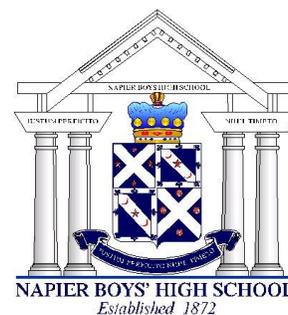


Napier Boys' High School  
Chambers St  
New Zealand  
[nbhs@nbhs.school.nz](mailto:nbhs@nbhs.school.nz)  
[www.nbhs.school.nz](http://www.nbhs.school.nz)  
Fax NZ 06 833 5090  
Phone NZ 06 833 5900



10 October 2019

## **Re: Science and maths teacher – Full-time and Fixed term 2020**

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Dear Applicant

This position is a fixed term role for the 2020 academic year working across our science and maths departments. You would teach a range of classes and be supported by experienced staff.

**Background:** Napier Boys' High School was established in 1872 and is situated in extensive grounds including a boarding school (Scinde House) for 185 students. The school has a roll of 1200 students including approximately 30 international students.

The school's most recent Education Review Office report (2016) includes:

*"Napier Boys' High School is a long-established secondary school in Hawke's Bay for boarders and day boys in years 9 – 13. Traditional values include honesty, respect and self-discipline and are enacted in guiding day-to-day relationships."*

*"Overall, a large majority of senior students achieve the National Certificate in Educational Achievement (NCEAs) Levels 1, 2 and 3. Results are above schools nationally and for schools of a similar type."*

*"The curriculum provides opportunities for most students to achieve well. They are offered a wide range of curriculum choices, making good use of facilities on and off site. "*

*"ERO observed respectful interactions. Students understand what is expected of them and focus on tasks and activities. School and classroom tone is calm, productive and supports learning. A sense of belonging is evident."*

*"The school enjoys strong community support. Family and whanau engagement are encouraged and valued."*

As a New Zealand Super Eight School we are proud of our performance inside and outside the classroom and therefore have high expectations of our teaching staff. The school has a prominent national profile of academic and sporting success.

Hawkes Bay is a delightful place to live and work. This vacancy provides a marvellous opportunity for the successful candidate to advance their career in one of New Zealand's leading boys' schools. I am delighted that you should consider applying for this position.

Please complete the attached application information and submit with a covering letter and C.V. stating your qualifications/experience as well as extracurricular activities you are able to be involved with at school.

**Timeline:**

Applications received by: **Friday 25 October 2019**  
Shortlisting and referee checks by: **Sunday 27 October 2019**  
Interviews by: **Wednesday 30 October 2019**  
Successful candidate appointed: **Friday 1 November 2019**

The commencement date is 27 January 2020 – start of term 1.

The school's web site [www.nbhs.school.nz](http://www.nbhs.school.nz) provides a visual tour of the facilities.

Should you have any initial questions with respect to the position please email my secretary, Jayne White, at [headmasterspa@nbhs.school.nz](mailto:headmasterspa@nbhs.school.nz) or phone 06 833 5913.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Matt Bertram', with a long horizontal flourish extending to the right.

Matt Bertram  
**Headmaster**

# NAPIER BOYS' HIGH SCHOOL

## APPLICATION FOR EMPLOYMENT

### CONFIDENTIAL

**Name of position applied for: Science and mathematics teacher**

This form must be completed in the applicant's own writing

Please provide complete information for each question unless otherwise advised, regardless of whether you consider it relevant to the position applied for.

#### Collecting and holding personal information

The information you provide on this application for employment form will be collected and held by **NAPIER BOYS' HIGH SCHOOL** Chambers Street, Napier - New Zealand.

#### Purpose

This information is collected for the purpose of assessing your suitability for employment with **NAPIER BOYS' HIGH SCHOOL** (which may include subsequent changes in employment within the School) and for health insurance purposes.

If your application is successful this form will be retained on your personal file. If unsuccessful it, along with your other application papers, will be destroyed after one month of appointment of the successful applicant.

