

Application for Appointment

Position applied for	EOTC Coordinator and OED Instructor
Tenure	<i>2026 Fixed term part time position. (34 hours per week: 20 hours EOTC Coordinator, 14 hours OED Instructor)</i>

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 (if applicable)

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 Monday 24 November 2025** 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	EOTC Coordinator and OED Instructor
Tenure	2026 Fixed term part time position. (34 hours per week: 20 hours EOTC Coordinator, 14 hours OED Instructor)

Nayland College offers a wide range of Education Outside the Classroom (EOTC) experiences across all subjects. As these opportunities grow, so does the need for robust risk management and system improvement to meet current best practice and Worksafe requirements. We're seeking a passionate and skilled professional to join our team in a dual role: EOTC Coordinator and Outdoor Instructor.

Key responsibilities – EOTC Coordinator

- Induct and support staff for trip planning
- Manage trip submissions and policy compliance
- Organise PD sessions and review EOTC systems
- Check staff competency and First Aid currency

Key responsibilities – Outdoor Instructor

- Lead practical and classroom sessions
- Instruct outdoor activities (kayaking, climbing, biking, etc.)
- Manage gear, inventory, and safety checks
- Assist on overnight trips and improve instructional strategies

About you

To be effective in this role you will need to have experience in outdoor education and trip coordination, with strong Health & Safety knowledge and excellent organisational skills. NZOIA certification (or equivalent) is preferred, along with flexibility and a commitment to student wellbeing and experiential learning.

If you're passionate about the outdoors and ready to make an impact, this role is for you!

Application

Applications close with the Principal at **12.00pm on Monday 24 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. Ideally the successful applicant will be available before year end for an initial familiarisation period, will then commence their new duties from 28 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

EOTC Coordinator and OED Instructor

Name	
Tenure	Fixed Term, Part Time (2026, term time only, 34 hours per week: 20 hours EOTC; 14 hours OED Instructor)
Responsible to	Principal Deputy Principal Head of Outdoor Education

Role Purpose

This dual role supports Nayland College's commitment to safe, high-quality experiential learning. As EOTC Coordinator, you will oversee risk management, policy compliance, and staff training to ensure best practice and Worksafe standards. As Outdoor Instructor, you will deliver practical and classroom sessions, lead outdoor activities, maintain gear and safety systems, and assist with some overnight trips.

Core Responsibilities

As a member of the staff of Nayland College you will be familiar and comply with the school's charter and policies.

- Display a commitment to honouring the principles of Te Tiriti o Waitangi in all personal, online and digital interactions with staff, students and whānau.
- Contact with all students is on a strictly professional basis with the physical and emotional safety of the students being of paramount importance.
- Support and enhance school administration.
- Adhere to the hours of work as arranged.
- Inform the Line Leader of any absence from work immediately (illness etc.) so that other arrangements can be made if necessary.
- Any other tasks as allocated or directed by the Senior Leadership Team.

EOTC administration

- Be fully aware of school wide policies and procedures around EOTC and how they relate to legislation and best practice guidelines.
- Support staff in completing EOTC applications and paperwork.
- Receive and review EOTC applications through Schoolbridge including requesting further information if required and providing basic feedback to staff regarding applications.
- Liaise with the DP responsible for EOTC regarding event applications and proposals.

- Along with the DP responsible for EOTC and other members of SLT participate in regularly reviewing school wide procedures and ensuring they are up to date and fit for purpose.
- Work alongside sports staff to develop and use appropriate EOTC systems and processes for their needs.
- Meet or communicate with sports staff regularly to overview upcoming sports activities and ensure EOTC process is completed and students are invoiced appropriately.
- Along with the DP responsible for sports and sports staff participate in reviewing sports organisational systems to ensure they are fit for purpose.

Outdoor education key responsibilities

- Leading afternoon practical sessions and classroom sessions
- Instructing classes when staff are on trips
- Use a range of instructing techniques which consider students' individual learning needs.
- Evaluate and reflect on instructing techniques and strategies with a view to improvement.
- Gear technician work, repairs and gear orders to ensure all equipment is up to expected safety standards.
- Safety gear checks and inventory management.
- Instructing work away from school.
- Some time on overnight trips.
- Assist with future audit process.

General

- Liaise with appropriate staff and members of the senior leadership team as required.
- Liaise with staff and parents regarding activities and associated permission slips.
- It should be noted that other tasks and duties may be allocated by agreement in consultation with the Senior Leadership Team as and when required.

Professional Development and Review

The EOTC Coordinator and OED Instructor is expected to set professional goals and participate in the Nayland College Professional Development process.

Professional Development discussions with the line leader will help identify strengths, highlight issues needing resolution and confirm professional goals. The EOTC Coordinator and OED Instructor will undertake training identified as necessary. Performance will be reviewed with respect to the effectiveness with which the key tasks 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.

[Name]

EOTC Coordinator and OED Instructor

Date

Daniel Wilson

Principal

Date
