



St Andrew's College

May 2019

Dear Applicant

Thank you for your interest in applying for the Year 1 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;
- Copy of advertisement.

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

Applications close at 4.00pm on Monday 17 June 2019.

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

Please address your application to Charlotte Penrose, Assistant to the Principal St Andrew's College Preparatory School, and email to cpe@stac.school.nz.

We look forward to receiving your application.

Yours sincerely

Jonathan Bierwirth
Principal of Preparatory School
Deputy for Rector



Timeline

Thursday 23 May	Position advertised
Monday 17 June	Applications close at 4.00pm
Friday 21 June	Shortlist completed
Monday 24 – Friday 28 June	Interviews
Wednesday 3 July	Appointment made
Friday 5 July	All applicants notified

Application Form

Refer to the attachment



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



Advertisement

St Andrew's College Preparatory School, Christchurch

2020 Year 1 Teacher

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 school has outstanding facilities and resources, and an enviable reputation for quality learning and happy children.

We are looking for an experienced, energetic, and enthusiastic person to join our Years 1–3 team at the start of next year (end of January 2020). The successful applicant will have an outstanding record of working with five and six-year-old children, be self-motivated and capable, and will be known for his/ 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.

Applications close Monday 17 June 2019.

Applications packs are available from the College website or by contacting Assistant to the Principal, Charlotte Penrose, by email CPE@stac.school.nz or phone +64 3 940 2037.