school.nz](mailto:vacancies@nayland.school.nz) at 12 noon on **9 October 2016**.

Please complete the application form and attach a letter of application and a CV detailing qualifications, previous experience and other information relevant to this application.

#### INTERVIEWS:

After reviewing applications, the College will shortlist and interview if necessary. Shortlisted applicants will be advised of the details, and reasonable expenses will be met.

#### APPOINTMENT:

Appointment will be confirmed as soon as possible, and the successful applicant will commence their new duties January 2018.



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**ADDITIONAL INFORMATION:** A job description and relevant information is enclosed.

Enquires can be answered by:

- Cristy Monds, PA to the Senior Leadership Team  
P: 03 547 9769  
E: [cristy.monds@nayland.school.nz](mailto:cristy.monds@nayland.school.nz)

Nayland College is an equal opportunities employer. Please contact the Principal if there is further information or clarification required.

Thank you for your enquiry.

Daniel Wilson  
**PRINCIPAL**

# JOB DESCRIPTION



NAME:

POSITION: Teacher of ESOL

TENURE: part time, fixed term for the 2018 school year

RESPONSIBLE TO:

- (i) Board of Trustees (Pat Davidsen, Chairperson)
- (ii) Principal (Daniel Wilson)
- (iii) International Director (Gavin Millar)

## **PRIMARY EXPECTATIONS**

*A Nayland College teacher is an enthusiastic and effective classroom teacher and a positive, cooperative member of the department.*

## KEY ROLES

### 1. Curriculum Delivery

- deliver thoroughly planned programmes that satisfy course coverage requirements
- use a range of teaching techniques which take into account students individual learning needs
- evaluate and reflect on teaching techniques and strategies with a view to improvement
- contribute to the ongoing development of programmes, resources and schemes of work
- keep up-to-date with current initiatives within the curriculum, and undertake appropriate
- professional development
- be willing to assist colleagues to improve their teaching practice
- continue to develop understandings of the Treaty of Waitangi and incorporate elements of Te Reo and Tikanga Maori into lessons and classrooms
- help with co-curricular events which the department supports as meeting the interest needs of students
- accept delegated responsibilities within the department
- attend and contribute to department meetings and assist with the running of departmental tutorials

### 2. Assessment and Reporting

- demonstrate an awareness of the place of assessment in improving student learning
- ensure that student work reflects developments in 'learning and assessment' theory
- follow the departmental requirements of assessment and recording of student progress
- assist with the preparation, auditing and marking of assessment tasks
- provide timely and appropriate feedback to students
- meet wider school obligations for reporting to students and parents/caregivers

### 3. Student Management and Pastoral Care

- be a positive, enthusiastic teacher and establish high expectations that motivate all students to achieve
- know strengths and weaknesses of students and work to accommodate these through both curriculum delivery and pastoral care
- establish clear classroom routines, keep attendance records and follow departmental systems of withdrawal
- develop and maintain a safe physical and emotional environment which encourages respect, understanding and the acceptance of others' beliefs and values
- encourage students to involve families and Whanau in the learning process
- communicate with parents/caregivers both formally and informally as the situation dictates

### 4. Resource Management

- make effective use of appropriate technologies and resources
- assist with the maintenance and development of texts and equipment
- contribute to the location and review of potential resources
- Follows school Health & Safety policies and procedures.

### 5. Wider School Contribution

- contribute positively to the corporate life of the school by attending staff briefings, doing duty, meeting form teacher requirements, and maintaining Nayland standards and expectations
- be loyal to the department, school and fellow staff, and willing to assist in College activities
- take part in Syndicate and Faculty meetings, and represent the department where arranged
- meet reporting requirements, attend parent interviews and respond to parental inquiries
- maintain a high standard of professional conduct at all times – and maintain confidentiality and trust
- demonstrate an understanding of basic Maori protocol and use appropriate and accurate pronunciation of Maori language
- maintain effective working relationships with, and support for, colleagues through open accurate, constructive and timely communication

### 6. Special Responsibilities (as negotiated)

#### Professional Growth and Performance Review

Each teacher is expected to:

- participate in Nayland's performance appraisal processes that satisfy mandatory requirements
- be involved in self-directed, departmental and school-wide professional development
- engage in regular dialogue with their HOD, including discussions around strategies for ongoing professional growth

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NAME  
Teacher of ESOL

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**Daniel Wilson**  
Principal

# Application for Appointment (Teaching)

## Information Statement

The information you provide on this application form, along with any other information you supply, will be used by the College solely for assessing your suitability for positions for which you have applied. If unsuccessful, your information contained in this application will be destroyed on completion of the appointment process unless otherwise requested by you. If successful your personal information contained in this application will be held by and remain confidential to Nayland College. Under the Privacy Act 1993, you have the right (with certain exceptions) to request access to, and correction of, any personal information held by the College.

**POSITION APPLIED FOR:     Teacher of ESOL, 2018**

## PERSONAL DETAILS

Full Name:	Mr/Mrs/Ms/Miss/Other:	
Postal Address:		
Telephone Nos: Home:	Mobile:	
Email Address:		
Ministry of Education Employment No (if previously employed in the education sector):		
Date of Birth:	Gender: M/F (please circle)	Ethnicity:
Emergency Contact Name:		
Telephone Nos:	Home:	Mobile:
Are you a New Zealand Citizen/Resident* or do you hold a Work Visa/Permit*? <i>(*Please circle as applicable. Relevant documents must be sighted.)</i>		
Any other personal details relevant to your application for appointment:		

## REGISTRATION

Status of Registration: Full <input type="checkbox"/> Provisional <input type="checkbox"/> Subject to Confirmation <input type="checkbox"/> LAT <input type="checkbox"/>
Registration Number: _____ Renewal Date: _____

## CURRICULUM VITAE

Please ensure your CV contains (or include on separate sheets) the following:

1. A recent photograph.
2. An outline of relevant qualifications and experience, including your current position.
3. The strengths and abilities you would bring to this position.
4. An indication of subjects (and levels) you would be prepared to teach.
5. Those ex-curricular activities you are willing to assist with.

## REFEREES

Please provide the names and addresses of two referees who may be contacted to provide information to support your application.

Name:

Address:

Phone:

Relationship:

Name:

Address:

Phone:

Relationship:

## DECLARATION

Please describe any injury or illness, or other known conditions, you have that may affect your ability to effectively carry out the duties and responsibilities of the position:

Have you ever been convicted of any offence against the Law (apart from minor traffic convictions) or otherwise know of any reason you should not be employed to work in the school environment?

YES / NO (please circle)

If YES, you may be asked to provide a copy of the relevant court records and be asked to comment further.

- I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in my application for this position and in my CV is true and correct. I understand that this may be verified and that failure to provide correct and true details of any conviction may make me liable for dismissal from the employment of the Board of Trustees.
- I give Nayland College permission to seek information about my employment and personal background from nominated referees. I understand that this information will be treated in complete confidence, and only used for staff selection purposes.

Applicant's signature:

Date:

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Please return this form in an envelope clearly marked JOB APPLICATION to:

Daniel Wilson  
Principal  
Nayland College  
Nayland Road  
Stoke 7011  
Nelson

School Ph: (03) 547 - 9769  
Fax: (03) 547 - 3498

Email: [cristy.monds@nayland.school.nz](mailto:cristy.monds@nayland.school.nz)

It is the applicant's responsibility to ensure that this application reaches the Principal before noon on the specified closing date: **12 noon, 9 October 2017.**