



St Andrew's College

January 2022

Dear Applicant

Thank you for your interest in applying for the full-time, permanent position of **Head of Pre-school** at St Andrew's College, commencing **Tuesday 15 March or to be agreed with the preferred candidate**.

The following information is included within this application pack:

- timeline of the appointment process;
- application form and referees' details;
- Person Specification.

Please use the Person Specification as a reference when compiling your CV and covering letter.

I draw your attention to our website where you will find more information about the College, stac.school.nz.

Applications for this position close at 4.00pm on Friday 11 February 2022.

Please address your application, consisting of a covering letter, a CV, **and completed forms** and send to the Assistant to Principal of Preparatory School, Charlotte Penrose, by email at CPE@stac.school.nz.

We look forward to receiving your application.

Yours sincerely

Jonathan Bierwirth
Principal of Preparatory School
Deputy Rector St Andrew's College

TIMELINE

Position advertised:	Friday 21 January 2022
Applications close:	Friday 11 February 2022
Shortlist completed:	Monday 14 February 2022
Interviews in the week of:	Wednesday 16 – Friday 18 February 2022
Reference checks and offer made to the preferred applicant:	Monday 21 February 2022
All applicants notified:	Wednesday 23 February 2022

Application Requirements

Your application should include:

1. A covering letter explaining why you are applying for the position and the skills and level of experience you have in order to meet the requirements of this position.
2. A curriculum vitae and the names and contact details of two referees should also be included. The referees should be able to comment on your professional skills, both technical and interpersonal.
3. Proof of COVID-19 vaccination as required by the Government mandate for schools.

Permanent Contract

This is a full-time permanent contract.

Hours of Work

Permanent position. Full time: 40 hours per week, including during school holidays.

Start Date

Tuesday 15 March 2022 or to be agreed with the preferred candidate.



PERSON SPECIFICATION

Teaching and Learning Skills

Will be

- recognised as a teacher of excellence;
- able to foster a child-centred and play-based learning environment;
- able to work in a supportive and positive manner;
- confident and capable in working with the New Zealand Te Whāriki Curriculum and supporting documents;
- committed to a culture of high expectation;
- able to motivate and guide children to achieve their potential;
- competent in using assessment effectively to guide and improve teaching and learning;
- knowledgeable and effective in positively managing children's behaviour.

Interpersonal and Communication Skills

Will be

- empathic in working with children and their families;
- proactive in promoting the College to enhance its image, environment, and profile;
- known for excellent people skills, leadership qualities and leading staff;
- known for personal qualities of honesty, integrity, enthusiasm, good humour, and approachability.

Professional Skills

Will be

- capable of leading development and directions as agreed through strategic planning;
- proactive in pursuing personal learning and encouraging/supporting staff professional development;
- supportive of the special character of the College, and will exercise discretion and confidentiality where appropriate;
- confident in using information technology as a tool to assist teaching and learning, for planning, and for school administration.

St Andrew's College – Application Form

Please note: Issues can arise if this PDF form is completed using PDF readers other than Adobe Reader or Adobe Acrobat.

Position applied for: _____

Personal details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname: _____ Given Names: _____

Full Postal Address: _____

Contact Telephone: _____

Email Address: _____

Date of Birth: _____

Teacher Registration No. _____

Status:

- ☐ Registered Teacher ☐ Current Practicing Certificate
☐ Provisionally Registered Teacher ☐ Subject to Confirmation
☐ Not Registered

Present Teaching Position

School: _____

Date Appointed: _____

Nature of Appointment:

- ☐ Permanent ☐ Management Unit
☐ Full time ☐ Part time ☐ Relieving

Referees

Please provide the names and contact details of three referees below.
Any referee's report will be confidential to the Head of Secondary School.

PLEASE NOTE – CONTACT WITH REFEREES WILL BE MADE ONCE APPLICANTS HAVE BEEN SHORTLISTED FOR INTERVIEWS.

Referee details:

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Referee details:

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Referee details:

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Questionnaire

PLEASE PROVIDE A WRITTEN RESPONSE TO EACH QUESTION

This section is designed to assist the interviewing panel in matching applicants to the objectives in the Person Specification. Short-listed candidates will have a selection of nominated referees contacted, so please include contact numbers for any referees nominated for this section. **Please limit your answers to the space provided.**

For this section you may use referees different to those indicated on the referee form.

QUESTION 1

Teaching and Learning Skills

We seek a teacher of excellence. Give two examples from your current teaching practice that show that you are considered an effective teacher. **Please name the referee who will best support your response.**

NOMINATED REFEREE

Name: _____

Organisation: _____

Telephone: _____

Email: _____

QUESTION 2

Interpersonal and Communication Skills

We seek a teacher who can work effectively with a wide range of people. Please give an example of when you had to work collaboratively to achieve a goal. **Please name the referee who will best support your response.**

NOMINATED REFEREE

Name: _____

Organisation: _____

Telephone: _____

Email: _____

QUESTION 3

Professional Skills

Please list the professional development that you have led and/or undertaken during the last 12 to 18 months, in particular, in curriculum development, student learning and the use of data to improve student outcomes. **Please name the referee who will best support your response.**

NOMINATED REFEREE

Name: _____

Organisation: _____

Telephone: _____

Email: _____

QUESTION 4

Teaching as Inquiry

Please explain your understanding of teaching as inquiry and professional reflection and give examples of their application and value in your teaching practice. **Please name the referee who will best support your response.**

NOMINATED REFEREE

Name: _____

Organisation: _____

Telephone: _____

Email: _____

Declarations

- (a) Please describe any injury or illness, or other known conditions you have or have had that may affect your ability to effectively carry out the duties and responsibilities of the position.

- (b) ☐ YES ☐ NO 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?

- (c) ☐ YES ☐ NO Have you ever received diversion or otherwise know of any reason you should not be employed to work in the school environment?

- (d) ☐ YES ☐ NO Do you have any charges pending?

If you answered YES to question (b), (c) or (d), you will be asked to provide a copy of the relevant court records, and asked to comment further.

- (e) I solemnly and sincerely declare that to the best of my knowledge and belief, the information given in this application and attached CV is true and correct. I understand that this may be verified and that failure to provide correct and true information may make me liable to dismissal from the employment of the Board of Trustees.

Signature: _____ Date: _____

CONFIDENTIAL ENQUIRIES

I give St Andrew's College permission to seek information about my employment and personal background. I understand that this information will be treated in complete confidence, and only used for staff selection purposes. I understand that, if necessary, the Board of Governors or a nominated representative, may approach persons other than the referees I have supplied, to gather information related to my suitability for appointment to this position. This may include approaching the New Zealand Education Council.

Signature: _____ Date: _____