



Application for Appointment (Teaching)

Position applied for **Assistant to the Head of Learning Area, English**

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 12 November** 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	Assistant to the Head of Learning Area, English A special interest in literacy would be an advantage
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Tenure	Permanent, Full Time (1 MU, 1 MMA)
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We are seeking a forward thinking, innovative, and culturally responsive English teacher, who enjoys mentoring and developing young people, to join our supportive and progressive English Learning Area. A special interest in literacy would be an advantage.

The successful applicant will:

- Recognise and value the importance of embedding Mātauranga Māori within the curriculum.
- Enjoy sharing their skills and knowledge of English (and literacy) in creative ways to help students reach their full potential.
- Demonstrate strengths in curriculum development.
- Work collaboratively with their skilled colleagues in a supportive learning area.
- Be confident in using relational practices to support student-centred learning.
- Be adept at using technology when and where appropriate to enhance teaching and learning.

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 New Zealand registered, fully conversant with the New Zealand curriculum and have New Zealand residency or a valid work visa.

Application

Applications close with the Principal at **12.00pm on Wednesday 12 November 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

Position Description

Assistant to the Head of Learning Area, English

Name	
Tenure	Permanent, Full Time (1 MU, 1 MMA)
Responsible to	Board of Trustees (Presiding Member) Principal (Daniel Wilson) Head of Learning Area (Trudy Harvey)

Primary Expectation

The Assistant to the Head of Learning Area (HOLA) is expected to provide effective leadership of their area of subject responsibility and contribute and support the wider leadership of the learning area.

Core Responsibilities

Te Tiriti o Waitangi

- Display a commitment to honouring the principles of Te Tiriti o Waitangi within the learning area and the wider school.

Curriculum and assessment

Ensuring effective curriculum delivery

- Support the leadership of the learning area within the framework of the Nayland College charter, strategic plan, and policies.
- Help to develop appropriate schemes of work.
- Help develop appropriate assessment and reporting.

Personnel

Assisting and supporting our most valuable asset

- Support the leadership and facilitation of the staff members working within the learning area.
- Support the development of the learning area as a team, with a shared vision, values and beliefs.
- Support the HOLA to work with new teachers, providing professional guidance, advice and support.
- Work with the HOLA to plan and facilitate professional development for the learning area.

Pastoral care

- Support and maintain positive learning environments through the Nayland College Teacher Profile.

Finance and resources

- Support the HOLA with planning, arranging and controlling budgets and resources.

Learning area management and review

- Work with the HOLA to encourage and foster professional growth among the teachers within the learning area.

Running an efficient learning area

- Support the HOLA in reporting on the learning area to the Principal and Board as required.
- Help to regularly review all aspects of the learning area and participate in external reviews as required.

Instructional leadership

Contributing to wider-school leadership

- Work with the HOLA to ensure the subjects within the learning area are well represented at learning area leadership level.
- Ensure the learning area is engaging with the wider educational community.
- Assist with co-curricular activities and meeting college and community expectations.
- Keep up to date with current leadership and professional practice processes.

Special Responsibilities

- As negotiated.

[Name]

Assistant to the HOLA – English

Date

Daniel Wilson

Principal

Date