



**APPLICATION FOR TEACHING POSITION**

Position applied for:	CAREERS ADVISOR, FIXED-TERM PART-TIME (0.68 FTE)
Ability to teach the following subjects is required:	
Commencement date:	TERM 1 to end of Term 3, 2021
Full name:	
Address:	
Email:	
Telephone:	
Teacher Registration:	Please include a signed copy of your registration card

**PLEASE INCLUDE WITH THIS APPLICATION:**

- This application form, completed and signed.
- Covering letter.
- Curriculum vitae including full employment history and qualifications, including drivers licence status.

Shortlisted applicants being interviewed will need to provide a photo ID and their teacher registration card

**REFEREES:**

Please give contact details for two referees who are happy to be contacted with respect to your application:

Name	Email	Telephone	Relationship to you

**DECLARATIONS:**

Have you ever received a police diversion for an offence? Yes/No  
If yes, please detail:

Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? Yes/No  
If yes, please detail:

Are you awaiting sentencing/currently have charges pending? Yes/No  
If yes, please detail the nature of the conviction/cases pending:

In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and ability to do the job? Yes/No  
If yes, please elaborate:

Have you ever been the subject of any concerns involving student safety? Yes/No  
If yes, please detail:

Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this position may aggravate or contribute to? Yes/No  
If yes, please detail:

Please read the following statement and if you agree to it sign below.

In accordance with the Privacy Act 1993, I give consent for the Board of Trustees or their representatives to make enquiries from the referees listed in the application and give consent to the referees making such information available. Furthermore, I also give consent for the Board of Trustees or their representatives to approach persons other than the referees whose names I have supplied to gather information relating to my suitability in terms of filling the vacancy and give consent to those people providing such information.

Signature:

Date:

Address your application to: The Principal  
Mount Aspiring College  
101 Plantation Road  
Wanaka

Or by email to: [jobs@mtaspiring.school.nz](mailto:jobs@mtaspiring.school.nz)

To be received by: 12.00pm, Wednesday 9 December 2020

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### **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 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. Suitability as outlined in the Person Specification relating to the position (attached).
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**For more information about Mount Aspiring College please check our website:**  
[www.mtaspiring.school.nz](http://www.mtaspiring.school.nz)

**Mount Aspiring College  
Careers– JOB DESCRIPTION**

**RESPONSIBLE TO:** Principal

**PRIMARY OBJECTIVES**

- To coordinate the implementations of an effective careers programme within the school for all students.
- With careers staff, ensure every student has opportunities to acquire skills and knowledge required to transition from school into further study, training or employment.
- To coordinate the STAR funding to meet the needs of students.

**KEY TASKS**

- Work with Deans and staff as part of overall pastoral team.
- Meet at least once a year with senior students either individually or in small groups to assist transition to work or tertiary.
- Meet with whanau/caregivers/students to support career /subject options.
- Manage relevant budgets (Careers and STAR).
- Work towards a MAC career team including key identified staff across year levels.
- Attend relevant tertiary, STAR and careers meetings and conferences within budget constraints.
- Develop and implement the career programme at MAC in line with the career key competencies and our school character.
- Liaise with tertiary providers re programmes of study and admission.
- Responsibility for career programme implementation – including supporting staff with ideas and resources.
- Responsible for career central programme and training of staff to use this across the school.
- Develop a year 7 to 8 career programme with curriculum leader.
- Along with the work experience coordinator, take responsibility for work experience placements and liaise with the community.
- Manage careers support staff.
- Represent careers education to all relevant stakeholders.
- Organising annual tertiary trips to Dunedin.

These tasks include:

- Coordination of STAR courses for senior school in conjunction with careers administrator.
- General administrative duties including emails, record keeping and phone calls.
- Coordinating tertiary liaison visits.
- Consult with senior staff to manage options, timeline and options/careers evening.
- Manage St John/A & P Society delivery of First Aid Level 1 to all year 12 students.
- Liaise with Gateway and Trade Academy tutors.

## **Mount Aspiring College TEACHING– JOB DESCRIPTION**

### **Mount Aspiring College Learning Vision**

Our students will be creative, responsive, independent and resilient acting with kindness and respect.

Our curriculum will be broad emphasising student agency, critical thinking and collaborative approaches.

