NAYLAND COLLEGE
TE KĀRETI O NEIRANA

Application for Appointment - Teaching

Position applied for	Lead Teacher - Navigation Programme
Tenure	Fixed Term, Full-Time, Two Years
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

Position Description

Name	**Name**
Position	**Lead Teacher Navigator Programme**
Tenure	Fixed Term, Full Time (28 January 2027-28 January 2029) (Part-Time Negotiable)
Responsible to	School Board (Presiding Member) Principal (Kenny Diamond) Deputy Principal (Alice Scott)

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

- Use a range of teaching techniques which take into account students individual learning needs eg: integrated, cross curricular and project based learning.
- Evaluate and reflect on teaching techniques and strategies with a view to improvement and make appropriate changes.
- Contribute to the ongoing development of individual learning programmes and the resources that are required to deliver these.
- Keep up-to-date with current initiatives in education and undertake appropriate professional development e.g. trauma informed practices.
- Be a collaborative team member.
- Continue to develop understandings of the Treaty of Waitangi and incorporate elements of Te Reo and Tikanga Māori into lessons and classrooms.
- Accept delegated responsibilities from curriculum and pastoral leaders.
- Lead regular meetings around the continuing development of the programme.

Assessment and Reporting

- Demonstrate an awareness of the place of appropriate assessment in improving student learning.
- Follow the requirements of recording of student progress.
- Provide timely and appropriate feedback to students and whānau.
- Meet wider school obligations for reporting to students and parents/caregivers.

Student Management and Pastoral Care

- Be a positive, enthusiastic teacher and establish high expectations that motivate all students to achieve.
- Know strengths and weaknesses of students and work to accommodate these through both curriculum delivery and pastoral care.
- Establish strong mutually respectful relationships.
- Establish clear classroom routines, keep attendance records and follow the PB4L systems.
- Be prepared to follow the principles of Relationship Based Learning.
- Develop and maintain a safe physical and emotional environment which encourages respect, understanding and the acceptance of others' beliefs and values.
- Encourage students to involve families and Whānau in the learning process.
- Communicate with parents/caregivers both formally and informally as the situation dictates.
- Liaise with external agencies and key internal staff eg: Deans.
- Identify and take action to understand the causes of students emotional states, and provide appropriate support or alert others where escalation as required.
- Display cultural awareness and understanding.
- Manage the transition process to mainstream classes when and if required.

Resource Management

- Make effective use of appropriate technologies and resources.
- Contribute to the location and review of potential resources.
- Follow school Health & Safety policies and procedures.

Wider School Contribution

- Contribute positively to the corporate life of the school by attending staff briefings, doing duty, meeting tutor teacher requirements, and maintaining Nayland standards and expectations.
- Be loyal to the learning area, school and fellow staff, and willing to assist in College activities.
- Take part in learning futures and school wide meetings and represent the learning area where arranged.
- Meet reporting requirements, attend parent interviews and respond to parental enquiries.
- Maintain a high standard of professional conduct at all times and maintain confidentiality and trust.
- Demonstrate an understanding of Māori protocol and use appropriate and accurate pronunciation of Māori language.
- Maintain effective working relationships with, and support for, colleagues through open accurate, constructive and timely communication.

Special Responsibilities

- As negotiated

Professional Growth and Performance Review

- Participate in Nayland's performance appraisal processes
- Be involved in self-directed, learning area and school-wide professional development
- Engage in regular dialogue with their Line Manager, including discussions around strategies for ongoing professional growth.

Name	**Kenny Diamond**
Teacher of Navigator Programme	Principal

Date	Date