



APPLICATION FOR TEACHING POSITION

Position applied for:	Central Otago Youth Employment Programme Facilitator (COYEP) Part time, fixed term (.50 FTE) for 2021
Commencement date:	Start of Term 1 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

ENJOY SUCCESS!

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:
------------	-------

ENJOY SUCCESS!

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

Or by email to: jobs@mtaspiring.school.nz

To be received by: 4.00pm, Thursday 5th November 2020

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).
-

For more information about Mount Aspiring College please check our website:
www.mtaspiring.school.nz

ENJOY SUCCESS!

Central Otago Youth Employment Programme (COYEP) Facilitator 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

Responsible to the Principal or delegated Senior Leader.

Functional Relationships

Functional relationships refer to the key people and organisations that the COYEP facilitator will work with.

External relationships must also be maintained with:

Delegated Deputy Principal in each school

Employers

COYEP Education Facilitator

Parents and whanau

Other government and NGO agencies (Such as Oranga Tamariki and Youth Service providers)

This role requires the Facilitator to actively manage working relationships so that young people remain at the centre of both our intentions and actions.

Central Otago Youth Employment Programme (COYEP)

COYEP is an Otago Secondary Tertiary College programme designed to provide a meaningful – workplace integrated - programme of learning for young people who are otherwise at risk of disengaging from school. The intention is to provide a pathway through school that provides both a foundation qualification and a pathway into paid employment.

- **Programme Coordination:** Organise the day to day activities within the programme, ensuring that each participant has a tailored programme of learning relevant to their interests and is progressing their achievement.
- **Work Placement Facilitation:** Develop and sustain a network of COYEP-friendly employers willing to take young people into their workplace and support their development.
- **Maintain Partnerships:** COYEP is a relationship driven programme and it is important that these relationships are sustained through ensuring people remain in the loop and aware of day to day activities.
- **Administration, Safety and Reporting:** Ensure that all practicable steps are taken to ensure participants' programme aligns with health and safety and related regulatory requirements for the education and training of young people. Provide regular reporting to the schools, Polytech and Employers as appropriate.

ENJOY SUCCESS!

The COYEP facilitator plays a pivotal role in ensuring that young people are cared for and supported in their development. This role requires a person who has the ability to be proactive in finding practical solutions to issues as they arise and can both build and sustain a network of partnerships within education and across industries. An ability to manage competing demands is also pivotal to success in this role.

Responsibilities

The following will be required:

- **Programme Coordination**
- **Work Placement Facilitation:** Develop and sustain a network of COYEP friendly employers willing to take young people into their workplace and support their development.
- **Maintain Partnerships**
- **Administration, Safety and Reporting:** Ensure that all practicable steps are taken to ensure participants activities align with health and safety and related regulatory requirements for the education and training of young people.

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.

Person Specification

The following attributes and skills are desirable:

- Reflective, patient and flexible.
- A sound ability to effectively collaborate with and lead others.
- Ability to work without supervision and initiate tasks independently.
- Maintain confidentiality and deal with sensitive issues.
- A thorough understanding of school's systems, educational practice and ability to design programmes of learning.
- Ability to build and sustain relationships across schools, family/whanau and community.

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.

ENJOY SUCCESS!