



November 2019

Dear Applicant,

Thank you for your interest in applying for the permanent, full-time teaching position of Careers Counsellor at St Andrew's College, commencing Monday 27 January 2020.

The following information is included with this package:

- Application form and referees' details;
- Questionnaire;
- Person Specification.

Important notes for applicants

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a covering letter (maximum two pages A4) outlining the strengths and abilities you would bring to this position. Your letter should mention your education philosophy and include your views on teaching and student learning, student achievement and teacher professional practice, appraisal and learning and what you would bring to the co-curricular life of the College.
3. Attach a Curriculum Vitae (CV) that includes:
 - a) relevant qualifications and experience, teaching service and responsibilities;
 - b) co-curricular activities you are interested in.
4. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
5. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
6. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
7. This application form and supporting documents will be held by the College. You may access it in accordance with the provisions of the Privacy Act 1993.



I draw your attention to our website where you will find more information about the College, stac.school.nz. The 2020 Curriculum Book may be viewed at: <https://stac.school.nz/CB2020>.

Applications for this position close 4.00pm, Friday 15 November 2019.

Please address your application, consisting of a covering letter, a CV, and completed forms to Head of Secondary School, Evert van Florenstein and email to hosspa@stac.school.nz.

If you have any enquiries regarding this position, please contact Head of Secondary School, Evert van Florenstein by phone +64 3 940 2013 or email EVA@stac.school.nz.

We look forward to receiving your application.

Yours sincerely

Evert van Florenstein
Head of Secondary School



Position Description: *Careers Counsellor*

Responsible to	Head of Senior College
Functional Relationships with	Head of Secondary School Senior Leadership Group Head of IEP and Transition Head of Learning Support Senior College Learning Support Team Middle School Learning Support Team Heads of Department Pastoral and Guidance Team Head of Community Partnerships
Responsible for	Careers and Options Team
Person Specification	Significant to the position would be the following attributes: <ol style="list-style-type: none">1. Relationship building and maintenance.2. Creativity and innovation.3. Judgement and decision making.4. Planning and organisation.5. Collaborative and team work.
Salary	Teaching salary plus 1MU plus Careers Allowance
Teaching Load	Four hours per week plus tutor group
Appraised by	Head of Senior College
Action Plan	Yes
Annual Plan	Yes

General Statement of Responsibilities to:

1. Provide co-ordination, management and supervision of careers counselling.
2. Provide professional leadership with stakeholders.
3. Ensure that there is a suitable careers programme for all year levels.

4. Provide, through formal and informal interactions, appropriate support to students, in collaboration/consultation with their families and teachers, in the area of career planning.
5. Provide an effective communication link between the senior management of the College and the area/s of delegated responsibility.
6. Maintain effective and appropriate relationships with external educational, career and work place providers.
7. Maintain a pro-active relationship with New Zealand Universities and Christchurch education providers.
8. Provide and maintain appropriate communication platforms that inform students, teachers and the wider community on career matters.

Responsibility Area One: Curriculum Planning and Delivery	
Key Tasks	Expected Outcomes
<ol style="list-style-type: none"> 1. Ensures the curriculum offered by St Andrew's College is relevant and effective in preparing students' post-college pathways. 2. In consultation/collaboration with career planning agencies, develop career programmes that meet the needs of a diverse range of learners. 3. Promotes the delivery of career planning programmes through the tutor system. 4. Career counselling is provided to all students. 5. Suggests areas for budget expenditure (both short and long term) and maintains accurate records of purchases. 6. Works within a budget, monitoring this throughout the year. 	<ul style="list-style-type: none"> • work with Heads of Department to ensure that the curriculum delivered at St Andrew's College enables students to pursue pathways of their choice; • appropriate Career modules are written and delivered to each year level; • there is a collaborative approach to planning and delivery of the careers programmes; • tutors are kept informed of programme developments and are provided with appropriate resources; • age specific career modules are written and delivered to all students as part of the curriculum; • students, in consultation/collaboration with their families are provided with individualised career planning; • students are provided with work place experience or external courses e.g. ARA to support them in their career aspirations; • organise and/or run field trips to tertiary educational providers; • students are provided with a Career's Expo on a yearly basis; • financial resources are well-managed; • appropriate storage, records and use is made of Career Department resources; • monitor and maintain Career Department assets.