#### Your access to this information

You have a right of access to personal information and to seek any correction you think necessary to ensure accuracy.

### SECTION 1 - PERSONAL INFORMATION

(Please print)

First name(s): \_\_\_\_\_ Family name: \_\_\_\_\_

If you are known by any other names please record here: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Mobile Telephone No: \_\_\_\_\_ Email : \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_

#### Teacher Registration Status (for teaching positions only)

Registration Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Provisional:

Full:

Pending:

Please give details: \_\_\_\_\_

Have you ever had your registration status cancelled or refused? Yes:  No:

Have you ever been dismissed from a teaching position? Yes:  No:

## SECTION 2 - EDUCATION

**(Including University, Further Education etc.)**

Highest formal Qualification achieved: \_\_\_\_\_

Name of education organisation (eg School/College/ Training Establishment) of highest qualification achieved: \_\_\_\_\_

For other qualifications or formal attainments you consider relevant list the issuing authority eg Polytechnic, University or Private Training Establishment with the qualifications/standards of achievement and years of attendance:

1. \_\_\_\_\_ Qualifications \_\_\_\_\_

2. \_\_\_\_\_ Qualifications \_\_\_\_\_

3. \_\_\_\_\_ Qualifications \_\_\_\_\_

## SECTION 3 - EMPLOYMENT HISTORY

Have you previously been employed by NBHS, another school or similar institution?

Yes:  No:

Please provide details of two previous employment positions

**(Start with the most recent/current position)**

1. Name of Employer: \_\_\_\_\_

• Address: \_\_\_\_\_

• Length of Service: From: \_\_\_\_\_ To: \_\_\_\_\_

• Position Held: \_\_\_\_\_

• Nature of Work: \_\_\_\_\_

• Reason for Leaving: \_\_\_\_\_

2. Name of Employer: \_\_\_\_\_

• Address: \_\_\_\_\_

• Length of Service: From: \_\_\_\_\_ To: \_\_\_\_\_

• Position Held: \_\_\_\_\_

• Nature of Work: \_\_\_\_\_

• Reason for Leaving: \_\_\_\_\_

## REFEREES

(Please give details of referees that you authorise us to contact, preferably two work related referees and two personal referees. The school reserves the right to approach other individual(s) who may have professional knowledge of the applicant for information that will assist the school in making the appointment.)

### Referees:

- Name: \_\_\_\_\_ Employer: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone No: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_
- Occupation/Position held: \_\_\_\_\_
  
- Name: \_\_\_\_\_ Employer: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone No: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_
- Occupation/Position held: \_\_\_\_\_
  
- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone No: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_
- Occupation/Position held: \_\_\_\_\_

## SECTION 4 - GENERAL

Do you agree to inquiries being made of the following persons as to the accuracy of information contained in this application form or associated application documents, or any other matter relating to your suitability for employment?:

Present Employer: Yes:  No:   
Past Employer(s): Yes:  No:

Do you intend to engage in other paid work whilst employed in this position?

Yes:  No:

Do you have a current drivers licence?

Yes:  No:

If yes, what class(es) \_\_\_\_\_ Licence No: \_\_\_\_\_

Are you awaiting hearing of any charges for driving offences? Yes:  No:

Have you ever been charged or convicted of a criminal offence? Yes:  No:

If 'Yes' please attach a statement of details to this form. \_\_\_\_\_

Do you have or are you aware of any likely commitments which may prevent you from attending your place of employment during working hours. (eg sports, hobbies, special interests, education, training)?

Yes:  No:

If yes, give brief details:

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Are you a member of a territorial force unit or volunteer fire brigade? Yes:  No:

If your application is accepted, when could you commence employment? \_\_\_\_\_

Do you have the legal right to work in New Zealand, either permanent residence or valid work permit?  
(Evidence will be required if you are interviewed for the position.)

Yes:  No:

**SECTION 5 - HEALTH (All questions must be completed)**

Do you smoke?

