

## Vacancy Information for Applicants

| <b>Position</b> | <b>Outdoor Education Instructor/Technician</b>                   |
|-----------------|--|
| <b>Tenure</b>   | Permanent, Part Time<br><i>36 hours per week, term time only</i> |

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 dynamic and enthusiastic person to join our hard-working outdoor education department. In this position you will be supporting the delivery of Nayland College's outdoor education programme by leading safe, engaging practical and classroom learning experiences across a wide range of outdoor disciplines.

Your key responsibilities will include:

- Delivering instruction in outdoor education through practical sessions, classroom teaching, and skill development activities.
- Leading day and overnight trips, ensuring safe, well-organised, and positive learning experiences.
- Maintaining student safety and wellbeing through effective supervision, risk management, and first aid.
- Management of outdoor equipment, including maintenance, repairs, safety checks, ordering, and inventory control.
- Supporting programme quality and compliance by assisting with audits and continuous improvement initiatives.

Experience in instructing outdoor education, including organising and leading practical sessions, off-site instruction, and overnight trips is key for success in the role.

This is a permanent, part time position and is remunerated as per the Support Staff in Schools Collective Agreement, based on qualifications and experience.

We are located in the beautiful city of Nelson, giving you the opportunity to work whilst having access to all the natural beauty and lifestyle options the Nelson/Tasman area is famous for.

Applicants must have NZ residency or a valid NZ work visa. Any appointment is subject to a satisfactory police vet. A full drivers licence is required.

## **Application**

Applications close with the Principal at **12.00pm on Friday 23 January 2026**.

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](mailto: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 in Term One.

## **Additional Information**

A job description and relevant application form is attached.

Enquiries can be answered by:

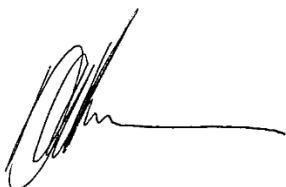
Belinda Lee – Executive Assistant and Board Secretary

P: 03 547 9769 ext 800

E: [belinda.lee@nayland.school.nz](mailto: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.



**Daniel Wilson**

Principal



## Position Description

### Outdoor Education Instructor/Technician

|                       |   |
|-----------------------|---|
| <b>Name</b>           |   |
| <b>Tenure</b>         | Permanent, Part Time ( <i>36 hours per week, term time only</i> ) |
| <b>Responsible to</b> | Principal<br>Head of Outdoor Education                            |

### Role Purpose

The Outdoor Education Instructor/Technician supports the delivery of Nayland College's outdoor education programme by leading safe, engaging practical and classroom learning experiences across a wide range of outdoor disciplines. The role involves instructing students on day trips and overnight expeditions, fostering personal growth, environmental respect, and outdoor competence, while also ensuring equipment is well maintained, compliant, and safely managed. Working collaboratively with staff and students, the position helps sustain a high-quality, well-resourced programme that inspires lifelong participation in the outdoors.

### 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.
- Positive professional relationships with all staff members are maintained.
- 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.

### Outdoor education key responsibilities

- Organise and administer afternoon practical activities with outdoor education classes in cooperation with OED teaching staff.
- 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.
- Significant amount of time on overnight trips during the school term.
- Assist with future audit process.
- Support professional development of other staff members in OED through training days.

### **Special responsibilities**

- The Outdoor Education Instructor/Technician will need to be prepared to spend a significant amount of time on overnight trips during the school term.

### **Professional Development and Review**

The Outdoor Education 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 Outdoor Education 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.

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**[Name]**  
Outdoor Education Instructor/Technician

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**Date**

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**Hannah Banks**  
Acting Principal

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**Date**



## Application for Appointment

|                             |   |
|-----------------------------|---|
| <b>Position applied for</b> | <b>Outdoor Education Instructor/Technician</b>                        |
| <b>Tenure</b>               | Permanent, Part Time<br><i>(36 hours per week, 40 weeks per year)</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

|  |                              |                              |                                      |                               |                                 |
|--|------------------------------|------------------------------|--------------------------------------|-------------------------------|---------------------------------|
| <b>Title</b>                                 | <input type="checkbox"/> Mr  | <input type="checkbox"/> Mrs | <input type="checkbox"/> Ms          | <input type="checkbox"/> Miss | <input type="checkbox"/> Other: |
| <b>Full Name</b>                             |                              |                              |                                      |                               |                                 |
| <b>Postal Address</b>                        |                              |                              |                                      |                               |                                 |
| <b>Mobile Phone</b>                          |                              |                              |                                      |                               |                                 |
| <b>Email Address</b>                         |                              |                              |                                      |                               |                                 |
| <b>Date of Birth (optional)</b>              |                              |                              |                                      |                               |                                 |
| <b>Gender</b>                                |                              |                              |                                      |                               |                                 |
| <b>Ethnicity</b>                             |                              |                              |                                      |                               |                                 |
| <b>Emergency Contact Name</b>                |                              |                              |                                      |                               |                                 |
| <b>Emergency Contact Mobile</b>              |                              |                              |                                      |                               |                                 |
| <b>Are you a NZ Citizen/Resident?</b>        | <input type="checkbox"/> Yes | <input type="checkbox"/> No  |                                      |                               |                                 |
| <b>If No do you hold a Work Visa/Permit?</b> | <input type="checkbox"/> Yes | <input type="checkbox"/> No  | (Relevant documents must be sighted) |                               |                                 |

### Teaching Registration Details (if applicable)

|   |                               |                                      |  |                              |
|---|-------------------------------|--------------------------------------|--|------------------------------|
| <b>Registration Status</b>  | <input type="checkbox"/> Full | <input type="checkbox"/> Provisional | <input type="checkbox"/> Subject to Confirmation | <input type="checkbox"/> LAT |
| <b>Registration Number</b>  |                               |                                      |  |                              |
| <b>Renewal Date</b>   |                               |                                      |  |                              |
| <b>Ministry of Education Employment Number</b> (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.**

|                     |                     |
|---------------------|---------------------|
| <b>Name</b>         | <b>Name</b>         |
| <hr/>               | <hr/>               |
| <b>Address</b>      | <b>Address</b>      |
| <hr/>               | <hr/>               |
| <b>Phone</b>        | <b>Phone</b>        |
| <hr/>               | <hr/>               |
| <b>Email</b>        | <b>Email</b>        |
| <hr/>               | <hr/>               |
| <b>Relationship</b> | <b>Relationship</b> |
| <hr/>               | <hr/>               |

## 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.**

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**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.

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**Applicant's Signature**

**Date**

Please return this application form with your CV and cover letter before **12.00pm on Friday 23 January 2026** 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](mailto:belinda.lee@nayland.school.nz)