



Application for Appointment (Teaching)

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.

POSITION APPLIED FOR: **Assistant HOLA (Head of Learning Area): Mathematics**
Permanent | Full-time (2MU, 1MMA)

PERSONAL DETAILS

Full Name:	Mr/Mrs/Ms/Miss/Other:
Postal Address:	
Home Phone:	Mobile Phone:
Email Address:	
Ministry of Education Employment No (if previously employed in the education sector):	
Date of Birth: <i>Optional</i>	Gender: Ethnicity:
Emergency Contact Name:	
Telephone Nos: Home: Mobile:	
Are you a New Zealand Citizen/Resident* or do you hold a Work Visa/Permit*? (*Please circle as applicable. Relevant documents must be sighted.)	
Any other personal details relevant to your application for appointment:	

REGISTRATION

Status of Registration: Full <input type="checkbox"/> Provisional <input type="checkbox"/> Subject to Confirmation <input type="checkbox"/> LAT <input type="checkbox"/>
Registration Number: Renewal Date:

CURRICULUM VITAE

Please ensure your CV contains (or include on separate sheets) the following:

1. A recent photograph.
2. An outline of relevant qualifications and experience, including your current position.
3. The strengths and abilities you would bring to this position.
4. An indication of subjects (and levels) you would be prepared to teach.
5. Those ex-curricular activities you are willing to assist with.

REFEREES

Please provide the names and addresses of two referees who may be contacted to provide information to support your application.

Name:

Address:

Phone:

Relationship:

Name:

Address:

Phone:

Relationship:

DECLARATION

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

YES / NO (please circle)

If YES, you may be asked to provide a copy of the 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 form in an envelope clearly marked JOB APPLICATION or EMAIL to:

Daniel Wilson
Principal
Nayland College
Nayland Road
Stoke 7011
Nelson

School Ph: (03) 547 - 9769
Fax: (03) 547 - 3498

Email: sarah.luton@nayland.school.nz

It is the applicant's responsibility to ensure that this application reaches the Principal before the specified closing date: **12 noon Tuesday 28 November 2023**



NAYLAND COLLEGE

TE KĀRETI O NEIRANA

INFORMATION FOR APPLICANTS

Nayland College is held in high regard as an educational leader whose hard-working staff provide balanced educational opportunities that meet our students' needs.

VACANCY

POSITION:

**Assistant HOLA (Head of Learning Area): Mathematics
Permanent | Full time (2MU, 1MMA)**

We are seeking a forward thinking, innovative and enthusiastic teacher, who enjoys mentoring and developing young people, to assist in leading our progressive and supportive mathematics learning area. The exact responsibilities will depend on the strengths of the successful candidate.

The ideal applicant will:

- Demonstrate previous experience in leading and working collaboratively with their colleagues.
- Enjoy sharing their skills and knowledge within mathematics in innovative ways to help students reach their full potential.
- Be student-focused.
- Recognise and value the importance of embedding Mātauranga Māori within the curriculum.
- Be adept at using technology when and where appropriate to enhance teaching and learning.
- Demonstrate strengths in curriculum development.
- Enjoy mentoring and developing young people and staff within the learning area.

As a Microsoft Showcase school and finalist in the 2019 Prime Minister's Education Excellence awards, Nayland College is a progressive co-educational school. We are located in the beautiful city of Nelson, giving you the opportunity to teach whilst having access to all the natural beauty and lifestyle options the Nelson/Tasman area is famous for.

The college's values of success, opportunity, ako and respect underpin our teaching and learning and your commitment to those values through our PB4L and restorative practices is an expectation. As a school we are committed to honouring Te Tiriti o Waitangi and to our vision of 'toitōi manawa,' inspiring, engaging and empowering learners to soar high and reach their full potential.

Preferred applicants will be NZ registered, fully conversant with the NZ Curriculum and have NZ residency or a valid NZ work visa. Nayland College is an accredited employer.