Yes:  No:

Have you ever suffered from any gradual process or overuse injuries eg RSI, OOS (which includes tendonitis, carpal tunnel syndrome, tennis elbow/epicondylitis etc)

Yes:  No:

Do you have any condition which may affect your ability to effectively carry out the functions and responsibilities of the position applied for?

Yes:  No:

If the answer to either of the two questions above is 'Yes' please provide details of the condition and current treatment/medication.

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Are you allergic to, or have sensitivity to, any substances or chemicals?

Yes:  No:

Have you ever suffered any back injury or back strain?

Yes:  No:

If offered this position you may be requested to undertake a base-line medical examination to assess your health in relation to the tasks you may be undertaking during the course of your employment.

Do you agree to the medical examination and the school holding this information.

Yes:  No:

How many days absence in your last 12 months of employment were due to sickness, injury and/or accident?  
0-2 3-5 6-10 11-15 16-20 Over 20 days

**SECTION 6 - ADDITIONAL INFORMATION**

Do you have any additional information that you consider may assist your application? For example, achievements, interests, aspirations, etc. If so, please list below or attach (via C.V.) any additional information to this application form.

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**SECTION 7 - STATEMENT OF PRIVACY:**

In accordance with the provision and regulation of the Privacy Act 1993, I hereby give the Headmaster and the Board of Trustees of Napier Boys’ High School permission to contact my referees and /or the Principal of the schools in which I have taught and /or any other such person or agency, to gain such information as is required for the Board of Trustees of Napier Boys’ High School to ascertain my suitability for appointment to a position at Napier Boys’ High School.

**SECTION 8 – DECLARATION:**

1. I, \_\_\_\_\_ (full name) declare that to the best of my knowledge, the answers to the questions in this application are correct.
2. I understand that if any false information is given, or any material fact suppressed, I may not be accepted, or if I am employed, I may be dismissed.
3. I also understand that any false information given in section 5, the health portion of this form, may result in my loss of entitlement for any compensation from ACC (or, as applicable, under the Accident Insurance Act).
4. I accept the Statement of Privacy as stated in Section 7(above).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# NAPIER BOYS' HIGH SCHOOL – SCIENCES/MATHS - SELF AUDIT

**Candidate:** \_\_\_\_\_

Please indicate your self assessment according to the following scale. For those that you are not able to comment on please indicate NA.

**Ratings: 1:** Little or no experience/training/knowledge

**5:** Considerable experience and / or formal training (and qualifications)

### Self - Rating

Skill	1	2	3	4	5
1. Teaching of Junior (Year 9 and 10) Science					
2. Teaching of General Science – NCEA Level 1					
3. Teaching of Biology – NCEA Level 2, 3 Scholarship					
4. Teaching of Chemistry – NCEA Level 2, 3 Scholarship					
5. Teaching of Physics – NCEA Level 2, 3 Scholarship					
6. Teaching Earth and Space Science - NCEA Level 2, 3 Scholarship					
7. Teaching of Junior (Year 9 and 10) Maths					
8. Teaching of Maths – NCEA Level 1					
9. Teaching of Maths – NCEA Level 2					
10. Formal Assessment writing					
11. Use of IT/e-learning in Science teaching					
12. NZQA assessment moderation					
13. Student management and ongoing motivation.					
14. Identification/tracking of at risk and priority students					
15. Teaching of other subjects _____ _____					
16. Contributing to the wider school. _____ _____					
List (and rate) any other skill or training that you feel would add value to the performance of this role:					
17.					
18.					



# NAPIER BOYS' HIGH SCHOOL

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## ROLE DESCRIPTION – Assistant Teacher

### Functionally Responsible to:

Headmaster  
Head of Department

### Other Functional Relationships with:

Deputy Headmaster  
Other teachers of that subject  
Students and caregivers  
Senior Master(s)  
Deans  
Guidance Counsellor

### Primary Aim:

To meet the range of educational needs of students, by providing learning opportunities for every student relative to his individual needs, abilities, and stages of development in terms of the school charter.

