



# NAYLAND COLLEGE

TE KĀRETI O NEIRANA

## INFORMATION FOR APPLICANTS

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

### VACANCY

#### POSITION:

#### **Assistant Head of Learning Area: Mathematics**

Permanent, full time

(2 Management Unit & 1 Middle Management allowance)

We are seeking an Assistant Head of Learning Area: Mathematics for a strong high performing mathematics learning area.

The successful applicant will be an inspiring, enthusiastic, collaborative student-focused teacher with an awareness of current educational practice, who enjoys mentoring and developing young people.

As a Microsoft showcase school Nayland College is a progressive co-educational school 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.

Applicants must be NZ registered and fully conversant with the NZ Curriculum.

#### APPLICATION:

Please ensure to forward the completed application form, a cover letter and curriculum vitae via email to Cristy Monds - PA to the Senior Leadership Team E: [cristy.monds@nayland.school.nz](mailto:cristy.monds@nayland.school.nz) , or deliver to the postal address as supplied.

Applications close with the Daniel Wilson - Principal, Nayland College at **12 noon on Friday 20 September 2019.**

#### INTERVIEWS:

After reviewing applications, the College will shortlist and interview if necessary. Shortlisted applicants will be advised of the details, and reasonable expenses will be met.

#### APPOINTMENT:

Appointment will be confirmed as soon as possible, and the successful applicant will commence their new duties 28 January 2020.



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**ADDITIONAL INFORMATION:**

A job description and relevant information is attached.

Enquires can be answered by:

- Cristy Monds, PA to the Senior Leadership Team  
P: 03 547 9769  
E: [cristy.monds@nayland.school.nz](mailto:cristy.monds@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**

# Application for Appointment (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: Assistant Head of Learning Area: Mathematics 2020**

## 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: <small>Optional</small>	Gender: M/F (please circle)	Ethnicity:
Emergency Contact Name:		
Telephone Nos: Home:	Mobile:	
Are you a New Zealand Citizen/Resident* or do you hold a Work Visa/Permit*? <i>(*Please circle as applicable. Relevant documents must be sighted.)</i>		
Any other personal details relevant to your application for appointment:		

## REGISTRATION

Status of Registration: Full <input type="checkbox"/> Provisional <input type="checkbox"/> Subject to Confirmation <input type="checkbox"/> LAT <input type="checkbox"/>
Registration Number: _____ Renewal Date: _____

## 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. An indication of subjects (and levels) you would be prepared to teach.
5. Those ex-curricular activities you are willing to assist with.

## 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. 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 to:

Daniel Wilson  
Principal  
Nayland College  
Nayland Road  
Stoke 7011  
Nelson

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

Email: [cristy.monds@nayland.school.nz](mailto:cristy.monds@nayland.school.nz)

It is the applicant's responsibility to ensure that this application reaches the Principal before noon on the specified closing date: **12 noon, Friday 20 September 2019.**

# JOB DESCRIPTION

## Assistant Head of Learning Area



<b>NAME:</b>	<b>NAME</b>
<b>POSITION:</b>	<b>Assistant Head of Learning Area - Mathematics</b>
<b>TENURE:</b>	<b>Full-time, permanent position</b>
<b>RESPONSIBLE TO:</b>	<b>(i) Principal (Daniel Wilson)</b> <b>(ii) Board of Trustees (Pat Davidsen, Chairperson)</b> <b>(iii) Head of Learning Area (John Walker)</b>

### **KEY:**

**Learning Area: A large faculty comprising of one or more subject areas.**

**Curriculum leader: Leader of a smaller subject or group of subjects.**

### **PRIMARY EXPECTATION**

***The Assistant HOLA is expected to provide effective leadership and curriculum support for the Head of Learning Area.***

### **KEY ROLES**

- To deputise for the Head of Learning Area when required including attending Learning Area Leadership meetings.

**Delegated responsibilities (in collaboration with the Head of Learning Area) from the following key learning area leadership tasks:**

#### **1. Curriculum and Assessment - *ensuring effective curriculum delivery***

- ensuring teachers cover the curriculum as required through the learning area's interpretation of the relevant curriculum statements, and in response to identified students' needs.
- assisting staff in curriculum delivery by organising opportunities for the sharing and development of usable units of work, and teaching and learning approaches.
- encouraging teachers to attend appropriate courses in curriculum, assessment, teaching styles and behaviour management.
- monitoring that the College is offering appropriate courses that meet the identified learning needs of students, making recommendations for changes where appropriate.
- assisting staff to be competent and confident assessors.
- coordinating the support required for setting of exams, common tests and interclass moderation.
- providing regular opportunities for the effectiveness of teaching programmes to be evaluated.

- assisting staff in monitoring student progress and reporting effectively to parents/caregivers.
- Ensuring Curriculum Leaders within their learning area are included in wider curriculum development opportunities and that their subject areas as represented at Learning Area Leadership level.

## **2. Personnel - *assisting and supporting our most valuable asset***

- role modelling professional teaching practice.
- being available to staff for consultation and assistance, and keeping learning area staff informed.
- delegating responsibility to staff utilising their strengths and encouraging professional growth and development.
- identifying the professional and personal requirements of staff through PLD meetings and informal situations.
- supporting staff in their communications with parents/caregivers and whanau.
- providing a guidance and support programme for Learning Assistants.
- ensuring that all staff (representing all subject areas) participate and contribute to professional learning and development.

## **3. Student and Pastoral Care - *providing equably for our students' needs***

- promoting the personal and educational welfare of students in your care.
- ensuring that student progress is consistently monitored and evaluated through learning area processes and the school academic mentoring programme.
- ensuring all students with particular educational needs are identified and provided for.
- monitoring students who are not fulfilling course requirements and operating departmental discipline systems.
- ensuring that students are fully informed and assisted at course selection time.

## **4. Finance and Resources**

- developing an acceptable annual budget and monitoring learning area spending through clear procedures and delegations (i.e. to Curriculum Leaders)
- maintaining, updating and enhancing the learning area's teaching resources effectively to meet identified priorities.
- having a clear policy for the review and purchase of new resources through consultation.

## **5. Departmental Management and Review - *running an efficient department***

- establishing effective lines of communication and keeping records of learning area business.
- establishing procedures for delegating tasks where appropriate.
- providing regular opportunities for learning area review of curriculum and organisational matters.
- maintaining an up-to-date Learning Area Handbook and appropriate course outlines in conjunction with Curriculum Leaders

- ensuring a positive appraisal system is in place that includes professional development interviews and classrooms observations.
- representing the department's interests in school-wide procedures such as staffing and budgeting.

#### **6. Instructional Leadership - *contributing to wider-school leadership***

- ensuring frank and open liaison exists with the Principal and line leader
- ensuring the subjects within the learning area are well represented at learning area leadership level
- ensuring the learning area is engaging with the wider educational community.
- making recommendations for awards and publicising achievements.
- assisting with co-curricular activities and meeting college corporate responsibilities.
- keeping up-to-date with current leadership and professional practice processes.

#### **SPECIAL RESPONSIBILITIES (as negotiated)**

##### **Professional Growth and Performance Review**

Each teacher is expected to:

- participate in the Nayland College performance appraisal processes that satisfy mandatory requirements of the Practising Teacher Criteria.
- be involved in self-directed, learning area and school-wide professional development.
- engage in regular dialogue with their line leader, including discussions around strategies for ongoing professional growth.

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Assistant HOLA

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Daniel Wilson  
PRINCIPAL