NAYLAND COLLEGE
TE KĀRETI O NEIRANA

Application for Appointment - Teaching

Position applied for	Learning Support Centre Teacher
Tenure	Permanent, Full-Time (Part-Time Negotiable)
Please state any supporting subjects	

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.

Personal Details

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other:

Full Name

Postal Address

Mobile Phone

Email Address

Date of Birth (optional)

Gender

Ethnicity

Emergency Contact Name

Emergency Contact Mobile

Are you a NZ Citizen/Resident? ☐ Yes ☐ No

If No do you hold a Work Visa/Permit? ☐ Yes ☐ No (Relevant documents must be sighted)

Teaching Registration Details

Registration Status ☐ Full ☐ Provisional ☐ Subject to Confirmation ☐ LAT

Registration Number

Renewal Date

Ministry of Education Employment Number (if previously employed in education sector)

Are you a Union member? ☐ Yes ☐ No

Referees

Please provide the names and contact details for two references who may be contacted to provide information to support your application.

Name	**Name**
Address	**Address**
Phone	**Phone**
Email	**Email**
Relationship	**Relationship**

Declaration

Please describe any injury or illness, or other known conditions that 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 a school environment?

☐ NO ☐ YES If YES, you may be asked to provide a copy of 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 and previous employers. I understand that this information will be treated in complete confidence and only used for staff selection purposes.

Applicant's Signature	**Date**

Please return this application form with your CV and cover letter to:

Kenny Diamond Principal
Nayland College
166 Nayland Road Stoke
Nelson 7010

or

Tina Marshall
Executive Assistant and Board Secretary
hr@nayland.school.nz

NAYLAND COLLEGE
TE KĀRETI O NEIRANA

Teacher Position Description

Name	
Position	**Teacher of Learning Support Centre**
Tenure	Permanent, Full-Time (Part-Time Negotiable)
Responsible to	School Board (Presiding Member) Principal (Kenny Diamond) Deputy Principal (Hannah Banks)

Primary Expectations

A Nayland College teacher is an enthusiastic and effective classroom teacher and a professional, collaborative member of the learning area.

Core Responsibilities

Te Tiriti o Waitangi

- Display a commitment to honouring the principles of Te Tiriti o Waitangi, ensuring rangatahi experience rich learning in both te reo and tikanga Māori.

Curriculum Delivery

- Offer a wide range of authentic and culturally rich opportunities both within and extra to the curriculum that empower all learners to be treaty partners and global citizens.
- Deliver thoroughly planned and relevant programmes that satisfy curriculum requirements and are place and culturally responsive, incorporating local stories and history as appropriate.
- Apply pedagogy and strategies from the ‘Nayland College Teacher (NCT) Profile’ in everyday practice.
- Use a range of teaching strategies which support students’ individual learning needs and enable all to succeed.
- Foster a positive learning culture within each class and develop positive, supportive relationships with all students.
- Demonstrate an understanding of tikanga Māori and use appropriate and accurate pronunciation of te reo Māori and commit to growing capability in this area.
- Participate in monitoring pedagogical impact through coaching, professional reflection and participation in the professional growth cycle.
- Contribute to the ongoing development of programmes, resources and schemes of work.
- Keep up to date with curriculum, pedagogical and assessment changes and undertake appropriate professional development.
- Collaborate with colleagues to mutually improve practice.
- Help with learning area co-curricular events.
- Accept delegated responsibilities within the learning area.
- Attend and contribute to learning area meetings.

Assessment and Reporting

- Follow school and learning area requirements for assessment and recording of student progress.
- Understand the various purposes of assessment and use them appropriately.
- Assist with the preparation, marking and moderation of assessment tasks.
- Provide timely and appropriate feedback to students.
- Meet school obligations for reporting to students and parents/caregivers via written and interview formats.

Student Management and Pastoral Care

- Create a family-like context within the classroom by building relationships, celebrating diversity, acknowledging student identity and maintaining high expectations for all.
- Promote, acknowledge and reward positive student behaviour through explicit teaching of the SOAR values and use of PB4L strategies.
- Establish clear classroom routines, keep timely and accurate attendance records and follow classroom culture systems.
- Know strengths, weaknesses and aspirations of individual students and work to accommodate these through both curriculum delivery and pastoral care, giving careful attention to target learners in need of additional support.
- Provide academic mentoring and / or guidance to students in subject specific and / or tutor teacher capacity.
- Actively work to involve families and whānau in the learning process.
- Use a restorative approach to managing areas of conflict and behaviour management, following Nayland College's restorative practice processes.

Wider School Contribution

- Contribute positively to the corporate life of the school by attending staff meetings, doing duty, meeting tutor teacher requirements, and maintaining Nayland College standards and expectations.
- Maintain a high standard of professional conduct and integrity at all times.
- Maintain effective working relationships with, and support for, colleagues through open, accurate, constructive and timely communication.
- Support and promote waka spirit and unity by encouraging students to engage with and participate in waka activities and assemblies.

Special Responsibilities

- As negotiated and delegated by Head of Learning Area and Senior Leadership Team.

Professional Growth and Performance Review

- Participate in Nayland's professional growth cycle processes and satisfy mandatory requirements.
- Engage in self-directed, learning area and school-wide professional development including regular discussion with HOLA on strategies for professional growth.

Compliance with the Nayland College Strategic and Annual Plans and Professional Standards

- Maintain professional relationships with all staff, students and members of the school community.
- Ensure conduct around students is professional and in line with guidance on child protection.
- Follow all Nayland College policies and procedures, including health and safety policies and procedures.
- Inform the Principal or HOLA of any absence from work immediately.

- Any other task as allocated or directed by the senior leadership team.

Name	**Kenny Diamond**
Teacher of Learning Support Centre	Principal
Date	**Date**