### **Reporting relationships**

All teachers are responsible to the Principal, but on a day-to-day basis are expected to follow the direction of the appropriate Head of Learning Area and the Assistant Principal (Curriculum).

### Classroom teaching

This involves, but may not be limited to:

- Planning and preparing programmes and lessons, with an emphasis on differentiation.
- Teaching classes according to the educational needs of the students.
- Incorporating 'Teaching as Inquiry' into the classroom programme.
- Assessing, recording, analysing and reporting on development, progress and attainment of students on our student management system.
- Reporting in writing on the Parent Portal, including fortnightly reports and through parent/student interviews.
- Contributing to Curriculum meetings to ensure a team approach towards teaching and learning.
- Providing class-based data and analysis to the head of department for curriculum reporting purposes.
- Promoting the well-being of students through positive feedback and mentoring.
- Working positively with whanau teachers and deans to support the pastoral needs of individual students.
- Following all relevant policies and procedures with respect to health and safety both in the classroom and whilst involved in education outside the classroom.

### Whanau teacher responsibilities

Most members of staff act as whanau teachers. The whanau group incorporates students from Years 7 to 13 and meets for morning registration for 10 minutes at the start of the school day, and once a week for 25 minutes. The role of the whanau teacher is to build a caring and supportive family group, and to relate to students on an individual basis showing an appreciation of them, a concern for their needs and an interest in their goals.

Specific responsibilities include:

- Establishing whanau routines early and consistently, and promoting good whanau attitudes, tone and morale.
- Reinforcing school-wide values and expectations with the whanau group.

- Taking the roll each day and following up on unexplained absences with parents.
- Referring any persistent lateness and absences to the dean, and working positively with the dean, the parents and the student to establish better patterns of attendance.
- Getting to know the students and their families and offering guidance and support as appropriate, referring students to careers and guidance staff when necessary.
- Collating, editing and commenting on progress via written reports and fortnightly reports.
- Goal Setting with students in February and reviewing in July on the Parent Portal

### Wider responsibilities and expectations

The teacher is also expected to:

- Be a positive role model for students both inside and outside of the classroom.
- Participate in assemblies, house and whanau activities.
- Respect and support all colleagues.
- Be loyal to colleagues and the college in the wider community.
- Be involved in the Personal Development System (PDS) on an annual cycle, and participate in relevant further training and professional development as identified.
- Take responsibility for gathering evidence to support teacher registration.
- To understand that being a Teaching Professional includes two components: Classroom Teaching Practice and Professional Practice.
- To be aware of acting within the code of ethics for all certificated teachers.
- Participate in meetings at the school relating to the curriculum, pastoral or administrative organisation of the school.
- Carry out supervisory duties during breaks and lunchtimes as reasonably requested.
- Record any relevant student pastoral issues on KAMAR.
- Record the attendance and absence of students on daily basis for each class taught.
- Do internal relief as required on the reasonable request of the relief coordinator.
- Be involved in at least one co-curricular activity.

Teachers are expected to work the hours necessary to fulfil the requirements of the role. During term time this includes, but may not be limited to:

- Being at school and available between the hours of 8.35am and 3.15pm for timetabled classes, internal relief and duty as required. If leaving the school during this time the teacher is expected to sign out at the office and indicate a time of return.
- Attendance at meetings as required outside those hours (but not normally after 5.00pm).
- Attendance at parent-related functions such as option evenings, parent interviews and award ceremonies which are held outside of normal working hours.
- In addition, teachers are required to attend for up to two teacher-only days at the beginning and end of the summer holidays.

Part-time teachers are expected to attend parent interviews and award ceremonies, to be on-site for their allocated teaching hours and paid non-contact hours, and fulfil other duties and meeting attendance on a pro-rata basis and/or by negotiation with the Principal.

Teachers at Mount Aspiring College must:

- Hold current New Zealand teacher registration and teaching / academic qualifications appropriate to the role applied for.
- Meet the criteria for quality teaching as outlined in the Professional Standards for Secondary Teachers appropriate to their level of experience as a teacher.

## **Conditions of Employment**

Teachers are employed under the terms and conditions of the Secondary Teachers Collective Agreement 2019-2022 either as part of the Collective Agreement or as an Individual Employment Agreement.

This is a fixed term part time (0.68 FTE) position starting term 1 through to the end of term 3 2021.