NAYLAND COLLEGE

TE KĀRETI O NEIRANA

APPLICATION:

Applications close with the Principal at **12 noon Tuesday 28 November 2023**.

Please complete the attached application form, include a covering letter and CV detailing qualifications and previous experience, and either email or post to the details below.

Email: sarah.luton@nayland.school.nz

Address: Nayland College, 166 Nayland Road, Stoke, Nelson 7011

INTERVIEWS:

Shortlisted applicants will be contacted for an interview within one week of the closing date.

APPOINTMENT:

Appointment will be confirmed as soon as possible, and the successful applicant will commence their new duties from 28 January 2024, with new staff induction days scheduled for 25-26 January.

ADDITIONAL INFORMATION:

A job description and relevant application form is attached.

Enquiries can be answered by:

Sarah Luton – PA to the Senior Leadership Team

P: 03 547 9769 ext 800

E: sarah.luton@nayland.school.nz

Nayland College is an equal opportunities employer. Please contact the Principal if there is further information or clarification required.

Thank you for your enquiry.

Daniel Wilson
PRINCIPAL



JOB DESCRIPTION

NAME:

POSITION: Assistant HOLA Mathematics

TENURE: Permanent | Full time (2MU, 1MMA)

RESPONSIBLE TO:

- (i) HOLA Mathematics (Ben Crawford)
- (ii) Principal (Daniel Wilson)
- (iii) School Board (Rachel Robinson, Presiding Member)

KEY:

Learning Area: A large faculty comprising of one or more subject areas.

Curriculum Leader: Leader of a smaller subject or group of subjects.

PRIMARY EXPECTATION

The Assistant HOLA is expected to provide effective leadership of their areas of subject responsibility, and contribute and support the wider leadership of the learning area.

KEY ROLES

Some roles may be a delegated and/or shared responsibility.

Te Tiriti o Waitangi	<ul style="list-style-type: none">• Displaying a commitment to honouring the principles of Te Tiriti o Waitangi within the learning area.
Curriculum and Assessment Ensuring effective curriculum delivery	<ul style="list-style-type: none">• Supporting the leadership of the learning area within the framework of the Nayland College charter, strategic plan, and policies.• Helping to develop appropriate schemes of work.• Helping to develop appropriate assessment and reporting.
Personnel Assisting and supporting our most valuable asset	<ul style="list-style-type: none">• Supporting the leadership and facilitation of the staff members working within the learning area.• Supporting the development of the learning area as a team, with a shared vision, values and beliefs.• Supporting the HOLA to work with new teachers, providing professional guidance, advice and support.• Working with the HOLA to plan and facilitate professional development for the learning area.

Pastoral Care	<ul style="list-style-type: none"> Supporting and maintaining positive learning environments through the Nayland College Teacher Profile.
Finance and Resources	<ul style="list-style-type: none"> Supporting the HOLA with planning, arranging and controlling budgets and resources.
Learning Area Management and Review Running an efficient learning area	<ul style="list-style-type: none"> Working with the HOLA to encourage and foster professional growth among the teachers within the learning area. Supporting the HOLA in reporting on the learning area to the Principal and Board as required. Helping to regularly review all aspects of the learning area and participating in external reviews as required.
Instructional Leadership Contributing to wider-school leadership	<ul style="list-style-type: none"> Working with the HOLA to ensure the subjects within the learning area are well represented at learning area leadership level. Ensuring the learning area is engaging with the wider educational community. Assisting with co-curricular activities and meeting college and community expectations. Keeping up-to-date with current leadership and professional practice processes.

SPECIAL RESPONSIBILITIES (as negotiated)

Professional Growth and Performance Review

Each teacher is expected to:

- Participate in the Nayland College professional growth cycle.
- Satisfy mandatory requirements of the Practising Teacher Criteria.
- Be involved in self-directed, learning area and school-wide professional development.
- Engage in regular dialogue with their line leader, including discussions around strategies for ongoing professional growth.

Name:

Assistant HOLA Mathematics

Daniel Wilson

PRINCIPAL