TE KURA O TITITEA
MOUNT ASPIRING COLLEGE

Application for Teaching Position

Position applied for	Commerce, Business and Psychology Teacher Full time, permanent
Position Specification	Mount Aspiring College is a year 7-13 school in Wanaka. We are a community school and provide an extensive social sciences programme supporting students to achieve excellent results and experience a broad range of skills. We are seeking a Social Sciences teacher (experienced in teaching Commerce, Business and Psychology) who wants to support our students to be creative, curious, courageous and compassionate learners, to support the engagement of our learners, and who is confident in teaching computing. The successful candidate will demonstrate: ● A strong understanding of the New Zealand Curriculum in technology. ● Enthusiasm for contributing to and developing their subject area. ● The ability to connect with and inspire a diverse range of learners. ● A commitment to Te Tiriti o Waitangi and inclusive education practices. ● Willingness to work collaboratively within a creative team environment.
Commencement date	Start of Term 1, 2027
Closing date for applications	9.00am, Friday 11 December
Full name	
Address	
Email	
Phone	
NZ Teacher Registration No.	
Visa status/ability to work in NZ	

Please Include with this Application:

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

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

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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 license, 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 School Board 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 School Board 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:**

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Teaching

Mount Aspiring College Learning Vision

To be an inclusive and sustainable learning environment, inspiring our learning community to be creative, curious, courageous, and compassionate.

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 Deputy Principal for the learning area.

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 including fortnightly reports and through parent/student interviews, learning conversations and termly academic summaries.
- Contributing to Learning Area 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 whānau 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.

Whānau teacher responsibilities

Most members of staff are whānau teachers. The whānau group incorporates students from Years 7 to 13. The role of the whānau 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 whānau routines early and consistently.
- Reinforcing school-wide values and expectations with the whānau 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 Learning Conversations.

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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 whānau activities.
- Respect and support all colleagues.
- Be loyal to colleagues and the college in the wider community.
- Be involved in the Professional Growth Cycle to ensure that the Professional Standards are being met.
- Participate in school-wide professional development.
- 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 a 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 fulfill 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 8.20am 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.
- 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 fulfill 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 either as part of the Collective Agreement or as an Individual Employment Agreement.