Responsibility Area Two: Professional Links and Leadership

Key Tasks	Expected Outcomes
<ol style="list-style-type: none"> 1. Liaises with the Middle School to ensure students are prepared for transition into NCEA/Senior College. 2. Actively takes part in professional associations. 3. Works in collaboration with the Senior College Learning Support Department and Pastoral Care network. 4. Creates links with external work providers. 5. Provides appropriate guidance and support to students and staff on careers matters. 6. Participates actively in the College performance management system. 	<ul style="list-style-type: none"> • students are fully prepared for the transition into NCEA/Senior College and beyond; • attend appropriate Career Association meetings/conferences on a regular basis; • provide support and guidance to students with academic challenges re career counselling and planning and possible IEPs; • provide support and guidance to students with pastoral issues re career counselling and planning and possible IEPs; • provide appropriate work experience opportunities to students who request/need them; • Careers and Educational representatives visit the College as required; • organise and leads trips to Tertiary Educational Institutions; • students and staff are kept up to date with changes to tertiary courses and or pre-requisites; • provides whole staff professional development on career and study opportunities; • actively engage in the appraisal process and completes an annual report.

Responsibility Area Three: Communication Platforms

Key Tasks	Expected Outcomes
<ol style="list-style-type: none"> 1. A range of information platforms are used to communicate career and scholarship information and opportunities. 2. Application and Scholarship information. 3. Use Power BI to collate all relevant Careers data. 	<ul style="list-style-type: none"> • different e-learning platforms are created and maintained e.g. StacNet, On Strowan, Microsoft Teams and stac.school.nz, which provide up to the minute career and scholarship information; • career displays are used around the College to provide news, opportunities and upcoming events; • parent and student Career information evenings and expos are used to inform about career and scholarship opportunities; • provide students with deadlines and requirements for tertiary admissions and scholarships in a timely way; • work with the Head of Senior College and Dean(s) in an oversight capacity on writing and applying to tertiary institutions and availability of scholarships; • create a register of applications, references and scholarships are maintained from one year to the next; • create a register of Old Collegians successes and achievements; • careers data, application dates, scholarships etc. is used to inform strategic changes.

Responsibility Area Four: Applications

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Create an accurate and up to date schedule for application dates for tertiary providers and possible scholarships available.2. Oversee the writing of references.3. Ensures that application, scholarship data is used to inform future career planning.	<ul style="list-style-type: none">• students (and parents) are provided with all the relevant deadlines and requirements for applications and scholarships;• maintain a register of applications and scholarships;• all students who require a reference are provided with one in a timely way;• data is tracked from one year to the next to predict trends and possible changes in need.

Responsibility Area Five: Options and Year 13 Focus

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Runs and oversees the Options Programme for Years 12–13.2. Assist in the planning and running of the Year 13 Focus Programme.	<ul style="list-style-type: none">• ensure appropriate courses are run and offered;• an e-selection platform is created for the selection of options;• register is kept of student choices in accordance with the Senior College Diploma requirements;• review courses offered and introduce new ones where appropriate;• work with Head of Senior College and Year 13 Dean to plan and delivery the Year 13 Focus programme.

St Andrew's College – Application Form

Please note: Issues can arise if this PDF form is completed using PDF readers other than Adobe Reader or Adobe Acrobat.

Position applied for: _____

Personal details

Title: Mr Mrs Ms Miss

Surname: _____ Given Names: _____

Full Postal Address: _____

Contact Telephone: _____

Email Address: _____

Date of Birth: _____

Teacher Registration No. _____

Status:

- Registered Teacher Current Practicing Certificate
 Provisionally Registered Teacher Subject to Confirmation
 Not Registered

Present Teaching Position

School: _____

Date Appointed: _____

Nature of Appointment:

- Permanent Management Unit
 Full time Part time Relieving

Referees

Please provide the names and contact details of three referees below.
Any referee's report will be confidential to the Head of Secondary School.

