



St Andrew's College

June 2019

Dear Applicant,

Thank you for your interest in applying for the Middle Syndicate (Years 4–6) teaching position at St Andrew's College Preparatory School.

The following information is included with this package:

- 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 the College website where you will find our more information about the College at stac.school.nz.

Applications close at 4.00pm on Monday 5 August 2019.

Please email your application to Assistant to the Principal, Charlotte Penrose, by email CPE@stac.school.nz.

If you have any enquiries about this position, please contact Assistant to the Principal, Charlotte Penrose, by phone +64 3 940 2000, extn. 4023 or email CPE@stac.school.nz.

We look forward to receiving your application.

Yours sincerely

Jonathan Bierwirth
Principal of Preparatory School and Deputy for Rector



Timeline

- 25 June Position first advertised
- 5 August Applications close at 4.00 pm
- 9 August Shortlist completed
- 12 – 16 August Interviews
- 19 August Appointment made
- 21 August All applicants notified

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 Principal of Preparatory 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: _____



Person Specification

The successful appointee will have the following qualities/attributes:

Quality Teaching and Learning

- be recognised as a teacher of excellence;
- be able to provide quality learning experiences within a fun and engaging environment;
- be able to work in a supportive and positive manner;
- have high expectations of the children;
- be able to motivate and guide children to achieve their potential;
- have effective child management skills;
- be able to prepare students for life in the digital age.

Interpersonal and Communication Skills

- have empathy with students and their families;
- promote the College to enhance its image, environment, and profile;
- have excellent people skills and leadership qualities;
- have personal qualities of honesty, integrity, enthusiasm, good humour and approachability.

Professional Skills

- be able to support school directions as agreed through strategic planning;
- show a willingness to continue personal learning and be involved in staff professional development;
- be confident in using information technology as a tool to assist teaching and learning, for planning, and for school administration;
- be involved in co-curricular activities;
- be supportive of the special character of the College, and exercise discretion and confidentiality where appropriate.

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St Andrew's College

Advertisement

**St Andrew's College Preparatory School
Middle Syndicate (Years 4–6) Classroom Teacher
Permanent, full time position
Commencing January 2020**

St Andrew's College is the South Island's only independent co-educational school offering Pre-school to Year 13 education. The Preparatory School has 450 girls and boys from Years 1-8. The College has outstanding facilities and resources, and an enviable reputation for quality learning and happy children.

We are looking for an experienced, energetic, and enthusiastic teacher to join our Middle Syndicate at the start of next year (end of January 2020). The successful applicant will have an outstanding record of working with this age group, be self-motivated and capable, and will be known for his or her ability to engage children within a caring, friendly and stimulating environment.

The College offers excellent terms and conditions to staff. This is a wonderful opportunity for someone looking for a change of environment.

Application packs are available from the College website or please contact the Assistant to the Principal, Charlotte Penrose, by phone +64 3 940 2000, extn. 4023 or email CPE@stac.school.nz.

Applications close at 4.00pm, Monday 5 August 2019.