### Secondary Aim:

To develop quality relationships (with students/parents and staff) by contributing positively to the wider corporate life of the school including cultural, sporting and extracurricular/community programmes.

### Responsibility:      **CLASSROOM TEACHING**

- Task A:** To follow the schemes of work as set (by the Head of Department) according to the NZ curriculum and NZQA requirements.
- Task B:** To implement policies and programmes laid down (by the Head of Department) in line with the policies of the school and the Board of Trustees.
- Task C:** To maintain an orderly classroom-working environment that facilitates teaching and encourages learning.
- Task D:** To make use of available resources in planning and teaching.
- Task E:** To supervise, evaluate and record students' work in line with the department's assessment procedures

**Responsibility: ADMINISTRATION**

- Task A:** To ensure that lessons are prepared and followed which reflect the current New Zealand Curriculum and NZQA prescriptions, and to show due regard for principles of equity and to allow every student the chance to achieve.
- Task B:** To report progress and results to students, parents and management in a timely and professional manner as directed by school policy.

**Responsibility: PROFESSIONAL DEVELOPMENT**

- Task A:** To attend and contribute to all meetings of the department.
- Task B:** To maintain an accurate knowledge of curriculum and professional developments in education including an active involvement in appropriate subject association.
- Task C:** To liaise with the HOD and other department members regularly in seeking to improve the performance of the Department as a whole.
- Task D:** To maintain an ongoing self-appraisal programme in conjunction with the Head of Department and to participate actively in the professional development programme of the school.
- Task E:** To participate in the attestation programme as required by the school. Attestation occurs according to the Education Council's Professional Standards for teachers.

**Responsibility: RESOURCES**

- Task A:** To ensure that up-to-date, relevant, and varied resources are readily available and easily accessible to students and other staff.
- Task B:** To maintain texts, resources and equipment in an appropriate manner.

**Responsibility: ASSESSMENT**

- Task A:** To establish and administer assessment procedures in accordance with school policy.
- Task B:** To follow a unified departmental approach to assessment of student work and moderation.
- Task C:** To ensure that all procedures required for internally assessed components of national or locally based courses are provided for each participating student and are carefully and accurately followed.

**Responsibility: EXTRA- CURRICULAR ACTIVITY**

- Task A:** To actively contribute to the extra- curricular life of the school.

**Responsibility: SCHOOL LIFE**

- Task A:** To actively participate in the corporate life of the school.

All other conditions are those of the current PPTA Secondary Teachers' Collective Agreement (STCA).

Attestation will be against the current Professional Standards for an Experienced Classroom teacher.

All staff members are required to maintain a current Teaching Council of Aotearoa New Zealand registration and meet the Practising Teacher Criteria.



*‘Competing and co-operating for the benefit of young men’*



### BACKGROUND

Formed in 1997, the New Zealand Super Eight Schools (NZSES) group incorporates the eight boys’ high schools from their respective provincial cities of the central North Island. They are:

- Gisborne Boys’ High School
- Hamilton Boys’ High School
- Hastings Boys’ High School
- Napier Boys’ High School
- New Plymouth Boys’ High School
- Palmerston North Boys’ High School
- Rotorua Boys’ High School
- Tauranga Boys’ College



The first competitions commenced in 1998 involving rugby and cricket. Since that time the NZSES concept has grown to include not only 12 sports competitions, but also a cultural festival and professional development programmes.



The NZSES Scholar Awards were introduced in 2007 to recognise students who had performed with distinction in their academic pursuits.



The schools individually and collectively reflect a traditional ethos of education, which relates to their long histories as cornerstones of education in their regions. Old boys have a prominence across New Zealand’s society as: University academics and educators, senior business managers, professionals and entrepreneurs, civic leaders and politicians, and as sport and cultural icons.



Today the New Zealand Super Eight Schools are synonymous with excellence in education, innovation in management and outstanding performance on stage and the sports field.



The management of the schools’ group is rotated on an annual basis and school leaders meet to establish priorities, discuss initiatives and set guidelines for the ensuing year.