

## Application for Appointment (Non-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:**      **Bilingual Learning Assistant**  
**Part-time/Fixed-term (start date TBC – 30 Nov 2024, term time only)**

### PERSONAL DETAILS

Full Name:	Mr/Mrs/Ms/Miss/Other:
Postal Address:	
Telephone Nos: Home:	Mobile:
Email Address:	
Ministry of Education Employment No (if previously employed in the education sector):	
Date of Birth:	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:	

### 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. The languages you are able to speak and translate.

## 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:

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Please return this form in an envelope clearly marked JOB APPLICATION, or email to:

Hannah Banks  
Acting Principal  
Nayland College  
Nayland Road  
Stoke 7011  
Nelson

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

Email: [sarah.gwyn@nayland.school.nz](mailto:sarah.gwyn@nayland.school.nz)

It is the applicant's responsibility to ensure that this application reaches the Principal before the specified closing date: **12pm Tuesday 26 March 2024**

## INFORMATION FOR APPLICANTS

### POSITION:

#### **Bilingual Learning Assistant**

**Fixed-term (Start date TBC – 29 November 2024)**

**Part-time (Hours TBC, term time only)**

Are you fluent in English and possess exceptional language and translation skills in Kayah, Spanish, Urdu or Filipino? We would love to hear from you!

Nayland College is seeking dynamic Bilingual Support Workers to join our diverse and passionate team.

As a Bilingual Support Worker, you will play a crucial role in bridging the communication gap. You will play a vital role in facilitating communication between students, parents and teachers. Your primary responsibility will be translating from English to your native language during the school day. You may also be required to support with translation at parent/teacher interviews, which may occur outside of school hours. You will be the essential link in fostering understanding and collaboration between educators, parents and students.

Additionally, your linguistic prowess will shine as you assist in the classroom setting. Acting as a linguistic facilitator, you will ensure that the teacher's instructions are clearly conveyed to students, whether one-on-one or in small groups. Your dedication to empowering students with language access will make a significant impact on their learning journey.

Key requirements:

- ✓ Strong command of English and proficiency in one or more languages.
- ✓ Excellent translation skills for both written and spoken communication.
- ✓ Willingness to travel to schools within the Stoke area.

Note: The number of part-time hours will be dependent on the language spoken. Please ensure that you specify the language(s) you are fluent in.

Join us in making a difference in the lives of our students! If you are enthusiastic about fostering cross-cultural understanding and providing language support, we encourage you to apply.

Don't miss this chance to contribute your linguistic talents and empower young learners in our educational community today!

Applicants must have NZ residency or a valid NZ work visa. A satisfactory NZ Police Vet will be required before commencing work.

### APPLICATION:

Applications close at **12pm Tuesday 26 March 2024**

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.



**APPLICATION:**

Email: [sarah.gwyn@nayland.school.nz](mailto:sarah.gwyn@nayland.school.nz)

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

**INTERVIEWS:**

Shortlisted applicants will be contacted for an interview within 7-10 days of the closing date.

**APPOINTMENT:**

Appointment will be confirmed as soon as possible, and the successful applicant will commence their new duties by negotiation.

**ADDITIONAL INFORMATION:**

Enquiries can be answered by:

Shellee Hall – Head of ESOL

P: 03 547 9769 ext 871

E: [shellee.hall@nayland.school.nz](mailto:shellee.hall@nayland.school.nz)

# BILINGUAL LEARNING ASSISTANT JOB DESCRIPTION 2024



Employee:

Hours per week/Weeks per year: Hours TBC/term time only

Tenure: Fixed Term (Start date TBC – 29 November 2024)

Responsible to:

- (i) Board Presiding Member (Rachel Robinson)
- (ii) Acting Principal (Hannah Banks)
- (iii) Head of ESOL (Shellee Hall)

## Primary Expectations

The Bilingual Learning Assistant will support and develop the students' essential skills towards effective and appropriate written and verbal communication.

The Bilingual Learning Assistant will be suitably qualified with proven experience in providing support to students as speakers of other languages. The Bilingual Learning Assistant must have sympathy for the needs of young people and show initiative and independence in meeting those needs. The ability to communicate with both pupils and staff is essential.

Duties		
1.	As a member of the staff of Nayland College you will be familiar and comply with the school's charter and policies	<ul style="list-style-type: none"><li>a. Positive professional relationships with all staff members are maintained.</li><li>b. Contact with all students, is on a strictly professional basis with the physical and emotional safety of the students being of paramount importance.</li><li>c. School administration is supported.</li><li>d. The hours of work, as arranged, are strictly followed.</li><li>e. The Head of ESOL is informed of any absence from work immediately (illness etc) so that other arrangements can be made if necessary.</li><li>f. Any other tasks as allocated or directed by the Senior Leadership Team</li></ul>
2.	Assisting students with language needs	<p>Responsibility for assisting our former refugee and migrant students with language and communication needs in the classroom setting with their classroom work as follows:</p> <ul style="list-style-type: none"><li>a. the organisation of classroom materials</li><li>b. liaison with the classroom teacher i.e. special adaptations for homework</li><li>c. fostering the social skills of the refugee students</li><li>d. encouraging the growth of the student's independence and self-esteem.</li></ul>
3.	Personal Specifications	<ul style="list-style-type: none"><li>a. Fluency in speaking and writing the language specified on application.</li><li>b. Possess knowledge of the culture and custom related to that language.</li><li>c. Be responsible.</li><li>d. Be punctual.</li><li>e. Be able and appropriate to work within an educational system as a specialist staff member.</li><li>f. Be prepared to undertake a NZ Police check of appropriate character to work with minors.</li></ul>

Duties		
4.	General	a. It should be noted that other tasks and duties may be allocated by agreement in consultation with the Head of ESOL and the Principal as and when required.

## PROFESSIONAL DEVELOPMENT AND REVIEW

The Bilingual Learning Assistant is expected to set professional goals and participate in the Nayland College Professional Development Process.

Professional Development discussions with the Head of ESOL will help identify strengths, highlight issues needing resolution and confirm professional goals. The Bilingual Learning Assistant will undertake training identified as necessary.

Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this job description are being performed.

Note: This Job Description should be read in conjunction with the relevant Contract of Employment.

This job description may be reviewed annually at the discretion of the Principal.

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Hannah Banks (Acting Principal)

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**Name** (Employee)

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**Dated**