

Application for Appointment (Teaching)

Position applied for **Teacher of Business Studies**

Tenure Permanent, Full-Time

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)

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
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Please return this application form with your CV and cover letter before **12.00pm on Wednesday 10 September** to:

Daniel Wilson
Principal
Nayland College
166 Nayland Road
Stoke
Nelson 7010

or

Belinda Lee
Executive Assistant and Board Secretary
belinda.lee@nayland.school.nz



Vacancy Information for Applicants

Position	Teacher of Business Studies
Tenure	Permanent, Full-Time

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

We are seeking a forward thinking, innovative, and enthusiastic business studies teacher for a supportive and progressive learning area.

The successful applicant will:

- Enjoy sharing their skills and knowledge of business studies in innovative ways to help students reach their full potential.
- Work collaboratively with their skilled colleagues in a supportive learning area.
- 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.
- Enjoy mentoring and developing young people.

Nayland College is a progressive, co-educational school with a reputation for developing engaging and inspiring learning programmes. We have been recognised for educational excellence and 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.

Applicants must be NZ registered, fully conversant with the NZ Curriculum and have NZ residency or a valid NZ work visa.

Application

Applications close with the Principal at **12.00pm on Wednesday 10 September 2025.**

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: belinda.lee@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 from January 2026.

Additional Information

A job description and relevant application form is attached.

Enquiries can be answered by:

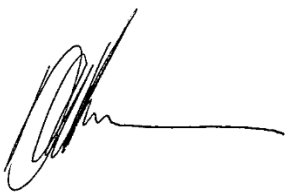
Belinda Lee – Executive Assistant and Board Secretary

P: 03 547 9769 ext 800

E: belinda.lee@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.

A handwritten signature in black ink, appearing to be 'Daniel Wilson', with a long horizontal line extending to the right.

Daniel Wilson

Principal

Teacher Position Description

2026

Name	
Position	Teacher of Business Studies
Tenure	Permanent, Full-Time
Responsible to	School Board (Presiding Member) Principal (Daniel Wilson) Head of Learning Area (Gaye Bloomfield)

Core Responsibilities

1. Te Tiriti o Waitangi

- Honour Te Tiriti principles; integrate te reo and tikanga Māori into learning.

2. Teaching and Curriculum

- Deliver engaging, culturally responsive lessons.
- Use varied strategies to meet diverse learning needs.
- Collaborate with colleagues and contribute to curriculum development.

3. Assessment and Reporting

- Conduct assessments, provide feedback, and report progress to students and whānau.

4. Student Wellbeing

- Build inclusive, respectful classroom environments.
- Support student identity, behaviour, and aspirations.
- Use restorative practices and involve whānau in learning.

5. School Involvement

- Participate in school duties, meetings, and events.
- Promote school values and waka spirit.

6. Professional Development

- Engage in ongoing learning and the professional growth cycle.

7. Compliance

- Follow school policies, maintain professional conduct, and report absences.

Key Skills

- **Cultural Competency:** Understanding and applying tikanga Māori and te reo.
- **Curriculum Knowledge:** Strong grasp of NZ curriculum and assessment practices.
- **Pedagogical Expertise:** Use of diverse, student-centred teaching strategies.
- **Communication:** Clear, respectful, and timely communication with students, whānau, and staff.
- **Collaboration:** Team-oriented mindset with a willingness to share and learn.
- **Pastoral Care:** Ability to support student wellbeing and identity.
- **Restorative Practice:** Skilled in conflict resolution and behaviour management.
- **Professionalism:** High standards of integrity, reliability, and accountability.

Teacher of Business Studies

Date

Daniel Wilson
Principal

Date