PLEASE NOTE – CONTACT WITH REFEREES WILL BE MADE ONCE APPLICANTS HAVE BEEN SHORTLISTED FOR INTERVIEWS.

Referee details:

Title: Mr Mrs Ms Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Referee details:

Title: Mr Mrs Ms Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Referee details:

Title: Mr Mrs Ms Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Questionnaire

PLEASE PROVIDE A WRITTEN RESPONSE TO EACH QUESTION

This section is designed to assist the interviewing panel in matching applicants to the objectives in the Person Specification. Short-listed candidates will have a selection of nominated referees contacted, so please include contact numbers for any referees nominated for this section. **Please limit your answers to the space provided.**

For this section you may use referees different to those indicated on the referee form.

QUESTION 1

Careers Services

We seek to develop our Careers Services. Explain how we could promote a Careers programme that engages the student, the home and the school into having conversations about possible career paths. **Please name the referee who will best support your response.**

NOMINATED REFEREE

Name: _____

Organisation: _____

Telephone: _____

Email: _____

QUESTION 2

Interpersonal and Communication Skills

We seek a teacher who can work effectively with a wide range of people. Please give an example of when you had to work collaboratively to achieve a goal. **Please name the referee who will best support your response.**

NOMINATED REFEREE

Name: _____

Organisation: _____

Telephone: _____

Email: _____

QUESTION 3

Careers in the Curriculum

Please explain how we could integrate Careers Modules into the Years 9 to 13 curriculum. **Please name the referee who will best support your response.**

NOMINATED REFEREE

Name: _____

Organisation: _____

Telephone: _____

Email: _____

QUESTION 4

Professional Development

Please list the professional development that you have led and/or undertaken during the last 12 to 18 months in Careers. Please name the referee who will best support your response.

NOMINATED REFEREE

Name: _____

Organisation: _____

Telephone: _____

Email: _____

Declarations

- (a) Please describe any injury or illness, or other known conditions you have or have had that may affect your ability to effectively carry out the duties and responsibilities of the position.

- (b) YES NO 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?

- (c) YES NO Have you ever received diversion or otherwise know of any reason you should not be employed to work in the school environment?

- (d) YES NO Do you have any charges pending?

If you answered YES to question (b), (c) or (d), you will be asked to provide a copy of the relevant court records, and asked to comment further.

- (e) I solemnly and sincerely declare that to the best of my knowledge and belief, the information given in this application and attached CV is true and correct. I understand that this may be verified and that failure to provide correct and true information may make me liable to dismissal from the employment of the Board of Trustees.

Signature: _____ Date: _____

CONFIDENTIAL ENQUIRIES

I give St Andrew's College permission to seek information about my employment and personal background. I understand that this information will be treated in complete confidence, and only used for staff selection purposes. I understand that, if necessary, the Board of Governors or a nominated representative, may approach persons other than the referees I have supplied, to gather information related to my suitability for appointment to this position. This may include approaching the New Zealand Education Council.

Signature: _____ Date: _____

Person Specification

The successful appointee will have the following qualities/attributes:

Teaching Skills

- be recognised as a teacher of excellence;
- be able to foster a thinking culture and an enquiry-based learning environment;
- work in a supportive and collaborative manner;
- have a sound knowledge of the New Zealand Curriculum and Standards Alignment;
- have high expectations of students;
- motivate and guide students towards the achievement of their potential;
- assess effectively to guide and improve teaching and learning;
- have effective student management skills.

Interpersonal and Communication Skills

- have empathy with students and their families;
- promote the College to enhance its image, environment, and profile;
- have excellent people skills and leadership qualities;
- have personal qualities of honesty, integrity, enthusiasm, good humour and approachability.

Professional Skills

- be able to support school directions as agreed through strategic planning;
- show a willingness to continue personal learning and support staff professional development;
- be involved in co-curricular activities;
- be supportive of the special character of the College, and exercise discretion and confidentiality where appropriate;
- be confident in using information technology as a tool to assist teaching and learning, for planning, and for school administration.